



[www.ulsterbadminton.com](http://www.ulsterbadminton.com)



# Risk Register

SUPPORTED BY



## RISK REGISTER

IDENTIFICATION OF POTENTIAL RISK	EVALUATION OF RISK IMPACT	PROBABILITY OF OCCURRENCE	CONTROLS:	RESPONSIBILITY OF:
<p><b>1. Failure to adhere to corporate governance requirements</b></p>	<p>Impact on reputation of Ulster Badminton</p> <p>Potential loss of public sector funding</p>	<p>low</p>	<p>Memo &amp; Articles up to date and good Practice followed</p> <p>Continued focus by the Board and committees to secure funding</p>	<p>Board and Treasurer</p>
<p><b>2. Viability and Solvency:</b> Will viability and solvency be considered as an eligibility criteria to funding bodies?</p> <p>Will Ulster Badminton operate effectively in current financial situation?</p>	<p>If viability and solvency is considered as an eligibility criteria to funding bodies- potential loss of funding if Ulster Badminton is not currently viable or solvent</p> <p>Ulster Badminton may cease to exist / or be unable to continue to deliver key objectives</p>	<p>Medium</p> <p>Low</p>	<p>The board have to understand the requirements and take responsibility for the implementation of any plans</p> <p>As above</p>	<p>Officers and Board members</p> <p>As above</p>
<p><b>3. Public Sector Funding:</b> Over-reliance on funding from Sport Northern Ireland.</p>	<p>Potential reduction in funding post the governing body plan award.</p> <p>Governing body may cease to exist / or be unable to continue to deliver key objectives.</p>	<p>Medium</p> <p>Low</p>	<p>As above, but may be outside the control of the board. (due to the level of overall Government funding to sport in general)</p>	<p>Officers and Board</p>

## RISK REGISTER

<b>4. Failure to retain appropriately trained staff / members.</b>	Failure to deliver programmes and achieve objectives	Low	Plan and implement the objectives	Officers and Board
	Non-compliance with public sector funding conditions	Low	Inform and update the Board of conditions and for them to take responsibility	As above
	High turnover of staff	Low	Secure funding and support existing staff.	As above
<b>5. Failure to attract appropriately trained Volunteers.</b>	Insufficient volunteers to deliver programmes and achieve objectives.	Medium	Clarify the needs and continue to support, recruit and train volunteers. Implement succession planning for Board posts  Keep volunteers informed and support when necessary	Board and Officers
	Loss of potential funding opportunities and insufficient members to drive the objectives of Ulster Badminton forward.	Low		Board and Officers
<b>6. PR Risk</b> ie. need to manage expectations of members in terms of Ulster Badminton provisions.	Negative PR for Ulster Badminton members if expectations are not managed appropriately	Low	Establish the expectations and review the strategic plan. Ensure expectations are realistic and communicated to the members	Board and staff
<b>7. Allegation of child abuse</b>	Negative publicity	Low	Access NI checks on staff and volunteers Safeguarding courses undertaken	Board and staff
<b>8. Data protection breach</b>	Negative publicity Possible fine	Low	Registered with ICO Up to date with GDPR provisions	Board and staff
<b>9. IT crash/disaster recovery</b>	Valuable data lost Loss of time re-establishing	Low	Back up procedures in place Financial records off site Insurance cover	Board and staff

## RISK REGISTER

<b>10. Events not being risk assessed</b>	Unsuitable venues – impact on success of promotions	Low	Regular known venues used, all suitable Staff/volunteer ratios to children always checked	Board and staff
<b>11. Staff litigation</b>	Costs Negative publicity	Low	Staff advised of policies and procedures through issue of staff handbook Grievance policy in place	Board
<b>12. Loss of use of current premises</b>	Re-location costs Re-educate membership where to contact	Low	Not considered problematic. Any small rented office acceptable	Board
<b>13. Major disagreement with parent body (BI)</b>	Difficult to work effectively Legal considerations	Low	Regular open communication Representation on BI Board	Board
<b>14. Incorrect, misleading or malicious information on website or social media</b>	Negative publicity Legal action	Low	Staff member responsible for website information	Board and staff
<b>15. Loss of contract support, e.g shuttle contract</b>	Increased costs of replacements and of printing Legal action	Low	Sufficient stock to not have immediate effect Reviews in advance of contract end dates	Board and staff
<b>16. Pandemic</b>	Revenue loss from events not being able to take place Members seeking ranking points not able to compete	Low	Advice taken from Sport NI Advice taken from PHA and government. Protocols co-ordinated with BI where applicable	Board and staff

March 2020