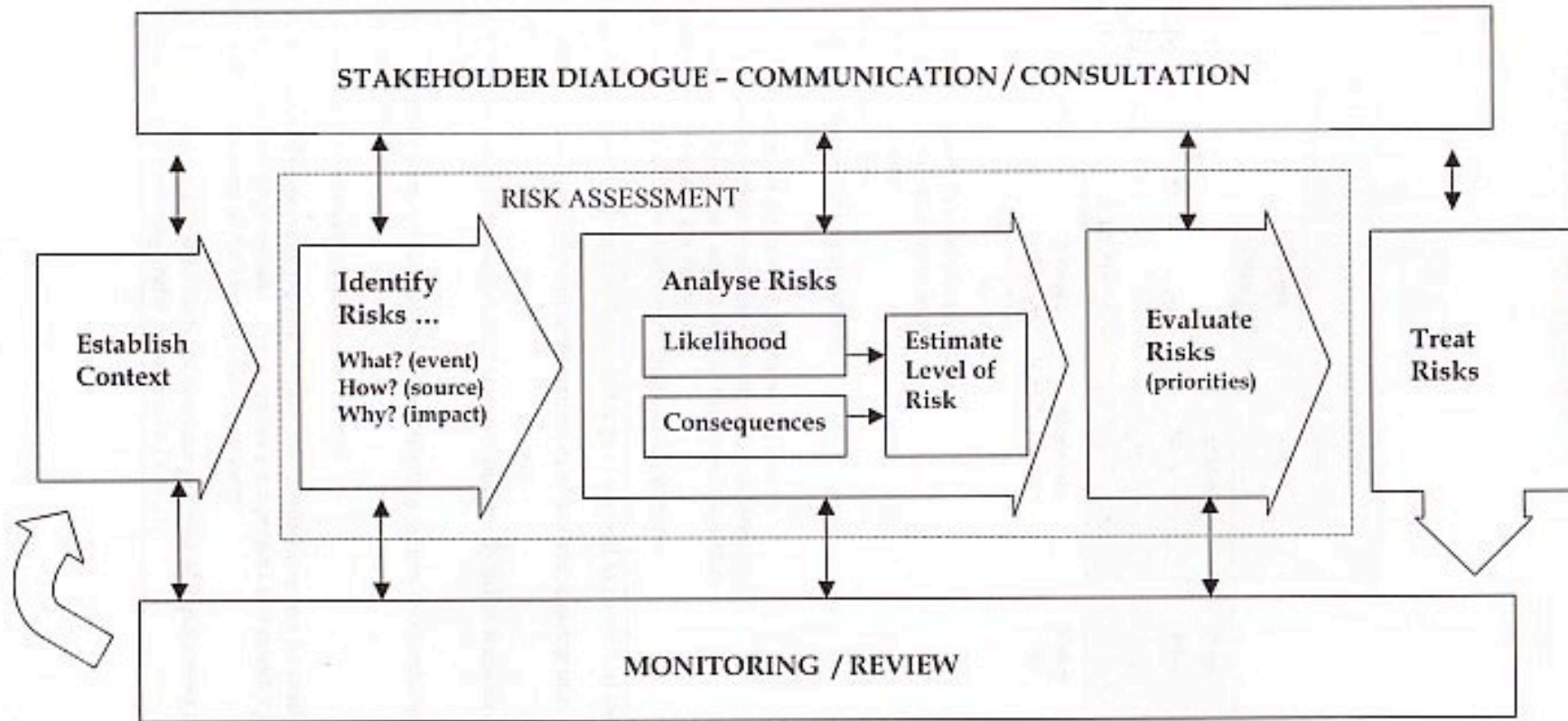


**FIGURE 1 – THE RISK MANAGEMENT CYCLE**



Notes:

Based on the Management Advisory Board *Guidelines for Managing Risk in the APS* and the Australian New Zealand Standard on Risk Management (AS/NZS 4360:1999). Refer also *Guidelines for Managing Risk in the Australian and New Zealand Public Sector (SAA/NZS HB 143: 1999)*.

## APPENDIX 1 – RISK EVALUATION CHART

### P = Probability:

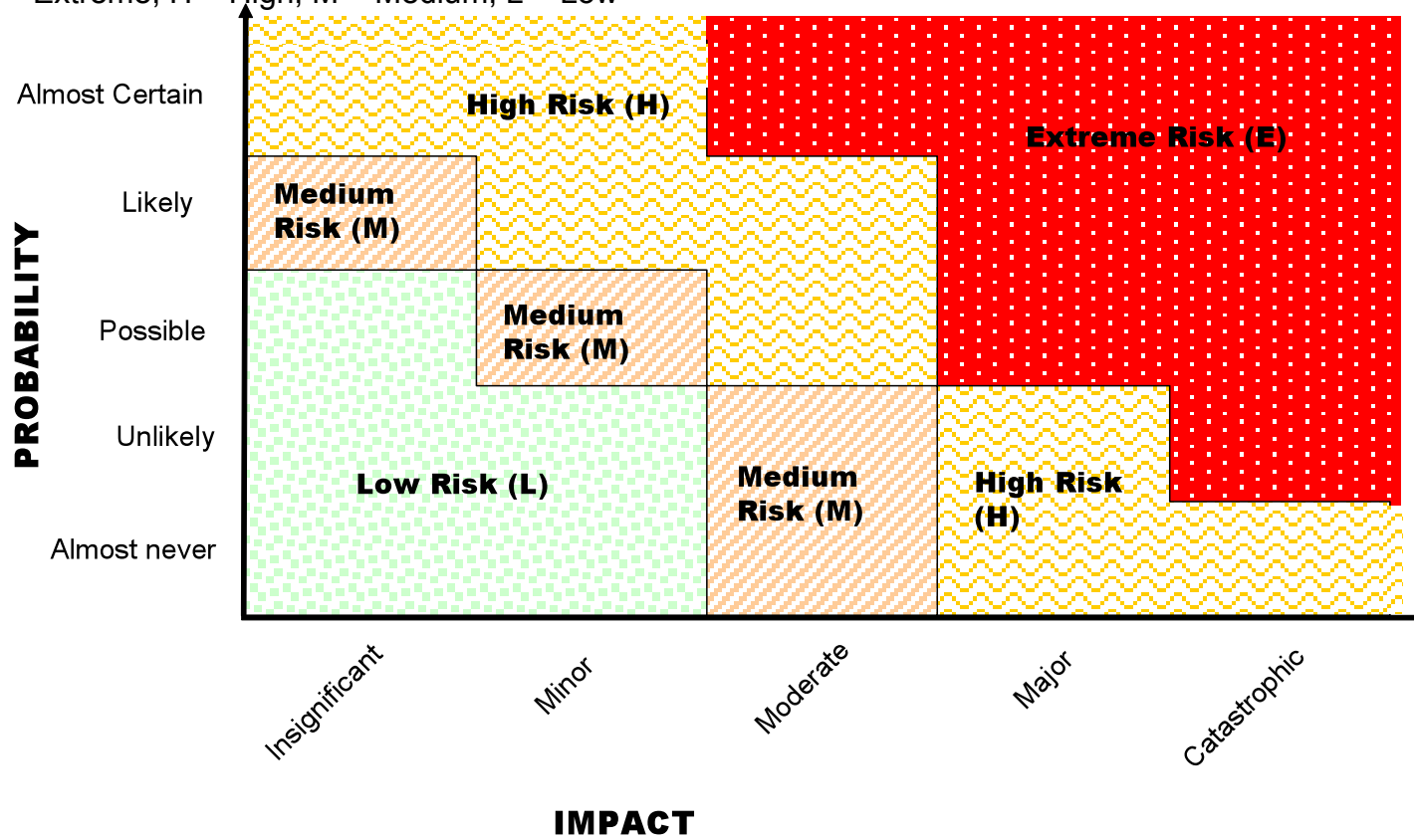
1 = Almost never; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain

### I = Impact:

1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic

### R = Risk Rating:

E = Extreme, H = High, M = Medium, L = Low



**APPENDIX 2 - RISK MONITORING MATRIX**

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
<b>Venue risks</b>							
❖ Inadequate space between pistes	Bystanders hit by blade during nearby bout	Injury to referee, spectators, possible loss of eye	2	4	H	Define minimum standards Cordon off field of play if appropriate	Tournament and Training Session organizers.
❖ Trip hazards	Cables, personal fencing equipment creates trip hazards	Trip related injury: bruises, sprains	3	2	L	Tape cables to floor Provide areas for fencer equipment Educate fencers to keep gear tidy	
❖ Fire	Standard building fire related risks	Loss of building, multiple injury, possible death	1	5	M	Follow Building fire procedures and guidelines Ensure fire exits always clear of equipment & obstacles	Building management
❖ Security risks	Unauthorised entry to public venue	Theft	3	3	M	Warning	
❖ Faulty wiring							
❖ Exposed electrical cables	Electrocution	Injury Death	1	4	L	DT Set-up	
❖ Seating, stairs and access	Structural safety, clear access	Injury or multiple injury	1	4	L	DT Set-up Remove visible obstructions	Building management; attendees
<b>Bouting risks</b>							
❖ Inappropriate equipment used by fencer	Equipment failure	Injury	3	3	M	Publish and supervise appropriate equipment for competition level	WHITEHORSE CHEVALIERS executive, tournament, camp organizers
❖ Weapon breakages	Splinter from blade pierces protection Blade pierces	Major injury	3	4	H	Apply FIE regulations at National and International tournaments	WHITEHORSE CHEVALIERS executive, tournament,

Star 1 Program Appendix 2

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
	protection					Equipment checks prior to all National and international tournaments. Enforce corresponding standards at State level.	camp organizers
❖ Mask penetration	Blade pierces mask	Blindness, permanent disability or death	2	5	H	Apply FIE regulations at National and International tournaments Equipment checks prior to all National and international tournaments to include mask. Enforce corresponding standards at State level.	WHITEHORSE CHEVALIERS executive, tournament, camp organizers
❖ Suit penetration	See weapon breakages risk	Major injury	3	4	H	Apply FIE regulations at National and International tournaments re specification. Enforce corresponding standards at State level. Equipment checks by referees on strip at tournaments re compliance	WHITEHORSE CHEVALIERS executive, tournament, camp organizers
❖ Corp a corp	Fencer jostling	Minor injury, sprains	4	1	L	Apply bouting rules	Referees and Competitors
<b>Fencer risks</b>							
❖ Old age	Over-exertion	Increased frequency of minor injury, major illness, death	2	4	M	Competitor self assessment. Referee's ongoing fitness to bout assessment	WHITEHORSE CHEVALIERS Executive
❖ Pregnancy	Damage to mother or unborn child	death	2	5	E	WHITEHORSE CHEVALIERS to consult with AFF to identify risk management approach	WHITEHORSE CHEVALIERS Executive

Star 1 Program Appendix 2

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
						and publicise	
❖ Young age (immaturity)	Fencing without masks or adequate protection, inadequate supervision. Age mismatch.	Minor or major injury	3	3	H	WHITEHORSE CHEVALIERS to provide information and support to affiliated coaches to assist in management of young children during fencing programs	WHITEHORSE CHEVALIERS, Coaches
❖ Incompetence	Incompetent fencing	Injury to opponent	2	2	L	Referee bout supervision	
<b>Team touring &amp; camp risks</b>							
❖ Transit related risks	Team travel and individuals on official WHITEHORSE CHEVALIERS business	Injury, illness, loss of life	1	5	H	Coordinate travel through reputable travel organization Support personnel for personal, property and sickness related risk and evacuation.	WHITEHORSE CHEVALIERS Executive, WHITEHORSE CHEVALIERS appointed managers, coaches, chaperones
❖ Loss of goods	Team member risk	Monetary loss				Group travel arrangement; insurance	Travel Agent Tour manager
❖ Personal security	❖ Environmental ❖ Fencing related					Supervision of juniors by manager. Limited information kits to tourists.	WHITEHORSE CHEVALIERS Executive, Tour Manager
❖ Junior Harassment	❖ Team travel ❖ Camp participation	Injury to individual Reputation & monetary loss to WHITEHORSE CHEVALIERS	2	5	E	Supervision of juniors by manager. Manager Guidelines produced Member Protection Policy in place and enforced	WHITEHORSE CHEVALIERS Executive, Tour Manager, Camp Leaders

Star 1 Program Appendix 2

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
❖ Sexual Harassment	❖ Team travel ❖ Camp participation	Injury to individual Reputation & monetary loss to WHITEHORSE CHEVALIERS	2	5	E	Supervision of juniors by manager. Manager Guidelines produced Member Protection Policy in place and enforced	WHITEHORSE CHEVALIERS Executive, Tour Manager, Camp Leaders
<b>Drugs in Sport</b>							
❖ Use of performance enhancing drugs	❖ As published by WADA	Reputation Funding Results	2	4	H	❖ Adopt anti doping policy ❖ Educate athletes ❖ Access to information	WHITEHORSE CHEVALIERS Executive
❖ Use of recreational drugs amongst fencers & officials	❖ As published by WADA ❖ Applies to officials and athletes	Reputation Funding Results Injury Decisions Insurance cover	1	2	L	❖ Adopt anti doping policy	WHITEHORSE CHEVALIERS Executive
❖ Use of medically prescribed drugs	❖ Inequitable treatment of athletes	Athlete disadvantage WHITEHORSE CHEVALIERS reputation	3	3	H	Ensure anti doping policy provides for these circumstances Develop	WHITEHORSE CHEVALIERS Executive
<b>Administrative</b>							
❖ Selection challenges	❖ Inappropriate national representation ❖ Selecting wrong people ❖ Not selecting right people	❖ Reputation ❖ Loss of performance	4	4	H	Develop comprehensive selection policy Appeals process initiated Establish criteria for selection of selectors Legal review of policy Publish policy in advance Report outcomes & document	Selection Commission

Star 1 Program Appendix 2

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
						decision making	
Non-Compliance with legislative requirements under Incorporations act	Incorporations Act Applies to constitution and implementation	Pecuniary fines Jail Reputation Loss Limited liability	1	2	H	Review constitution against incorporations Act Use skilled administrative assistance where possible	WHITEHORSE CHEVALIERS Executive
Inadequate commercial activity / contracting	❖ Contracting individuals and organisations	❖ Financial ❖ Reputation	4	4	E	❖ Establish authority and decision making protocols ❖ Ensure significant contracts are in writing and reviewed ❖ Skilled review appropriate to scope for risk	WHITEHORSE CHEVALIERS Executive
Inappropriately applied disciplinary action	❖ Applies to WHITEHORSE CHEVALIERS membership and individuals / entities under contract or licence ❖ Disciplining people/ entities unjustly ❖ Not disciplining people / entities where warranted	❖ Reputation ❖ Financial ❖ Injury	2	3	M	❖ Develop, publish and apply non-rules related disciplinary policy ❖ Apply linkage to appeals & review policy	WHITEHORSE CHEVALIERS Executive
<b>Asset Related Risks</b>							
❖ Loss / damage of equipment		Damage, fire, theft of WHITEHORSE CHEVALIERS assets	2	2	L	❖ Asset register established ❖ Review insurance requirements	WHITEHORSE CHEVALIERS executive, armourer

Star 1 Program Appendix 2

<b>Risk</b>	<b>Scope</b>	<b>Potential Loss</b>	<b>P</b>	<b>I</b>	<b>R</b>	<b>Management</b>	<b>Responsibility</b>
Fraud/Defalcation	❖ "Internal" loss of assets	❖ Financial	2	2	M	❖ Separation of functions. Audit.	WHITEHORSE CHEVALIERS Executive
❖ Loss of knowledge / data	Current records loss or corruption	Financial and administrative time	3	4	E	❖ Develop knowledge management and data management policy	WHITEHORSE CHEVALIERS Executive, treasurer, secretary
❖ Loss of institutional memory	Volunteers as prime repository of information. Limited professional involvement.	Loss of volunteer expertise due to incapacity or resignation. Information monopoly inappropriately maintained.	3	3	H	<ul style="list-style-type: none"> <li>❖ Develop / document operations manual</li> <li>❖ Document key procedures</li> <li>❖ Stagger director appointments</li> <li>❖ Value your people (eg recognition)</li> <li>❖ Transparent governance</li> <li>❖ Ongoing skills development</li> </ul>	