



# Scottish Rowing Risk Management Policy

Approved by Board May 2014

Scottish Rowing (SR) is committed to managing risk effectively in order to protect its members, staff and third parties against potential harm and also minimise damage to the environment and assets.

It will implement Risk Management (RM) to minimise the uncertainty in achieving its goals and objectives and maximise the opportunities in achieving its Vision.

A degree of risk is necessary and unavoidable, but it can be a positive force in the development of the sport of rowing. However, risks needs to be managed by a Risk Management Strategy and maintained in a robust RM Process.

## **Purpose of this Document:**

- The Risk Management Policy forms part of SR's internal controls and governance arrangements.
- The Policy explains SR's underlying approach to RM and the related responsibilities of the Board, SR staff and other key parties.
- In addition it describes process the board will use to evaluate the effectiveness of its internal process

## **Underlying approach to Risk Management**

The following key principles outline SR's approach to RM

- The Board has responsibility for assessing RM within SR as a whole.
- An open and receptive approach to solving risk issues is adopted by the Board.
- Staff and key volunteers support, advise and implement the RM Process approved by the Board.
- SR's Board makes conservative and prudent recognition and disclosure of the financial and non-financial consequence of risk.
- All staff are responsible for encouraging good RM practice within their sphere of influence.
- Key Strategic Risks will be identified and managed by the Board. These risks will be closely monitored on a regular basis by the Board.
- The RM process will be operated on a top down mode with the risks cascaded from the Strategic Risks.



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- The Status of Operational and Activity risks shall be reported on a regular basis at Board meetings.
- We will train our staff and members in the implementation of effective risk management.
- We will strive to continuously improve our risk management processes

## Scope

The RM Policy encompasses the management of Strategic, Operational and Activity risk.

- Strategic Risks are significant risks which impact the delivery SR's Goals, Objectives and Vision as recorded in the SR Strategy document, and are managed by the Board.
- Operational Risks are key risks that impact individual and team delivery responsibilities and are managed through the SR office.
- Activity Risks are those which impact on the delivery and benefits of a specific activity. The activity may be such things as SR events, committees and coaching camps. These risks are identified and managed by the Event Leader.

## Risk Tolerance

We operate as a not for profit body and a Company Limited by Guarantee representing and as the National Governing Body for rowing in Scotland, our stance is **Risk Averse**.

## Risk Management Process

We will apply best practice risk management processes that are consistent with the current British Standard for Risk Management ISO 31000

- A regular review and reporting of risks at all levels
- A risk assessment process which continually updates the risk registers.
- Management of risks by the application and monitoring of risk control measures
- Record monitor and report on risk, utilising risk registers
- Assign responsibility for risks, risk actions and control measures

## Outline Roles and Responsibilities



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#### SR board

- Approve RM policy statement
- Effectively manage Strategic Risks
- Receive reports on the effectiveness and status of operational and event risks

#### SR COO

- Effectively manage operational risks and report on their status
- Manage the RM process at operational level
- Production of risk registers

#### SR Board Committees

- Identify event risk and manage them in their area of responsibility
- Monitor the risk register within their area of responsibility and report to the COO

#### SR Staff

- Fully participate in the risk management process
- Carry out risk actions and control measures for which they are responsible

#### Membership

Those members who are engaged in SR business shall:

- Follow the policies, codes process and rules of the SR Risk management process
- Carry out risk actions and control measures for which they are identified as responsible

### **Risk Management Outcomes**

The Board of SR are committed to:



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- Developing a 'risk –aware' culture in which our people are encouraged to identify risks and respond to them quickly and effectively
- Instil confidence in our key stakeholders, recognising that we manage risk responsibly.
- Developing, implementing and reviewing a consistent risk management process.