

CMCA RISK REGISTER 2015

LIKELIHOOD	IMPACT			
		LOW	MODERATE	HIGH
	LIKELY	3	4	5
	POSSIBLE	2	3	4
	UNLIKELY	1	2	3

KEY

- 5
- 4
- 3= Likely
- 2 =Possible
- 1= Unlikely



		RISK DESCRIPTION	RISK LEVEL	IS THE LEVEL OF RISK MANAGEABLE?	ACTIONS REQUIRED	RISK OWNER	REVIEW FREQUENCY
FINANCIAL	1.1	Loss of an income stream greater than \$20K	4	NO	Revise targets & Staffing level	R&A Committee	Monthly
	1.2	Loss of an income stream less under \$20K	3	YES	Revise targets, staffing and outputs	CEO	Quarterly
	1.3	Sudden increase in costs	2	YES	Revise targets	CEO	Quarterly
	1.4	CMCA records an unbudgeted loss	1	YES	Quarterly forecast of likely end position	R&A Committee	Quarterly
	1.5	There is a lack of control on spending	1	YES	Delegations framework. Audit committee checks	R&A Committee	Quarterly



	1.6	Significant loss of NDCA/ NZC funds	3	NO	Alternative funding sources	Board	Monthly
	1.7	Can't pay wages and or bills as they fall due	2	YES	Cash flow projections. Cash reserves. Budget phasing	R&A Committee	Quarterly
	1.8	Fraud	2	YES	Cheque signatory policy and separation of duties	Board	monthly
	1.9	Loss of Financial Records	1	YES		Board	



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HUMAN RESOURCES	2.1	The CEO departs	3	YES	Succession plan. Desk file	Board	As required
	2.2	Lack of resources to achieve goals	3	YES	Review goals. Reassess plans. Use volunteers	CEO	Quarterly
	2.3	More than three board members leave within a short period	1	YES	Induction. Board training. Identify succession candidates. Written policies & governance manual	Board	Quarterly
	2.4	Loss of Chairman during his term	2	YES	Chair job description. Policies. Succession planning- Deputy	Board	As required



					Chairman		
	2.5	Communication between Chair and CEO breaks down	3	Yes	Succession planning, board policies. Governance Manual and delegations	Board	As required
	2.6	Loss of Staff member	3	Yes	Desk files Succession planning Staff training	CEO	As required



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INFORMATION TECHNOLOGY	3.1	Office not able to operate after an emergency	3	YES	Disaster plan. Offsite IT backup. External back up to hard drive	Board	Quarterly
	3.2	Computer failure and loss of data	1	YES	Dual hard drive. Weekly back up of hard drive-external backup.	CEO/ R&A Committee	Quarterly



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LEGAL/ REGULATORY	4.1	There is a serious injury and/ or damage at a CMCA controlled match	3	YES Shared risk – with ACC	Insurance. ACC levies. Clear policies on safety.	Clubs R&A Committee	Quarterly
	4.2	Compliance with gaming policies not followed and results in funds having to be returned	1	YES	Quarterly audit of grants. Monthly reporting to the board.	R&A Committee	Quarterly
	4.3	An employee lodges a personal grievance	1	YES	Employee policies. Signed employment contracts	CEO/ Board	As required
	4.4	There is a breach of privacy under the Privacy Act	1	YES	Policy on use of data Contracts	CEO/Board	As Required



	4.5	An underage player violates player contract or law at a tournament.	3	YES	Player contracts are signed. By player and parents. Team rules are established. Team manager job description	CEO/ Board	As required
	4.6	Breach of Council By Laws by players (liquor)	5	No	Notify all players and clubs of the bylaws. Judicial policy	Board	Monthly
	4.7	Local Authority issues	3	No	Relationship with the council	Board	Monthly



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PARTICIPATION	5.1	Reduction in player numbers/teams	2	YES	Club liaison Recruitment drive. Link schools/ clubs. Player forums and customer satisfaction surveys	Clubs/ Board	Each season
	5.2	Reduction in trained team coaches	1	YES	Club liaison Recruitment drive. Link schools/ clubs. Player forums and customer satisfaction surveys	Clubs/ Board	Each season
	5.3	Failure to train adequate coaches and umpires	1	YES	Umpire development plan. Coach	CEO	6 monthly



					education plan.		
	5.4	There is no significant improvement in quality and quantity of pitches	1	NO	Clubs training in pitch improvements. Regular reports on pitches. Facility required plan for future	CEO	6 monthly
	5.5	A Club drops out of the Premier Competition	3	NO	Communication with clubs	CEO/ Clubs	quarterly



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CREDIBILITY/ REPUTATION	6.1	An act by a player in a CMCA rep team damages our reputation- cross-reference with 4.5	3	YES	Proactive media relationship. Professional advice. Clear disciplinary processes	CEO	As required
	6.2	A player selection dispute becomes public	2	YES	Clear selection policies that are followed and reviewed regularly.	CEO	As required

