



*from beginner to Olympian*

## RISK MANAGEMENT POLICY



**South Australian Judo Academy**

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The South Australian Judo Academy (SAJA) values the welfare of its members, coaches, association representatives, volunteers, and contractors and seeks to protect and preserve its reputation, property (both real and intellectual), equipment, information and assets.

SAJA recognizes that risk management is an integral function of our association and aims to use the world's best practice in risk management to support and enhance its activities, across all areas of its operation.

SAJA will take all reasonable steps to identify, assess and manage risks, in accordance with the Australian/New Zealand Standard AS 4360: Risk Management and other best practice strategies.

SAJA accepts that risk management involves a wide range of strategies that must be implemented. This includes the need to foster local management of risk, through the members at the base level of judo service delivery.

## **SAJA will:**

**use a structured risk management program to minimize all reasonably foreseeable risks to operations, harm to people and damage to property and the environment**

**strive to continually improve its risk management practices.**

- **co-operate and consult with the Australian Judo community, governmental agencies and other stakeholders to manage risk.**
- **make risk management information available to its member organisations, association representatives, staff and volunteers.**

## 1. RESPONSIBILITY

- 1.1 The responsibility for overall risk management process within SAJA rests with the Head Coach
- 1.2 The Head Coach is accountable to the committee for the implementation of the risk management process.
- 1.3 Event managers and/or committees are responsible for risk identification, assessment and control for their particular event.
- 1.4 Members, coaches, association representatives, staff and volunteers are responsible for complying with any policies, procedures or directives made by the association.
- 1.5 Members, coaches, association representatives, staff and volunteers are responsible for identifying risks in their judo activities and assisting in identifying, implementing and monitoring any control measures, where required.
- 1.6 Members, coaches, association representatives, staff and volunteers are responsible for immediately reporting any risks they identify in their judo activities.
- 1.7 Contractors, sub contractors and their employees or agents are responsible for immediately reporting any risks they identify when contracted by SAJA.

## 2. TRAINING

- 2.1 Members, coaches, association representatives, staff and volunteers shall be provided with information on how to access the SAJA Risk Management policy.
- 2.2 It shall be the responsibility of the Head Coach to ensure the provision of risk management information and / or training as required.

## 3. IMPLEMENTATION

- 3.1 A systematic risk management process shall be implemented based on the requirements of Australian/New Zealand Standard AS 4360: Risk Management.
- 3.2 The Head Coach will facilitate the development of a common risk management approach across all areas of operations by:

- Implementing a risk management programme in relation to all association events.
- Ensuring the provision of risk management information and / or training as required.
- Sharing information with broad applicability across all areas; and advocating the adoption and implementation of risk management by members, coaches, association representatives, staff and volunteers

## 4. MONITORING AND REVIEW

The Head Coach and committee will monitor and review the implementation and adoption of the risk management programme.

## 5. RISK MANAGEMENT PROGRAM

The SAJA risk management programme shall consist of the following actions:

Identify the risk – Assess the risk – Treat and Control the risk – Monitor and review

### 5.1 Identify the risk

Consider what, where, how, why and when could a risk occur.

Utilise prior experience and records

Analyse systems and members, coaches, association representative, staff and volunteer reports

Brainstorming risk

### 5.2 Assess the risk

Assess what is the likelihood of a risk occurring utilising the SAJA 'Risk Likelihood Table' (Appendix 1).

Assess what is the consequence if an event or situation occurs utilising the SAJA 'Risk Consequence Table' (Appendix 1)

Assess what is the level of risk by comparing the likelihood of a risk occurring against the consequence should that risk occur utilising the SAJA 'Risk Level Table' (Appendix 1).

### 5.3 Treat and control the risk

Take steps in line with the association 'Treatment and Control Table' (Appendix 2) to:

Reduce the likelihood of the risk occurring

Reduce the consequences should the risk occur

Transfer the risk

Accept the risk

Avoid the risk

### 5.4 Monitor and Review

Examples of how this function can be carried out are through:

Performing risk reviews.

Performance reporting (internal and external).

Audits and other reports upon SAJA events.

The implementation and adoption of risk management programmes.

## 6. RISK REGISTER

A register of all identified risks in relation to SAJA events, the connected considerations and actions taken to treat and control the risk will be maintained by the Head Coach and should be maintained by all members, coaches, association representatives, staff and volunteers for identified risks in their area of responsibility.

# RISK MANAGEMENT

## APPENDIX 1

### STEP ONE – CALCULATE LIKELIHOOD

RATING	LIKELIHOOD (The probability that a problem may occur)
Almost certain	Will probably occur or could occur several times a year
Likely	High probability, likely to arise once a year
Possible	Reasonable likelihood that it may arise over a five year period
Unlikely	Plausible, could occur over a five – ten year period
Rare	Very unlikely but not impossible, unlikely over a ten year period

## STEP TWO – CALCULATE CONSEQUENCE

<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
Little or no impact on the process, persons, activity or event	Some impact on the process, persons, activity or event	Large impact on the process, persons, activity or event	Significant impact on the process, persons, activity or event	Total impact on the process, persons, activity or event

STEP THREE – Match likelihood against consequence to get a risk score

<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>				
	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Almost certain</b>	Medium	Medium	High	High	Extreme
<b>Likely</b>	Low	Medium	Medium	High	Extreme
<b>Possible</b>	Low	Medium	Medium	High	High
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Medium	High

# RISK MANAGEMENT ASSESSMENT TEMPLATE

ACTION	NOTES
<p><b>PROJECT:</b> Describe the activity / function / strategy. Eg: Financial management processes.</p>	
<p><b>THE RISK:</b> What can happen? How can it happen? Eg: Inadequate financial management processes can lead to insolvency.</p>	
<p><b>CONTROLS:</b> What controls will be used in this activity? Excellent / Adequate / Inadequate Eg: Monthly financial statements.</p>	
<p><b>LIKELIHOOD:</b> What is the likelihood of this event occurring? To rate; see 'Risk Likelihood Table' at appendix 1.</p>	
<p><b>CONSEQUENCES:</b> What would be the consequences if the event occurred? To rate; see 'Risk Consequence Table' at appendix 1 and 'Detailed Risk Consequence Table' at appendix 3.</p>	
<p><b>LEVEL OF RISK:</b> What is the level of risk? To rate; see 'Risk Level Table' at appendix 1.</p>	
<p><b>TREATMENT AND CONTROL</b> Tasks to reduce your risk. See 'Treatment and Control Table' at appendix 2. Eg: Audit of books, monthly financial reports</p> <ul style="list-style-type: none"> <li>• Objectives are set</li> <li>• Responsibilities (who is going to do what) are decided</li> <li>• Resources are allocated ( and continuously monitored)</li> <li>• Timelines are defined and reviewed points are determined</li> <li>• Review and monitoring activities are confirmed.</li> </ul>	
<p><b>SIGNATURE:</b> The identified risk, its assessed level, treatment and control strategies should be endorsed and accepted.</p>	

The SAJA Risk Management Plan is current and in place effective 30<sup>th</sup> June 2018

## POLICY APPROVAL

This Risk Management policy and associated contents will be reviewed bi - annually by The South Australian Judo Academy to ensure the actions remain appropriate and effective.

**DATED 30<sup>th</sup> June 2018**

**Accepted on behalf of the South Australian Judo Academy**



signed

Steve Brown, Head Coach



witnessed

Sandy McCulloch, Director Strategy & Marketing

Further Information



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