



**Whitehorse Chevaliers Inc**  
**RISK MANAGEMENT PLAN**

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### **Objectives**

1. The objective of this document is to define a framework and basis for the effective management of risk across all activities carried out under the auspices of the WHITEHORSE CHEVALIERS.

### **Target Audience**

2. The target audience of the WHITEHORSE CHEVALIERS Risk Management Plan comprises the following: WHITEHORSE CHEVALIERS Executive; WHITEHORSE CHEVALIERS Committee and Volunteers; WHITEHORSE CHEVALIERS Fencers; other third parties as required.
3. This risk management plan has been developed so that the framework may be utilized by Fencing Victoria Clubs. However, such clubs must still undertake their own risk planning, and must not rely exclusively on this document.

### **Why have a risk management plan**

4. "Risk" is the chance of things happening that could have an impact on WHITEHORSE CHEVALIERS, on the outcomes it achieves, or on the objectives of the various functions it undertakes. Risk Management, therefore, is an approach to decision-making that contributes to the effective achievement of objectives.
5. The concept of managed risk is also an integral part of the accountability requirements at all levels in WHITEHORSE CHEVALIERS. Risk management is a necessary component of good governance within the WHITEHORSE CHEVALIERS for the following reasons:
  - Accountability to our members and to ensure transparency in our decision making;
  - Exercise our duty of care to members and public;
  - Demonstration of responsible governance practice;
  - As a genuine tool for the management and mitigation of risks resulting in loss or damage to WHITEHORSE CHEVALIERS;
  - To inform stakeholders such as insurance companies.
6. All WHITEHORSE CHEVALIERS officers have a responsibility to ensure that the risks relating to their particular area of work are managed to ensure the best outcome is achieved. WHITEHORSE CHEVALIERS also has a responsibility to communicate risks that may impact on fencers and passive participants in WHITEHORSE CHEVALIERS activities. Fencers and passive participants advised of these risks have a responsibility to act in accordance with risk management practices, and to identify and bring to the attention of WHITEHORSE CHEVALIERS emerging or unidentified risks.

### **Scope of Risk Management Plan**

7. This Plan provides a basis for the management and minimisation of risks occurring as a result of actions and events organised by WHITEHORSE CHEVALIERS or under the direct control of WHITEHORSE CHEVALIERS. Risks to be treated will be those that may result in some form of potential loss or damage to WHITEHORSE CHEVALIERS in the following way:
  - Injury or death at WHITEHORSE CHEVALIERS organised events;
  - Financial loss to WHITEHORSE CHEVALIERS, eg resulting from litigation, fines or penalties;
  - Material loss or damage to facilities and/or equipment, eg theft, fire, etc;
  - Reputation damage, eg selection appeals process

- Impact on administrative resources, eg computer virus
8. The scope of this plan is limited to those activities carried out by the WHITEHORSE CHEVALIERS under its statement of purposes as defined in its constitution. For clarity, these activities include the following:
- WHITEHORSE CHEVALIERS organized events;
  - Programs undertaken by WHITEHORSE CHEVALIERS employed coaches (working in Schools, Regional Coaches etc);
  - Programs carried out by WHITEHORSE CHEVALIERS in compliance with various grants from State and other funding bodies such as Sport and Recreation Victoria, VicHealth etc
  - Administration of WHITEHORSE CHEVALIERS.
9. Further clarity on the activities of the WHITEHORSE CHEVALIERS are presented in its Development Plans, as updated from time to time.

### **METHOD OF MANAGEMENT**

10. Risk Management consists of a systematic process of assessing and then dealing with risk. This is presented schematically in Figure 1. The process entails consideration of the context, followed by identification, analysis, evaluation and treatment of risks. It is an iterative process that also involves monitoring and review, and can at time encompass a dialogue with stakeholders along the way (eg consultation with parents regarding management of an overseas junior tour).
11. Risk treatment strategies may include the following options:
- Accept the risk: this is appropriate where the remaining risk levels are insufficient to justify potential treatment options or where it is not possible or uneconomic to treat the residual risk.
  - Avoid the risk: where the level of risk is unacceptable and means of control are either not viable or not worthwhile, the risk could be circumvented, eg by not proceeding with an activity that could generate the risk. It should be noted that inappropriate risk avoidance could significantly hinder the effective operation of the WHITEHORSE CHEVALIERS.
  - Reduce the probability of the risk occurring (e.g. implementing procedures or guidelines).
  - Impact mitigation: Action to reduce the consequences of risk through efforts to ameliorate and deal with the impacts (e.g. communication strategies)
  - Transfer (allocate) the risk: Responsibility for treating risk can be allocated to parties best able to manage it. An example may be utilizing insurances for activities, or sub-contracting responsibilities to specialist parties. However, in some circumstances, risk transfer may raise difficult issues, in particular accountability for risk.

### **Method of Analysis**

12. A risk is an event (i.e. what could happen) that should be distinguished from identified sources of risk (i.e. how each risk could arise) and impacts (i.e. why it is a risk). Identified risks are measured in terms of probability and impact. The combination of probability and impact utilizing the chart in Appendix 1 provides for evaluation of a risk rating. The risk rating becomes the basis for prioritizing the management of risks.
13. WHITEHORSE CHEVALIERS is adopting a matrix approach to risk management as defined in Appendix 2. Risks are addressed under the following key categories:
- Venue Risks

## Star 1 Program Appendix 2

- Bouting Risks
- Fencer Risks
- Team Touring & Camp Risks
- Drugs in Sport
- Administrative Risks
- Asset related Risks

14. Appendix 1 represents the current log of primary risks applicable to WHITEHORSE CHEVALIERS. Appendix 1 is a “living” document and will be subject to revision throughout the risk management cycle and at specific monitoring and review points as defined below.

### ***Risk Monitoring & REPORTING***

15. Risk Monitoring is the basis by which risk planning is updated and effectively managed. The following mechanisms will be adopted by WHITEHORSE CHEVALIERS for the effective monitoring and management of risk:

- Tracking of all accidents and incidents as they arise. This will be achieved through the use of the Accident / Incident Reporting form in Appendix 3.
- Tracking of new or emerging risks as they are identified by or brought to the attention of WHITEHORSE CHEVALIERS officers. A risk reporting form is presented in Appendix 4.
- Risk review at WHITEHORSE CHEVALIERS Executive and Council meetings
- Annual Risk Management Review, held in conjunction with each WHITEHORSE CHEVALIERS Annual General Meeting. The annual risk management review will ensure that the mechanisms defined above have been properly incorporated into the Risk Management plan. This will involve the following activities:
  - Assessment of currency of identified risks;
  - Consideration of sporting and industry trends;
  - Consideration of insurance coverage; and
  - Consultation with stakeholders.

### ***Acknowledgments***

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