



**Adelaide Mountain Bike
Club Incorporated**

**RISK
MANAGEMENT
PLAN**

Contents

Title	No. of Pages	Revision No.
Risk Management Plan Development	7	1.0 (June 2004)
Risk Management Review	7	1.0 (October 2006)
Risk Assessment Manual	13	1.1 (October 2006)
Procedure Manual	31	2.0 (October 2006)

**Adelaide Mountain Bike
Club Incorporated**

**RISK MANAGEMENT PLAN
DEVELOPMENT**

1.0 BACKGROUND

1.1 Club History

The Adelaide Mountain Bike Club (AMBC) was formed in Adelaide, South Australia, in 1989, to promote mountain biking (MTB) as a sport and leisure activity. Over the years, the club has grown to become one of the largest providers of cross country MTB activities in this state. The club runs the state cross country racing winter and summer series, and also provides recreational MTB events for non-competitive riders.

1.2 Risk Management Background

The sport and recreation industry is generally considered to comprise five sectors; sport, outdoor recreation, community recreation, fitness and racing, and AMBC is active in all of these areas. Like many sporting organisations, AMBC seeks to develop a safer operating environment, in terms of reduced exposure to injury, litigation, discrimination, vilification, failure, loss or damage.

The following document has been prepared in consultation with Standards Australia HB 246 – 2002, *Guidelines for Managing Risk in Sport and Recreation*, which was in turn developed from Standards Australia document AS/NZS 4360:1999, *Risk management*.

1.3 Plan Development Timetable

A development timetable was established to ensure that the AMBC risk management plan was delivered and acted upon, and is shown in Table 1.

Phase	Detail	Delivery Date
1	Organisation commitment to risk management process	30 th Jun 2003
2	Identify threats and risks	31 st Aug 2003
3	Assess the level of each risk	30 th Sept 2003
4	Decide to accept or treat the risk	30 th Nov 2003
5	Determine treatment options for all unacceptable risks	31 st Dec 2003
6	Formalise risk management plan	28 th Feb 2004
7	Implement treatment options	15 th March 2003
8	Communicate information to all affected parties	On-going
9	Review the risk management action plan after 6 months	15 th Sept 2004
10	Identify any new risks and update the plan	On-going

Table 1 – Plan Timetable

2.0 RISK MANAGEMENT PLAN

2.1 Policy Statement

2.1.1 Preface

The Adelaide Mountain Bike Club (AMBC) is committed to the implementation of the risk management plan described in the attached document. This plan is aimed at determining the extent of risk in all aspects of club activity and implementing actions to neutralise or manage these risks, in accordance with the club constitution.

This structured risk management program will minimise the reasonably foreseeable disruption to operations, harm to people and damage to the environment and property, and will identify and take advantage of opportunities as well as minimising adverse effects.

AMBC will train our people to integrate risk management into all facets of club activity, and ensure a continuous improvement environment for these activities.

2.1.2 Process

The AMBC risk management plan is based on the principles of Standards Australia HB 246 – 2002, *Guidelines for Managing Risk in Sport and Recreation*, which was in turn developed from Standards Australia document AS/NZS 4360:1999, *Risk management*.

The AMBC committee will facilitate the implementation of a common risk management process across all areas of club activity, and will promote adoption of all principles by all stakeholders.

2.1.3 Monitoring and Review

The AMBC committee will monitor and review the implementation of the risk management program.

2.1.4 Responsibilities

Risk management is the responsibility of all people involved in club activities, including those who are not members. Each has an equally important role in ensuring that the risk management program meets the desired goals.

For further information regarding this policy, please contact the risk management officer through the AMBC website at www.amtbc.com

2.1.5 Endorsement



President
Date: 12/02/ 2004



Risk Management Officer

2.2 Identification of Threats and Risks

2.2.1 Primary Risk Categories

A total of 22 primary threats and risks associated with the activities of AMBC have been identified, and are listed in Table 2.

Sources of Risk	Detail
NATURAL EVENTS	Fire before event
	Fire during event
	Climatic extremes on day of event
	Vermin/ insects
	Earthquake
EQUIPMENT/ TECHNOLOGY	Malfunction
	Mis-use
	Loss or Theft
THE ACTIVITY ITSELF	Physical factors
	Rules/codes of practice
RELATIONSHIPS	Club Commercial Activities
	Law Related
	Club Financial Performance
	Club Political Orientation
	Club Ethics
	Professional Services
HUMAN FACTORS	Ill Health of Key Personnel
	Human Error, Event Activity Related
	Human Error, Event Plant and Equipment Related
	Negligence, Plant, Equipment, Vehicles, Computers
	Anti-social behaviour
	Criminal Activity

Table 2 – Primary Threats and Risks

2.2.2 Assessment of the Level of Risk

The first step in assessing the level of risk was to identify the impact of each threat or risk, in relation to club activities. In general terms, this is identified as the “Risk to” component, and includes areas such as people, event success, quality, financial impact, physical assets and environmental effects.

The second step was to develop a procedure for the assessment of the level of risk, as it relates to an activity such as mountain biking; this procedure is attached as AMTBC-RM-1.

The final step in this phase was to assess the level of each risk, in accordance with the documented procedure.

2.2.3 Acceptance or Treatment of Risk

The final assessments are detailed in the Risk Management Assessment Manual. Of the 121 identified risks, 19 were classified as medium or high risk and therefore required treatment, in accordance with procedure AMTBC-RM-1. Those areas classified as low risk were accepted and required no action.

Treatment options for the medium and high risks are listed in Table 3.

Natural Events					
Aspect	Risk ID	Risk Assessment	Action Required	Action ID	Urgency
Fire before event	NE1	Medium	Procedure	1	Medium
Fire during event	NE6	High	Procedure	2	High
Climatic extremes on day of event	NE11	Medium	Procedure	3	Medium
Equipment/ Technology					
Aspect	Risk ID	Risk Assessment	Action Required	Action ID	Urgency
Malfunction	ET1	High (Timing)	Procedure	4	High
Loss or Theft	ET11	High	Procedure	5	High
	ET15	Medium	Insurance	6	Medium
The Activity					
Aspect	Risk ID	Risk Assessment	Action Required	Action ID	Urgency
Physical factors	A1	Medium (vehicles, tools, machinery)	Procedure	7	High
	A2	Medium (vehicles, tools, machinery)	Insurance	8	High
	A3	High (Rider)	Insurance	9	High
Human Factors					
Aspect	Risk ID	Risk Assessment	Action Required	Action ID	Urgency
Ill Health of Key Personnel	HF1	High	Procedure	10	High
Human Error, Event Activity Related	HF5	Medium	Professional indemnity insurance	11	High
Human Error, Event Activity Related	HF11	High	Public Liability Insurance	12	High
Human Error, Event Plant and Equipment Related	HF12	Medium (vehicles, tools, machinery)	Procedure	13	Medium
	HF14	Medium(Timing)			
	HF16	Medium	Insurance	14	Medium
Relationships					
Aspect	Risk ID	Risk Assessment	Action Required	Action ID	Urgency
Club Commercial Activities	R1	medium	Procedure	15	medium
Club Financial Performance	R13	Medium	Procedure	16	Medium
Club Political Orientation	R20	High	Policy Statement	17	High
Club Ethics	R25	High	Policy Statement	18	High
Professional Services	R37	High	Procedure	19	High

Table 3 – Summary of Actions Required

The primary treatment options adopted were insurance, procedure development and the adoption of policies. All Procedures are contained in the Risk Management Procedure Manual, and are listed in Table 4.

Procedure	Title	Risk ID	Action ID
AMTBC-RM-1	Assessment of Risk	Not Applicable	Not Applicable
AMTBC-RM-2	Managing the Risk of Fire Before or During an Event	NE1, NE6	1, 2
AMTBC-RM-3	Managing Climatic Extremes During an Event	NE11	3
AMTBC-RM-4	Managing the Risk of the Malfunction, Loss or Theft of Equipment/ Technology	ET1, ET11, ET15	4, 5, 6
AMTBC-RM-5	Managing the Risk of Physical Factors	A1	7
AMTBC-RM-6	Managing the Risk of Ill Health of Key Personnel	HF1	10
AMTBC-RM-7	Managing the Risk of Human Error in the operation of Plant and Equipment	HF12, HF14	13
AMTBC-RM-8	Managing the Risk of Club Activities to Relationships	R1, R13, R37	15, 16, 19

Table 4 – List of Procedures

The insurances required to minimise the risk to the club are listed in Table 5.

Insurance Type	Risk ID	Action ID
Physical Assets Insurance, loss or theft	ET15	6
Accident Insurance	A2	8
Player Indemnity	A3	9
Professional Indemnity Insurance	HF5	11
Public Liability	HF11, HF16	12, 14

Table 5 – List of Insurances Required

2.2.4 Risk Management Plan Structure

The Risk Management Plan consists of 3 parts:

Plan Development
Procedure Manual

Risk Assessment Manual

2.2.5 Implementation

This Risk Management Plan was ratified by the Committee of the Adelaide Mountain Bike Club Incorporated at a special meeting held on Tuesday 17th February 2004; a copy of the minutes of this meeting is attached as Appendix 1.

2.2.6 Review

All aspects of risk management shall be subject to regular review. All review activities shall be documented, and all records retained.



Dennis Richards

Risk Management Officer
Adelaide Mountain Bike Club
20th February 2004

APPENDIX 1

MINUTES

**EXECUTIVE MEETING
ADELAIDE MOUNTAIN BIKE CLUB**

FROM MEETING HELD

17th FEBRUARY, 2004

**ROB ROY HOTEL
106 HALIFAX ST, ADELAIDE, 5000**

PRESENT: Scott Keneally, Aurelia Strozik, Andy Warner, Monique Blason,
Dennis Richards

APOLOGIES: Brenton Collins, Geoff Luders, Carlo Russo

RECOMMENDATION: To develop a risk management plan for the Adelaide Mountain Bike Club (AMBC) Inc. that is aimed at determining the extent of risk in all aspects of club activity and implementing actions to neutralise or manage these risks, in accordance with the club constitution.

Dennis Richards reports that the risk management plan is based on the principles of Standards Australia 246 – 2002, Guidelines for Managing Risk in Sport and Recreation and consists of 3 parts. These will minimise the reasonably foreseeable disruption to operations, harm to people, and damage to the environment and property, and will identify and take advantage of opportunities as well as minimising adverse effects. The 3 parts include:

- Plan Development
- Procedure Manual
- Risk Assessment Manual

The AMBC committee will monitor and review the implementation of the risk management program. This will occur via a series of executive meetings to be held following races 1, 5, and 7.

PROPOSAL: To accept the AMBC Inc. marked Risk Management Plan, revision 1, March 2004.
ACCEPTED UNANIMOUSLY