

	<b>RISK MANAGEMENT</b>	<b>Policy No:</b> RMP - 001
		<b>Effective Date:</b> April 30, 2016
		<b>Review Date:</b> April 30, 2019
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## 1.0 Policy Statement

- 1.1 As a not-for-profit sports organization, the Capital Region Archery Club recognizes that there are risks inherent in all facets of our governance, operations and educational programs.

The Capital Region Archery Club is committed to managing the risks to the organization, its assets, the Club's management committee, and individual members. We take the health, safety, well-being and satisfaction of our members and the general public seriously and although, the Club is not averse to taking operational risks and pursuing opportunities, it will do so thoughtfully and in an informed manner.

## 2.0 Objectives

- 2.1 To reduce the likelihood and impact of loss as the result of personal injury, property damage, environmental spill or release, unethical behaviour and crime.
- 2.2 To provide Club directors and officers with guidelines for making decisions relating to risk.
- 2.3 To minimize potential club liability as a result of poorly managed activities

## 3.0 Definitions

- 3.1 Hazard: Any source or situation that has the potential (risk) to cause harm through injury, property damage, environmental release, and unethical conduct.
- 3.2 Risk: The potential or chance of something happening that will have an impact on the Club's objectives. Determining risk is a function of the mathematical formula Risk = Probability x Severity.
- 3.3 Risk Assessment: The identification, assessment, and estimation of the level of risk involved in a hazard in order to determine what control methods should be used to reduce the level of risk to acceptable levels.
- 3.4 Risk Control: Any physical object, process or procedure used to reduce the risk of a hazard to acceptable levels. Risk control can include all steps taken to prevent a hazard or activity from causing harm and all steps taken to reduce the impact should an incident occur.
- 3.5 Risk Management: An explicit and organized process used to identify, assess, and treat risks so as to better achieve the Club's objectives.

- 3.6 Risk Matrix: A matrix or table that is used to determine risk by defining parameters for determining the probability and potential severity of a hazard or activity.
- 3.7 Risk Register: A risk management tool used to document all of the organization's risks. Information contained in the register would include: the risk; its source; risk factors; treatment options; current risk controls; and recommended risk controls.
- 3.8 Risk Retention: A form of self-insurance employed by an organization that has determined that the cost of transferring the cost of a loss to an insurer is more expensive over time than to retain the risk and pay for the loss out of its own reserve fund.
- 3.9 Risk Termination: A method of eliminating risk by terminating a hazard or activity.
- 3.10 Risk Transfer: A risk management strategy in which risk is either transferred contractually to a third party by having them take on the hazard or activity or transferring the risk through the purchase of insurance.

## **4.0 Responsibilities**

### **4.1 President:**

- Ensure that risk review meetings occur once every three years or whenever a serious incident occurs.
- Work with the Treasurer to ensure that sufficient resources are allocated to manage the Club's risk.
- Oversee the work of the Club Executive and management committee with respect to the implementation of identified risk controls and risk financing measures.
- Communicate with Club membership with respect to matters pertaining to the Club's risk management programs.

### **4.2 Treasurer:**

- Source out and secure risk financing such as commercial insurance whenever possible.
- Report to the Club Executive and management committee on matters relating to the club's financial risks.

### **4.3 All Club Executives and Management Committee members:**

- Participate in risk review meetings when required.
- Assist the President with ensuring the implementation of risk control and risk financing measures.
- Lead by example when risk mitigation measures involving procedural controls or personal protective equipment.

#### 4.4 All Club Members

- Participate in risk reviews and/or hazard assessments when asked to do so.
- Report all incidents that have the potential to put the Club's physical property, damage the Club's reputation, or affect the Club's financial stability.
- Follow all procedural controls as prescribed.
- Wear all personal protective equipment prescribed for any tasks assigned or volunteered for.

### 5.0 Procedures

#### 5.1 Risk Identification

- A risk review meeting must be carried out for all Club operations by the Club's Executive and management committee once every three years, when major operational changes occur, or following a major incident.
- Where appropriate, the risk review meeting shall also include the participation of affected club members.
- Each risk review shall consist of but is not limited to the following:
  - The identification of club activities;
  - The identification of existing or potential hazards associated with each activity;
  - Any and all risk factors that may contribute to the likelihood of an incident;
  - The risk potential of each hazard;
  - Current risk control measures in place; and
  - Recommended risk controls and their potential impact on Club operations.
- All club activities, their associated hazards, and risk control measures shall be documented by creating a risk register.

#### 5.2 Risk Assessment

- Each hazard identified as part of the Club's risk review shall be evaluated and prioritized according to risk.
- The risk level for each hazard shall be assessed by determining the likelihood of the hazard occurring (likelihood) and the potential impact of the hazard if an incident occurred (severity).
- Using the risk criteria identified in the Club's risk matrix, each hazard shall be classified as High Risk, Moderate Risk, or Low Risk. Each risk classification shall be used to determine the urgency at which risk control measures must be implemented.

- All hazards classified as “High Risk” shall be considered as top priority and the implementation of identified risk controls shall be mandatory.
- All hazards classified as “Moderate Risk” although not urgent, are also required to have risk controls identified and implemented after “high risk” hazards have been addressed.
- All hazards as “Low Risk” shall have risk controls identified; however, implementation of the controls is up to the discretion of the Club’s Executive.

### 5.3 Risk Control

- Whenever considering a risk control method to mitigate the risk associated with an identified hazard, the Club’s Executive and management committee shall carry out a cost benefit analysis. If the cost of a risk control is significantly higher than the financial impact of a loss, then alternative methods shall be considered. Failing this, the Club Executive and management committee shall consider either modifying or eliminating an activity altogether.
- Where an activity is determined to be high risk but necessary (ex. maintenance related tasks), the Club Executive and management committee shall transfer the risk to a third party by contracting the activity to a competent contractor.
- Whenever identifying a risk control method, the Club’s Executive and management committee shall consider all applicable municipal bylaws, provincial and federal legislation, and best practice guidelines. Implementation of risk control methods prescribed by legislation is mandatory.
- Risk control methods are to be identified and implemented using the hierarchy of controls prescribed by the *Alberta Occupational Health and Safety Code* and are to be considered in the following order:
  - Eliminate / terminate the hazard or activity;
  - Put in place an engineered control such as a guard or barrier;
  - Manage the activity or hazard through training or procedural controls; and / or
  - Prescribe the use of personal protective equipment.

### 5.4 Risk Financing

- Wherever possible, the Club’s Executive and management committee shall transfer the cost of potential losses to a third party insurance carrier.
- At no time shall the Club Executive and management committee retain the financial cost of a loss unless that loss is less than the deductible identified in the insurance policy

## **6.0 Associated Documents**

6.1 Risk Matrix

6.2 Risk Register Template