

Koru Games Risk Management Plan

2022

Background and Purpose

The purpose of this plan is to;

- Minimise, isolate or eliminate (where possible) exposure to risk of any stakeholder in the Koru Games, including: Selwyn Sports Trust, Selwyn District Council, NZCT, Canterbury Badminton, Canterbury Basketball Parafed Canterbury, Prebbleton Football Club, Waikirikiri Hockey, Ara Institute of Canterbury, Canterbury Korfbal, Bowls Canterbury, Selwyn Netball Centre, Canterbury Rugby, Squash Canterbury, Table Tennis Canterbury, Canterbury Tennis, Touch Canterbury, Canterbury Ultimate, Canterbury Volleyball, sponsors, subcontractors, athletes, spectators and volunteers.
- Be transparent with insurers and obtain insurance rates at preferred rates.
- Ensure effective and efficient delivery of the event and its continued growth.
- Ensure the safety of everyone associated with and involved in the event.
- Be a way for all key stakeholders to assess their own exposure to risk via this event.

Risk Management Team

Event Manager - Anna Sheen

Koru Games Organising Team

Project Stakeholders

Stakeholders will assist in the monitoring of the risk action effectiveness and participate in the risk management reviews where necessary. This plan will be made available to them. The major stakeholders include; Selwyn Sports Trust, Selwyn District Council, NZCT, Canterbury Badminton, Parafed Canterbury, Prebbleton Football Club, Waikirikiri Hockey, Ara Institute of Canterbury, Bowls Canterbury, Selwyn Netball Centre, Canterbury Rugby, Table Tennis Canterbury, Canterbury Tennis, Touch Canterbury, Canterbury Ultimate, Canterbury Volleyball, and major sponsors.

Risk Identification Process

Risk identification is a constant and ongoing process of identification, discussion, management, action and review. The identification process includes informal feedback from a variety of participants (entrants, spectators, volunteers, subcontractors) as well as formal reporting, which will include the following in 2022;

- The event management team
- Incident analysis; Promed & Physiotherapist reports
- Formal debrief sessions with key stakeholders; organisers, volunteers, subcontractors.
- Risk identification sessions

Risk Analysis Matrix

Likelihood	Unlikely Current circumstance would need to change considerably for this to occur	Possible	Probable Circumstances make it likely this will occur or are changing rapidly in this direction
Severity			
Low Minor impact on the event viability (low cost implication)	Low	Low	Medium
Medium Moderate impact on the event viability (measurable impact on delivery, 3-20% of budget)	Low	Medium	High
High Major impact on the event viability (major impact on delivery, 20%+ of budget)	Medium	High	High

Financial								
Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
Funding application declined or only partly accepted	Budgeted income reduced Shortfall must be found or offset elsewhere, otherwise Games experience is negatively affected	Low	High		2021	Discuss applications prior to submitting them to ensure they align with grant objectives	NZ Events Fund have already provided us with income for this event	SST

Notable reduction in other sponsorship support	Budgeted income reduced Shortfall must be found or offset elsewhere, otherwise Games experience is negatively affected	High	Medium		2021	Tailor all sponsorship approaches & agreements to cater for the specific needs of each sponsor. Explore all options thoroughly		SST
Notable reduction in participation numbers	Budgeted income reduced Shortfall must be found or offset elsewhere, otherwise Games experience is negatively affected Lack of numbers in all sports reducing viability of less popular competitions	Possible	Medium		2021	Engage in feedback and reflection with all schools Share Games information in a timely way with all possible entrant schools Cap each competition logically to ensure good coverage		SST, Sports Organisations
Notable increase in budgeted expenses	Shortfall must be found or offset elsewhere, otherwise Games experience is negatively affected	Unlikely	High		2021	Carefully budget for all expenses Explore all options for suppliers etc to limit costs		SST

Governance

Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
SST unable to fulfill its obligations	The Games would lose its driving force and would need another entity or person to take up the reins	Unlikely	High		2021	Support structures actioned and formed so workload can be shared and decisions can be discussed		SST
Event Director unable to fulfill their role	Relationships and systems would need to be reestablished Some intellectual property for the Games lost	Possible	High		2021	Ensure the relationship is maintained and there is clear and ongoing dialogue between SST and the director. Have roles clearly recorded and detailed so someone else can pick it up if necessary.		AS/JS
Any of the sports bodies or clubs withdraw their support	Need to engage with another supporter for said sport Loss of credibility associated with links to regional/national sports bodies	Possible	Medium		2021	Have clear and ongoing discussions with each organisation to ensure expectations align and are met		SST, Sports organisations
Any of the sporting coordinators become unable to fulfill their role	The running of that sport would be compromised, negative impact on the sporting experience of those participants	Possible	Medium		2021	Clearly share the requirements of the coordinator from the outset		SST, Sports Organisations, Coordinators
Contracted professionals unable to fulfill their roles	New contractors required, potential for increased cost,	Possible	Medium		2021	Carefully source all personnel to ensure they are capable of fulfilling roles required		SST, Subcontractors

	reduced quality of experience for entrants							
Operational/Security								
Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
Loss of key subcontractor	New contractors required, potential for increased cost, reduced quality of experience for entrants	Possible	Medium		2021	Carefully source all personnel to ensure they are capable of fulfilling roles required		SST
Risk analysis does not adequately identify risks or measures to counter these	Stakeholders exposed to unnecessary risk.	Unlikely	Medium		2021	Have robust review process for Risk Analysis document		SST - Risk Management Team
One or more sports is poorly managed	Negative impact on the experience of the entrants involved in those competitions.	Unlikely	Medium		2021	Have ongoing contact with coordinators leading up to and during the Games. Have clear guidelines and expectations for coordinators that is shared with them. Conduct a thorough review process with each stakeholder.		SST, Sports Organisations, Coordinators
One or more sports need to be cancelled	Limiting of options for individuals to develop a range of sporting skills	Unlikely	High		2021	Clearly plan for each sporting competition having identified potential pitfalls. Market every competition to ensure all are viable		SST, Sports Organisations, Coordinators
Clashes with other/new events	Reduction in entrant numbers.	Likely	High		2021	Set dates early with input from immediate stakeholders and influencing/ed parties		SST
Venue booking clashes	Reduction in quality of venue/facility and therefore negative impact on experience of entrants	Possible	Medium		2021	Set bookings early. Have back up for sports that may have clashes.		SST
Results and draw system malfunction	Competitions having to run on manual system. Difficulty accessing results/draws for those not present.	Unlikely	High		2021	Have clear communication early with SportsRunner, heeding their advice where necessary. Communicate any issues quickly so solutions can be found. Ensure each sport is keeping hard copies of results and has draws displayed for entrants to see during the tournament.		SST, SportsRunner, EnterNOW

Volunteers or marshals are negligent	Negative impact on entrants experience.	Possible	High		2021	Ensure all volunteers are part of a clear, thorough and timely briefing process.		SST, Sports Organisations, Coordinators
Theft	Difficulty hosting affected sport at appropriate standard. Potential replacement costs.	Unlikely	Medium		2021	Ensure all entrants are aware of their responsibilities for their own belongings, share this during managers meetings. Ensure all Games equipment is cared for and placed sensibly		SST, Coordinators

Environment

Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
Extreme weather conditions	Increased risk of injury. Potential reduction in quality of experience.	Possible	High		2021	Have alternative plans in place at each venue/sport in the case of extreme weather.		SST, Coordinators
Unsafe venue conditions	Increases risk of injury to competitors Reduced quality of experience	Unlikely	High		2021	Conduct thorough checks of each venue prior to final inclusion and prior to the start of each day's play		SST, Coordinators
Unsafe spectator areas	Increased risk of injury to spectators Increased risk of spectators encroaching on playing areas	Unlikely	Medium		2021	Clearly defined and marked areas for spectators, roped off for example Conduct venue sweep to assess risk prior to each days' competition		SST, Coordinators

Health & Safety

Insufficient first aid cover or excessive time to reach injured competitor/s	Poor treatment of injuries. Potential health consequences for injured individual	Unlikely	High		2021	Ensure first cover is adequate for the venue they are covering. Share communication channels for each sport prior to the commencement of the Games		SST
Communication issues	Risk of delay in receiving medical assistance Risk of delay in solving any issues/confusions	Unlikely	Medium		2021	Have tried and tested communication streams that are shared to all those in need of it. Develop back up communication options.		SST, Coordinators, First Aid providers

Marshals or volunteers do not comply with expectations	Potential reduction in quality of experience for entrants Potential increase in risk of injury	Possible	High		2021	Ensure all marshals and volunteers are carefully selected and receive a thorough briefing before the Games begin		SST, Coordinators
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Media & Marketing

Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
Local media outlets unwilling/unable to support the Games	Loss of vital marketing avenue for contact with entrants and exposure for sponsors	Possible	Medium		2021	Have clear marketing plans and proposals for discussions with media outlets		SST
Staff changes within schools	Difficulty contacting schools with relevant information	Likely	Low		2021	Use varied forms of communication to ensure no schools are missed.		SST, Schools
Reduction in income results in reduction in marketing budget	Additional difficulty sharing information with entrants and the general public.	Possible	Medium		2021	Budget realistically to limit the possibility of drastic income alterations.		SST

Delivery failure to key stakeholders

Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
Signage inconsistent with sponsor requirements and expectations	Sponsor unlikely to continue relationship in future	Unlikely	Medium		2021	Ensure all signage is carefully proofed and shared with relevant parties prior to production/circulation		SST, Sponsors
Unable to gain sufficient entry numbers in all sports competitions	Non viable competitions result in not meeting targets for individual sports within the Games	Possible	Medium		2021	Place more emphasis on less 'supported' competitions Cap all sports to encourage good spread of entries		SST, Sports Organisations

Lincoln Hub - Lawn Bowls, Netball, Rugby Sevens								
Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
Poor playing surfaces	Increased risk of physical injury to entrants. Potential reduction in quality of experience for entrants.	Unlikely	Medium		2021	Selection of playing venues done with surface quality in mind. All surfaces checked in lead up to and during Games		SST, Sports Coordinators
Motor vehicle incidents - in car parks or on road	Increased risk of physical injury to entrants	Unlikely	Medium		2021	Road and car parking areas identified and shared with all entrants through manager's meetings.		SST, Team Managers, Sports Coordinators
Misuse of playground or recreational equipment	Increased risk of physical injury to entrants and the general public. Breaking or destruction of equipment Negative impact on public opinion of individual, school and/or Games	Possible	Low		2021	Expectations shared during manager's meeting. Teams monitored by their manager/coach.		SST, Team managers, Sports Coordinators
Entrants using out of bounds areas/equipment - LEC other rooms/equipment, LRFCC additional equipment	Poor experience for other users of venues Negative experience for venue provider	Possible	Medium		2021	Expectations and out of bounds areas shared during manager's meeting		SST, Team managers, Sports Coordinators
Equipment malfunction through poor quality or poor set up - badminton nets, rugby and netball post covers, heavy bowls	Increased risk of physical injury to entrants	Unlikely	Medium		2021	All equipment used is of adequate quality All set up overseen by coordinator.		SST, Sports Coordinators
Physical injury while competing through a sporting accident	Reduction in quality of experience for entrants. Potential ongoing complications for injured entrant.	Possible	Medium		2021	Have first aid personnel at each hub Have clear communication lines between sporting coordinators and first aiders		SST, Sports Coordinators, First aid personnel

Lincoln University Hub -Ki O Rahi, Korfball, Squash								
Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
Poor playing surfaces	Increased risk of physical injury to entrants. Potential reduction in quality of experience for entrants.	Unlikely	Medium		2021	Selection of playing venues done with surface quality in mind. All surfaces checked in lead up to and during Games		Ki O Rahi, Korfball, Squash coordinators
Motor vehicle incidents - in car parks or on road	Increased risk of physical injury to entrants	Unlikely	Medium		2021	Road and car parking areas identified and shared with all entrants through manager's meetings.		Team managers
Entrants using out of bounds areas/equipment - PRFC buildings	Increased risk of physical injury to entrants and other users Poor experience for other users of venues Negative experience for venue provider	Possible	Medium		2021	Expectations and out of bounds areas shared during manager's meeting		Team managers
Equipment malfunction through poor quality or poor set up - tennis nets, tennis umpiring stands, football goals, tennis court fencing	Increased risk of physical injury to entrants	Unlikely	Medium		2021	All equipment used is of adequate quality All set up overseen by coordinator.		Ki O Rahi, Korfball, Squash coordinators
Physical injury while competing through a sporting accident	Reduction in quality of experience for entrants. Potential ongoing complications for injured entrant.	Possible	Medium		2021	Have first aid personnel at each hub Have clear communication lines between sporting coordinators and first aiders		Sports Coordinators, First aid personnel

Prebbleton Hub - Football, Tennis								
Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
Poor playing surfaces	Increased risk of physical injury to entrants. Potential reduction in quality of experience for entrants.	Unlikely	Medium		2021	Selection of playing venues done with surface quality in mind. All surfaces checked in lead up to and during Games		Football & Tennis coordinators
Motor vehicle incidents - in car parks or on road	Increased risk of physical injury to entrants	Unlikely	Medium		2021	Road and car parking areas identified and shared with all entrants through manager's meetings.		Team managers
Entrants using out of bounds areas/equipment - PRFC buildings	Increased risk of physical injury to entrants and other users Poor experience for other users of venues Negative experience for venue provider	Possible	Medium		2021	Expectations and out of bounds areas shared during manager's meeting		Team managers
Equipment malfunction through poor quality or poor set up - tennis nets, tennis umpiring stands, football goals, tennis court fencing	Increased risk of physical injury to entrants	Unlikely	Medium		2021	All equipment used is of adequate quality All set up overseen by coordinator.		Football & Tennis coordinators
Physical injury while competing through a sporting accident	Reduction in quality of experience for entrants. Potential ongoing complications for injured entrant.	Possible	Medium		2021	Have first aid personnel at each hub Have clear communication lines between sporting coordinators and first aiders		Sports Coordinators, First aid personnel

Rolleston Hub - Badminton, Basketball, Boccia, Hockey, Table Tennis, Touch, Ultimate, Volleyball								
Risk	Impact	Likelihood	Severity	Current Rating	Previous Rating	Avoidance and mitigation	Comments	Responsibility
Poor playing surfaces	Increased risk of physical injury to entrants. Potential reduction in quality of experience for entrants.	Unlikely	Medium		2021	Selection of playing venues done with surface quality in mind. All surfaces checked in lead up to and during Games		Sports Coordinators
Motor vehicle incidents - in car parks or on road	Increased risk of physical injury to entrants	Unlikely	Medium		2021	Road and car parking areas identified and shared with all entrants through manager's meetings.		Team managers
Misuse of playground or recreational equipment	Increased risk of physical injury to entrants and the general public. Breaking or destruction of equipment Negative impact on public opinion of individual, school and/or Games	Possible	Low		2021	Expectations shared during manager's meeting. Teams monitored by their manager/coach.		Team managers
Entrants using out of bounds areas/equipment - Selwyn Sports Centre.	Increased risk of physical injury to entrants and other users Poor experience for other users of venues Negative experience for venue provider	Possible	Medium		2021	Expectations and out of bounds areas shared during manager's meeting		Team managers
Equipment malfunction through poor quality or poor set up - table tennis tables, hockey goals, hockey turf partitions, ki o rahi sets, korfbal goals, volleyball nets, volleyball line tape	Increased risk of physical injury to entrants	Unlikely	Medium		2021	All equipment used is of adequate quality All set up overseen by coordinator.		Sports Coordinators
Physical injury while competing through a sporting accident	Reduction in quality of experience for entrants. Potential ongoing complications for injured entrant.	Possible	Medium		2021	Have first aid personnel at each hub Have clear communication lines between sporting coordinators and first aiders		Sports Coordinators, First aid personnel