

LOWER HUTT TENNIS CLUB

RISK MANAGEMENT ASSESSMENT

<u>Strategic Goal</u> and <u>Business Area</u>	<u>Risks</u>	<u>Risk Probability</u> <u>Likelihood/Severity</u>	<u>Mitigation or Control</u> <u>Requirements</u>	<u>Responsible</u>	<u>Action</u> <u>Date</u>
As per Business Plan	Accidental or consequential result.	Likely Extreme Unlikely High Highly Medium Unlikely Low	Operational Planning OP Calendar action CA Administration action AA Access Database control AD	Committee Role	Existing Date Negotiated Date
<u>Events (Facilities)</u> <u>Facilities –</u> <u>A: External &</u> <u>Internal Clubhouse</u>	Clubhouse is accidentally burnt down or suffers earthquake damage. Exterior of clubhouse falls into disrepair or plumbing fails and floods clubhouse. Clubhouse is broken into and damage occurs.	Highly Unlikely/Extreme Likely/Medium Unlikely/Low	Clubhouse is Insured for replacement. Asset valuation and Annual payment. (AA) Fire alarms are installed and tested. (AA) Fire extinguisher is installed and tested. (AA) Planned replacements/improvements/maintenance for painting, plumbing and electrical wiring. (OP) Clubhouse Security is maintained and reviewed depending on asset protection. (AA)	Treasurer Secretary Secretary Management Committee Secretary	

<p><u>Events (Facilities)</u></p> <p>Facilities – B: Fixtures and Fittings</p>	<p>White ware and furniture needs repair or replacement through wear and tear.</p>	<p>Likely/Low</p>	<p>Planned replacements/maintenance based on performance or need. (OP) <i>Application to charity</i></p>	<p>Management Committee</p>	
<p><u>Events (Facilities)</u></p> <p>Facilities – C: Courts & Fences</p>	<p>Courts are damaged and need repairing</p> <p>Courts need replacement through wear and tear.</p> <p>Fences or gates are damaged or need repairing or replacement</p> <p>Access into grounds allows non members to damage courts and/or grounds.</p>	<p>Unlikely/Medium</p> <p>Likely/Extreme</p> <p><u>Likely/High</u></p> <p>Unlikely/Low</p>	<p>Court signage warns players of correct footwear and only tennis to be played on courts. (AA)</p> <p><i>Court maintenance/replacement plan addresses current/future requirements. (AA & OP)</i></p> <p><i>Fence and gate maintenance/replacement plan addresses current/future requirements. (AA & OP)</i></p> <p><i>Ground Security is maintained and reviewed (AA)</i></p>	<p>Secretary</p> <p>Management Committee</p> <p>Management Committee</p> <p>Secretary</p>	
<p><u>Events (Facilities)</u></p> <p>Facilities – D: Driveways, Signage and Parking area</p>	<p>Entrance Driveways have potholes and car park becomes untidy for members.</p> <p>AA signage to club is damaged or lost.</p>	<p>Likely/Low</p> <p>Likely/Low</p>	<p>Driveways and Car park has a maintenance/improvement plan which addresses current/future requirements. (OP & AA)</p> <p>Signage is checked periodically for replacement. (AA)</p>	<p>Management Committee</p> <p>Secretary</p>	

<p><u>Events (Facilities)</u></p> <p><u>Facilities – E: Grounds and Children’s Play area</u></p>	<p>Grounds and scrubs become overgrown and balls cant be retrieved</p> <p>Grass areas are overgrown and become a fire risk</p> <p>Children’s play area is unsafe for children to use.</p>	<p>Likely/Medium</p> <p>Likely/Medium</p> <p>Unlikely/High</p>	<p>Grounds and Play area have a maintenance/improvement plan which addresses current/future requirements. (OP & AA)</p> <p>Budget to contract professional groundsman to upgrade grounds twice a year e.g. September and January to ensure grounds are up to scratch before and during peak tennis season.</p>	<p>Management Committee</p> <p>Secretary</p>	
<p><u>Events (Facilities)</u></p> <p><u>Facilities – F: Coaches Headquarters</u></p>	<p>Building is broken into and goods are taken.</p> <p>Building is burnt down or goes into disrepair.</p>	<p>Likely/High</p> <p>Unlikely/Medium</p>	<p>Coaches Headquarters building has a maintenance/improvement plan which addresses club maintenance responsibilities.(OP)</p> <p>Coach’s contract has conditions written into contract to ensure building security and property care. (AA)</p>	<p>Management Committee</p> <p>Treasurer</p>	
<p><u>Events (Facilities)</u></p> <p><u>Facilities – G: Lighting</u></p>	<p>Lighting on courts is below requirements or are not working.</p> <p>Light control boxes are damaged and lights cannot be turned on.</p>	<p>Likely/Medium</p> <p>Unlikely/Extreme</p>	<p>Lighting has an improvement/ replacement plan which addresses current/future requirements. (OP & AA)</p> <p>Lighting control plan and process is documented and communicated to key committee members as and when required (AA)</p>	<p>Management Committee</p> <p>Secretary</p>	
<p><u>Unification</u></p>	<p>Past club history memorabilia and</p>	<p>Unlikely/Extreme</p>	<p>Record retention plan is held for current and future jubilees. (AA &</p>	<p>Secretary</p>	

<u>Administration</u> H: Club Records	administration records are lost.		AD) Club History is put up on website for members information. (AA)	Secretary	
<u>Club and Game Development</u> <u>Administration</u> I: Membership	Membership is declining overall. Junior Membership is reducing.	Likely/Extreme <u>Likely/High</u>	Marketing Plan is kept up to date for current and future promotion requirements. (AD & AA) Tennis coach's contract includes promotion plan in schools and is reviewed each year for performance of delivery. (OP & AA)	Management Committee. Management Committee.	Drafted 17/7/08 Drafted for signing 1/7/2009
<u>Club and Game Development</u> <u>Administration</u> J: Volunteers	Volunteers for key positions on committee is declining Volunteers for working bees and running events is declining	<u>Likely/High</u> Likely/Medium	Job Expectations are reviewed and approved for key roles to justify honorarium reimbursements or for appointment of salaried staff. (AA) Promotion of volunteer training and recruitment plan is held for current and future requirements (OP & AA)	Management Committee. Secretary	
<u>Financial Sustainability</u> <u>Administration</u> L: Financial	Income reduces considerably Expenditure increases considerably End of Year accounts show considerable loss	Unlikely/Extreme <u>Likely/High</u> Unlikely/Extreme	Detailed Financial report delivered each month for approval. (AA) Finance Budget is prepared beginning of year to support Operations Plan. (OP) Annual Reports are Audited and presented to Members for approval	Treasurer Treasurer Treasurer	

	<p>Club money is lost through fraud.</p> <p>Not enough funds to finance new planning initiatives.</p>	<p>Highly Unlikely/Extreme</p> <p>Likely/Medium</p>	<p>at AGM. (AA)</p> <p>Monthly presentation of accounts and approval of payments by committee/ authorized cheque signatories</p> <p>Sponsorship and Trust Fund application plan updated and held to support Operations Plan. (OP)</p>	<p>Treasurer</p> <p>Treasurer</p>	
<p><u>Unification</u></p> <p><u>Administration</u></p> <p>M: Strategic Planning</p>	<p>Committee does not know what it needs to do to improve the clubs services and facilities</p> <p>Club members do not know how the club is performing operationally or financially.</p>	<p>Likely/Medium</p> <p>Likely/Medium</p>	<p>1 year Operational Club Plan is held using Tennis NZ and Regional Centers (Assoc) 3 year Strategic Plan initiatives to ensure support from National and Regional bodies. (OP & AA)</p> <p>Annual Report is presented to club members to show operational, financial and tennis achievements for the year for approval. (OP)</p>	<p>Management Committee</p> <p>Management Committee</p>	
<p><u>Club & Game Development</u></p> <p><u>Administration</u></p> <p>N: Relationship Management</p>	<p>Club does not have good relationship with TNZ/ Assoc/ Central Region</p> <p>Club does not have a good relationship with</p>	<p>Likely/Low</p> <p>Likely/Low</p>	<p>A Relationship Management and Communication Plan is drafted for club committee operation and committee members appointed to sit on committees and attend forums as necessary. (AA)</p> <p>Interclub conveners produce a monthly report to ensure team</p>	<p>Management Committee</p> <p>Management Committee</p>	

	Interclub conveners or other Interclub teams		captains and team members are abiding by rules.(AA)		
<u>Unification</u>	Committee Members do not know what is happening.	Likely/Low	Inward and Outward Correspondence is reported on for approval on a monthly basis. (AA)	Secretary	
<u>Administration</u>	Club Members do not know what is going on in the club.	Likely/Medium	Club Newsletter is produced for club members at a frequency agreed by the committee.(AA)	Secretary/Newsletter author	
O: Communication	New members do not know what the club is all about.	Unlikely/low	Club website is updated to include information for new members so they can register or contact key committee members. (AA)	Secretary	
<u>Club & Game Development</u>	Computer records are lost when virus attacks files.	Unlikely/High	Club Data is Backed up frequently using virus management software (AA)	Secretary	
<u>Technology</u> P: Access Database	Computer software used is old and restrictive.	Likely/Medium	Technology Software Improvement Plan is held for current/future requirements. (BP)	Secretary	
<u>Club & Game Development</u>	Website is attacked by hackers and goes down indefinitely.	Unlikely/Extreme	Security Management software used to protect web site (AA)	Secretary	
<u>Technology</u> Q: Website	Website design is not flexible enough for clubs use.	Likely/Medium	Technology Software Improvement Plan is held for current/future requirements. (BP)	Secretary	
<u>Events</u> <u>Customer Service</u>	Social events are not being patronized because members do	Likely/Low	Club Social event calendar is communicated to members in advance. (CA)	Secretary	

R: Social Events	not know what's on and can't plan. Club does not know what social events to stage.	Likely/Low	Sub Committees are formed to ask members what they want and to stage social events for their groups. (AA)	Club Captains	
<u>Events</u> <u>Customer Service</u> S: Tennis Events	Tennis events are not being patronized because members can't plan when they are on. Club Champs are not patronised. Club does not know what new events to stage.	Likely/Medium Likely/Low Likely/Low	Club Tennis Events Calendar is communicated to members in advance. (CA) Event evaluation reports are required to ensure future events are constantly improved. (AA) Membership Sub Committees are formed to stage and manage events. (AA)	Secretary Club Captain Club Captain	
<u>Coaching</u> <u>Customer Service</u> T: Coaching	Tennis Coach resigns or sells business. Tennis Coach not achieving agreed contract requirements.	Unlikely/Extreme Unlikely/Extreme	Formal Coaching contract is signed and reviewed when required and coaching delivery outcomes are reported to the Management Committee periodically. (AA)	Management Committee And Club Coach	
<u>Peak Performance</u> <u>Customer Service</u> U: Performance	Club loses potential elite and Nationally ranked players to other clubs	Likely/Medium	Club has a Performance Plan to grow and retain elite players so they may role model tennis in community. (OP & AA)	Management Committee	