

Risk Management Policy

May 2023 Edition



Preamble

1. Nordiq Alberta (NA) is committed to managing risks by ensuring its decisions and actions reflect established standards and organizational values.

Purpose

2. The purpose of this Policy is to provide a guiding statement on how risks will be managed. In general, NA views risk management as a comprehensive approach to improving organizational performance.
3. This Policy has other purposes, namely:
 - a) Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses
 - b) Performing an educational function for staff and the Board
 - c) Over the longer term, contributing to enhancing a 'risk management culture' within NA
4. Ultimately, successful risk management has the following benefits:
 - a) Prevents or limits injury or losses to participants, volunteers, and staff
 - b) Helps to protect NA against unnecessary litigation
 - c) Ensures that NA is compliant with all applicable laws, regulations, and standards
 - d) Improves the quality and relevance of the programs and services that NA provide to its participants/registrants, partners, and sponsors
 - e) Promotes improved business management and human resource management practices
 - f) Enhances the brand, reputation, and image of NA in the community
 - g) Overall, enhances the ability of NA to achieve its strategic objectives

Principles

5. The International Standard Organization (ISO 31000:2009E) risk management principles are:
 - a) Risk management creates and protects value
 - b) Risk management is an integral part of all organizational processes
 - c) Risk management is part of decision making
 - d) Risk management explicitly addresses uncertainty
 - e) Risk management is systematic, structured, and timely

- f) Risk management is based on the best available information
- g) Risk management is tailored
- h) Risk management considers human and cultural factors
- i) Risk management is transparent and inclusive
- j) Risk management is dynamic, iterative, and responsive to change
- k) Risk management facilitates continual improvement of the organization

Policy

6. NA makes the following commitments:
 - a) Activities and events will incorporate the principles of risk management
 - b) Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing the organization in a timely fashion
 - c) Risk mitigation strategies will be reasonable and will reflect the reasonable standard of care in any circumstance (where standard of care is determined by written/published standards, industry practices, established case law precedent, and common sense)
7. NA acknowledges that risk management is a broad activity and a shared responsibility. All Directors, Officers, clubs, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage, and communicate risks to those that they report to.

Risk Tolerance

8. The 'significance of a risk' refers to the combined ranking of the possibility/likelihood of a risk occurring and the consequence should it occur.
9. Possibility (P)
 - a) Unlikely – less likely to happen than not; occurs every 5 years
 - b) Possible – just as likely to happen as not; occurs once every year
 - c) Probably – more likely to happen than not; occurs once a month
 - d) Almost certain – sure to happen; occurs once a week

Consequence (C)

- a) Minor – will have an impact on the achievement of the objective that can be dealt with through small internal adjustments
- b) Moderate – will have an impact on some aspect of the achievement of the objective that will require changes to strategy or program delivery that may require a delay or increase in cost
- c) Serious – will significantly impact the achievement of the objective and require additional time, resources, costs, and thought
- d) Catastrophic – will have a debilitating impact on the achievement of the objective; staff and board need to devote full time resources to managing the situation

Commitment

- 10. Risks are identified by Directors and staff on an ongoing basis. All Minor-to-Moderate risks are managed by the Risk Manager and captured within program documents.
- 11. Risks that arise and are Serious to Catastrophic are treated as follows:
 - a) If a **Serious** risk is identified, it must be communicated to the Chair or Director of Operations within 48 hours of the risk being identified. The individual will take all reasonable measures to manage the risk including, but not limited to, seeking the advice from Directors, consulting external experts, etc. Once the individual feels that the risk has been managed or is in the process of being resolved, the Board will be advised using the most appropriate communications, which depending on the nature of the risk, may include an issue document, sharing at the next meeting, or calling a separate Board meeting to keep the Board informed.
 - b) If a **Catastrophic** risk has been identified, the Chair must be contacted immediately. The Chair and the Director of Operations will determine the most appropriate action and if appropriate, may organize a Board meeting within 48 hours of the risk arising. It is understood that factors may arise that prevent this from happening including time zone, availability, nature of the risk, etc. All reasonable efforts will be made to manage the risk as it occurs, taking the necessary measures including, not to limited to, seeking the advice from internal partners, other Directors, and external experts.

Procedures

- 12. Managing risks involves three steps:
 - a) Identifying potential risks using an informed, environmental scan approach
 - b) Assessing the significance of a risk by considering its likelihood and consequences
 - c) Developing and implementing measures to address those risks deemed significant by reducing likelihood, consequences, or both

13. 15. Risks arise from a number of categories of the operations of NA. The following categories will be used when identifying risks:

a) **Operational / Program Risks**

Risks related to the development, sanctioning, and implementation of programs; management of human resources, including staff and volunteers; organizational capacity to meet member and stakeholder expectations. Technology and intellectual property risks related to the purchase, leasing, use, and storage of all hardware and software, programs, data, records, information including the protection of all intellectual property assets.

b) **Compliance Risks**

Risks related to failure to comply with existing laws and regulations governing employment, privacy, and workplace safety. Also includes complying with antidoping policies, Sport Canada, other agency standards for funding and accountability, and the fulfillment of contractual obligations.

c) **Communication Risks**

Risks related to internal and external communications, information management systems, crisis and issues management, media relations, image and reputation management, missed opportunities to promote and exploit successful outcomes, management of intellectual property, social media opportunities and pitfalls, confidentiality.

d) **External Risks**

Risks that are not in direct control of the organization such as funding frameworks from government and other agencies; relations with governments, games organizations and international federations; security threats/risks, involvement in other sport partnerships; hosting decisions and requirements; changing political priorities.

e) **Governance Risks**

Risks related to clarity of roles and responsibilities, decision-making and oversight, organizational structure, and performance; management of disputes and conflict of interest, planning for diversity and succession of the Board and committees, retention of corporate knowledge, staying current with trends affecting NA.

f) **Financial Risks**

Risks related to financial monitoring and reporting, flexibility to control and direct funds, sponsorship attraction and retention, currency exchange rates, investment and management of reserve funds, protection of revenue streams, long-term financial sustainability.

g) **Health and Safety of Athletes**

Risks related to the safety of athletes, abuse and/or harassment of athletes, practice or competition environment, equipment, and progressive training of athletes

14. All risks faced by NA can be addressed by one or more of the following four general strategies:
 - a) **Retain the risk** – no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the activity itself and thus can be accepted in its present form.
 - b) **Reduce the risk** – steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring, or education.
 - c) **Transfer the risk** – accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.
 - d) **Avoid the risk** – eliminate the risk by avoiding the activity giving rise to the risk – in other words, simply decide NOT to do something, or to eliminate some activity or initiative.

15. The above general strategies translate into a variety of risk control measures, which for NA may include, but are not limited to:
 - a) Development of policies, procedures, standards, and rules
 - b) Effective communication
 - c) Education, instruction, professional development, and specialized training
 - d) Ensuring a core set of organizational values have been identified, defined, and communicated throughout the organization
 - e) Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
 - f) Use of robust and legally sound contracts (i.e., employment agreements, contractor agreements, partnership agreements)
 - g) Improving role clarity through use of written position descriptions and committee terms of reference
 - h) Supervision and monitoring of staff, volunteers, participants and activities
 - i) Establishing and communicating procedures to handle concerns, complaints and disputes
 - j) Implementing schedules for regular review, maintenance, repair and replacement of equipment
 - k) Preparing procedures and protocols for emergency response and crisis management

- l) Use of warnings, signage, participation agreements and waiver of liability agreements that are warranted

- m) Purchasing appropriate insurance coverage for all activities and reviewing regularly

Reporting and Communication

- 16. To ensure that risk management remains a high priority within NA, and to promote an organizational culture that embraces a risk management perspective, risk management will be a standing item on the agenda of every regular Board meeting, so that staff (if applicable) and Directors can provide updates as required.

- 17. NA recognizes that communication is an essential part of risk management. This policy will be communicated to staff, the Board of Directors, Committees, and volunteers, and NA will encourage all individuals to communicate their risk management issues and concerns.