

Scottish Welfare Football Association

Reviewed on the 16 February 2020 – To be reviewed as and when at Monthly meetings and formally in February 2021.

RISK REGISTER - RATING CHART

Rating for Likelihood and Seriousness for each risk			
L	Rated as Low	E	Rated as Extreme (Used for Seriousness only)
M	Rated as Medium	NA	Not Assessed
H	Rated as High		

Grade: Combined effect of Likelihood/Seriousness					
		Seriousness			
		low	medium	high	EXTREME
Likelihood	Low	N	D	C	A
	Medium	D	C	B	A
	High	C	B	A	A

Recommended actions for grades of risk	
Grade	Risk mitigation actions
A	Mitigation actions, to reduce the likelihood and seriousness, to be identified and implemented as a priority.
B	Mitigation actions, to reduce the likelihood and seriousness, to be identified and appropriate actions implemented.
C	Mitigation actions, to reduce the likelihood and seriousness, to be identified and costed for possible action if funds permit.
D	To be noted - no action is needed unless grading increases over time.
N	To be noted - no action is needed unless grading increases over time.

Change to Grade since last assessment			
NEW	New risk	↓	Grading decreased
—	No change to Grade	↑	Grading increased

SWFA Risk Register
Strategic and Financial Risk

ID	Description of Risk (including any identified 'triggers')	Impact on Organisation (identify consequences)	Assessment of Likelihood	Assessment of Seriousness	Grade (combined likelihood and seriousness)	Change	Date of Review	Mitigation Actions (preventative or contingency)	Responsibility for mitigation action(s)	Timeline for mitigation action(s)
1	The Committee lacks direction, strategy and forward planning.	<ul style="list-style-type: none"> • Drifts with no clear plan; • Issues are addressed in a piecemeal fashion; • Members needs are not addressed; • Financial Management difficulties; • Loss of Reputation. 	H	H	A		Feb 2020	<ul style="list-style-type: none"> • Create a strategic plan which sets out key aims, objectives and timescales; • Create financial plans & strategies; • Use performance management tools; • Monitor financial & operational performance; • Obtain feedback from members, beneficiaries and key stakeholders. 	Chief Executive and Committee	
2	Insufficient Insurance cover to mitigate key risks e.g. Public liability, etc	<ul style="list-style-type: none"> • Potential financial loss as a result of volunteer, public and member claims 	M	M	C		Feb 2020	<ul style="list-style-type: none"> • Review key risks to establish if these can be mitigated by appropriate Insurance. • Review existing policies to ensure adequacy of cover 	Chief Executive, Committee and Audit Working Group	
3	Maintain Inadequate and/or inappropriate reserves and cash flow	<ul style="list-style-type: none"> • Inability to meet commitments • Impact on operational activities 	M	M	C		Feb 2020	<ul style="list-style-type: none"> • Regular review of cash flow, reserves and investments 	Chief Executive and Audit Working Group	
4	COVID-19	<ul style="list-style-type: none"> • Health risk to players, volunteers and officials 	H	H	A		Sep 2020	<ul style="list-style-type: none"> • Follow all SFA guidelines; • Follow all Scottish Government Guidelines; and • Follow all Health Protection Guidelines. 	Executive Committee All Associations All Clubs All Officials	

Operational Risks

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5	Ineffective organisational structure	<ul style="list-style-type: none"> Lack of information flow leading to poor decision making Roles & duties are unclear Decisions made at inappropriate level or excessive bureaucracy. 	L	H	C		Feb 2020	<ul style="list-style-type: none"> Use organisation chart to create a clear understanding of roles and responsibilities. Review structure and delegated authority 	Chief Executive and Committee	
6	Loss , non-availability of key systems	<ul style="list-style-type: none"> Loss of essential information/data Inability to provide service to members 	L	H	C		Feb 2020	<ul style="list-style-type: none"> Review security and authorisation procedures Implement measures to secure & protect data Review service & support contracts Create & test Disaster recovery procedures 	Chief Executive and Committee	
7	Volunteers	<ul style="list-style-type: none"> Reduction in the volunteer numbers Vetting Procedures Recruitment Poor SWFA services 	M	M	B		Feb 2020	<ul style="list-style-type: none"> Review volunteer policy Review protection procedures Prepare a recruitment policy Review SWFA services 	Committee	

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8	Membership of the SWFA declines	<ul style="list-style-type: none"> Reduction in number of leagues/clubs/teams participating in SWFA 	L	H	C		Feb 2020	<ul style="list-style-type: none"> Monitor <i>market</i> for new entrants Assess and monitor performance and quality of service Monitor public awareness and profile of SWFA Examine office hours 	Chief Executive	
9	Public Perception	<ul style="list-style-type: none"> Membership of the SWFA declines significantly which may result in staff redundancies and potential winding up 	L	L	N		Feb 2020	<ul style="list-style-type: none"> Ensure good quality reporting of the SWFA's activities Develop PR plan and associated training for employees. Enhance communication with clubs via associated leagues. 	Audit and Performance Officer	
10	Bad publicity	<ul style="list-style-type: none"> Loss of reputation Effect on staff morale Deterioration in current relationships 	M	H	B		Feb 2020	<ul style="list-style-type: none"> Review complaints management system Crisis management review 	Chief Executive and Committee	