



## **RISK MANAGEMENT POLICY**

Version – 1.1 July 2021

### **A. Context of Policy**

As the State Sports Organisation for Artistic Swimming, Artistic Swimming WA (ASWA) has a leadership role in ensuring systematic risk management practices are implemented statewide. These risk management practices aim to ensure safe working and sporting environments for all involved in the sport. This Policy demonstrates ASWA's commitment to implementing and reviewing risk management systems, procedures and processes within all ASWA's operational areas and across the sport.

### **B. Policy Aims**

The aims of ASWA's Risk Management Policy are to:

- Reaffirm the commitment to providing safe working and sporting environments;
- Describe processes which underpin the implementation and review of risk management practices;
- Provide leadership and a best practice model for member clubs and associations for the development of their policies and procedures, ensuring risk management systems are part of the day to day operations and administration of the sport in WA.

### **C. Policy Statement**

Artistic Swimming WA recognizes it's legal and moral responsibility in managing risks in all of its activities. ASWA is committed to providing a safe working and sporting environment which is free from discrimination and harassment. ASWA is also committed to minimizing financial and legal risks through the implementation of responsible risk management practices and regularly reviewing these to meet the changing demands of the sport and the business of sports management.

Artistic Swimming WA recognizes that risk management:

- is more than preventing physical harm and providing safe working environments;
- encompasses due diligence processes which are fundamental to duty of care;
- includes systems and procedures to minimize financial, legal, social and market risks;
- involves the implementation of systems and processes which aim to minimize losses and maximize quality outcomes;
- requires training of people to implement the systems and the allocation of appropriate resources;
- requires regular reviews to ensure systems are relevant and appropriate to the changing needs of the business of managing the sport;
- is central to good management practices.

## **D. Definitions**

### **Risk**

*“The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood”.*

*(Australian/New Zealand Risk Management Standard – AS/NZ 4360:1999 – pp 3)*

### **Risk Management**

*“The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects”.*

*(Australian/New Zealand Risk Management Standard – AS/NZ 4360:1999 – pp 4)*

*“Risk management is an iterative process consisting of well-defined steps which, taken in sequence, support better decision-making by contributing a greater insight into risks and their impacts. The risk management process can be applied to any situation where an undesired or unexpected outcome could be significant or where opportunities are identified. Decision makers need to know about possible outcomes and take steps to control their impact”.*

*(Australian/New Zealand Risk Management Standard – AS/NZ 4360:1999 – pp iii)*

## **E. Policy Application**

This Policy applies first and foremost to the Board and Staff of Artistic Swimming WA. It also applies to Club Committee Members, to all Coaches and Artistic Swimming athletes in the High Performance Program, to Team Managers, Competition Managers and all of ASWA's volunteers who work on and interact at ASWA's competitions, events, workshops and activities.

The Policy is also intended to be a model for ASWA's Members – and their members/associations and clubs – for the development of risk management policies and procedures and the implementation and review of systematic practices to minimize risks.

## **F. Policy Coverage**

The Policy covers the day to day operations of Artistic Swimming WA, the High Performance Program including coaching and athlete support activities, regional centres – their coaches and participants, the travel into the regions for ASWA employee's, coaches, athletes and officials, the management of Artistic Swimming WA competitions and events including any ASWA organized sport development activities.

## **G. Responsibility for Management of Risks**

Everyone within their work area is responsible for their own safety and the safety of others. The identification of risks in specific work contexts, the consequences and the treatments of these is part of the process of implementing risk management systems – and this involves everyone within the organization.

The ASWA Board is ultimately responsible for the successful implementation of the risk management processes, with the review of the risk management systems and processes managed and communicated to the board by the board member with the Risk Management portfolio.

**i) The Artistic Swimming WA Board will:**

- ensure the policy is distributed and it is implemented at all levels of the organisation;
- approve and provide relevant resources for the implementation and maintenance / review of the risk management systems;
- ensure appropriate training is provided;
- include risk management as an agenda item at Board meetings;
- ensure decisions are made in light of this policy, take into account key principles of risk management;
- report annually at the AGM on outcomes of risk management practices and signal future risks (real and potential) for ASWA.

**ii) The board member with the Risk Management portfolio:**

- consult widely on the implementation of the risk management plan;
- ensure all board members and staff are involved in the development and review of the risk management plan including the assessment of risks and identification of treatments;
- ensure the ASWA policies including the Member Protection Policy are part of the development of the plan;
- encourage the reporting of risks (potential and real), and action treatments for these;
- document accurately identified risks and treatments and ensure the register of these is kept up to date;
- support WA clubs in the development of policies and risk management plans;
- provide induction training as required on risk management for all ASWA staff, officials and volunteers,
- inform the Board of any significant new risks or negative impacts as they arise – outside of the regular reporting processes.

**iii) ASWA Administrative Staff and volunteers will:**

- actively participate in training and the implementation and review of risk management systems;
- distribute information on risk management as required;
- ensure risk management strategies are applied in their work context and areas of responsibility.

## **H. Processes**

The development of the Risk Management Plan is the priority and this follows the processes outlined in the Australian/New Zealand Risk Management Standard – AS/NZ 4360:1999. The development process was facilitated by prepared by Verum Solutions Australia (VSA) ABN 66 809 409 400 and Artistic Swimming WA. Broadly the main steps in this process are:

- 1) Establishing the context;
- 2) Identifying the risks;

- 3) Analyzing and evaluating the risks;
- 4) Treating the risks
- 5) Communicating and consulting with stakeholders about the risks;
- 6) Monitoring and reviewing risks;
- 7) Adjusting the plan where appropriate.

The processes are actioned over the major (functional) areas of the organization including:

- 1) Administration and Management
- 2) Finance
- 3) Office/ venue / facilities / equipment
- 4) Competitions – planning and delivery
- 5) Coaching – High Performance, club and regional
- 6) Teams Traveling to and participating in competitions.
- 7) Event management – launches, awards evenings, workshops.

Involvement of all key stakeholders in the development of the plan is necessary for the plan to be effective. The plan needs to be communicated at Board meetings and on our website with identified risks integrated in standard operating procedures and processes in the contexts identified.

## **I. Monitoring and Review**

The Register of Risks will be a standard item at monthly Board meetings. This will also be an agenda item for any Committee and management group responsible for managing the key identified risks.

The Board Director – Risk Management portfolio, together with the staff, are responsible for the regular review of the Register of Risks. The Board Director should meet regularly with those responsible for managing particular risks and review systems in place to treat and minimize risks.

Annual reviews will take place before the Annual Meeting and the management of risks across functional areas will be reported on in the Annual Report.

---

### **References:**

- o Australian/New Zealand Risk Management Standard – AS/NZ 4360:1999.
- o Badminton Australia – Risk Management Policy - 2004
- o Risk Management – Department of Sport and Recreation, Western Australia.
- o Risk Management Policy – Gymnastic Australia, 2002.
- o Risk Management Resource for Recreation & Sport Organisations, Office of Sport & Recreation, SA, 2002.
- o Ten Commandments of Sport Risk Management.
- o What should a Risk Management Policy Look Like – VicSport, 2003.