

SCOTTISH JUNIOR FOOTBALL ASSOCIATION



RISK MANAGEMENT POLICY

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RISK MANAGEMENT POLICY

1. The policy forms part of the Scottish Junior Football Association's (SJFA) internal control and governance arrangements.
2. The policy explains the Association's underlying approach to risk management, documents the roles and responsibilities of Officials and the Management Committee and relevant committees, it also outlines key aspects of the risk management process and identifies the main reporting procedures.
3. In addition, it describes the process the Management Committee will use to evaluate the effectiveness of the Association's internal control procedures.

Underlying approach to risk management

4. The following key principles outline the Association's approach to risk management and internal control:
 - The Management Committee has responsibility for overseeing risk management within the Association as a whole.
 - An open and receptive approach to solving risk problems is adopted by the Officials, Management Committee and all relevant committees.
 - Staff and all relevant committees supports, advises and implements policies approved by the Officials and the Management Committee.
 - The Association makes conservative and prudent recognition and disclosure of the financial and non-financial implications of risks.
 - All staff / members are responsible for encouraging good risk management practice within their areas of responsibility.
 - Key risks will be identified by the Management Committee and relevant committees / key employees and closely monitored on a regular basis.

Role of Officials / Management Committee and Relevant Committees

5. The Officials / Management Committee and relevant committees have a fundamental role to play in the management of risk. Its role is to:
 - a) Set the tone and influence the culture of risk management within the Association. This includes:
 - Communicating the Association's approach to risk,
 - Determining what types of risk are acceptable and which are not setting the standards and expectations of members / staff with respect to conduct and probity.
 - b) Determine the appropriate risk appetite or level of exposure for the Association.
 - c) Approve major decisions affecting the Association's risk profile or exposure.

- d) Identify risks and monitor the management of fundamental risks to reduce the likelihood of unwelcome surprises.
- e) Satisfy itself that the less fundamental risks are being actively managed, with the appropriate controls in place and working effectively.
- f) Annually review the Association's approach to risk management and approve changes or improvements to key elements of its processes and procedures.

Role of Key Staff and Volunteers

6. Roles of key staff and members are to:

- a) Implement policies on risk management and internal control.
- b) Identify and evaluate the fundamental risks faced by the Association for consideration by the Officials / Management Committee.
- c) Provide adequate information in a timely manner to the Officials / Management Committee and its relevant committees.
- d) Undertake an annual review of effectiveness of the system of internal control and provide a report to the board.

Risk Management as Part of the System of Internal Control

7. The system of internal control incorporates risk management. This system encompasses a number of elements that together facilitate an effective and efficient operation, enabling the Association to respond to a variety of operational and financial risks. These elements include:
- a) Policies & Procedures
 - b) Reporting
 - c) Business planning and Budgeting
 - d) Self-Assurance Process