RISK MANAGEMENT POLICY

ITA ORGANISATIONAL READINESS AND RESILIENCE

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Table of Contents

Purpose 2
Scope 2
Policy Statement 2
Definitions 2
Roles and Responsibilities 2
Risk Management Process 3
Risk Appetite 3
Policy Review 3
Approval 3
Appendices 4

Irish Taekwon-Do Association (ITA)
Taekwon-Do Advisory Board (TAB)

Risk Management Policy

1. Purpose

The purpose of this Risk Management Policy is to establish a structured framework for identifying, assessing, managing, monitoring, and reporting risks that may impact on the achievement of ITA's objectives, compliance obligations, reputation, and operational effectiveness.

2. Scope

This policy applies to all Board members, officers, instructors, volunteers, and contractors engaged by ITA across international, national, regional, and club-level activities.

3. Policy Statement

ITA is committed to proactive risk management as an integral part of organisational governance, decision-making, strategic planning, and operational delivery. Effective risk management will:

- Protect members, especially children and vulnerable adults
- Safeguard the reputation and integrity of ITA
- Ensure compliance with all legal and regulatory obligations
- Promote a culture of safety, responsibility, and resilience

4. Definitions

Risk: Any event or circumstance that may impact ITA's objectives, operations, people, reputation, or assets.
Risk Management: Coordinated activities to direct and control an organisation regarding risk.

5. Roles and Responsibilities

Role	Responsibility
ITA Board	Approve Risk Management Policy; Oversee the risk register; Ensure resources for managing high/extreme risks. Implement risk management processes; Review risks quarterly; Escalate as needed.
Secretary General	Ensure legal compliance risks are identified and managed.
Safeguarding Officer	Manage child protection and safeguarding risks
Treasurer	Manage financial risks; Fraud controls; Ensure audits are conducted.
Data Protection Officer	Manage GDPR compliance risks.

Instructors and Event Directors	Identify operation and event risks; Implement mitigation measures; Report incidents.

6. Risk Management Process

6.1 Risk Identification

Risks will be identified through:

- Strategic planning meetings
- Operational reviews (e.g. events, gradings)
- Feedback from members, instructors, and parents
- Incident reports and safeguarding concerns
- External factors (e.g. public health changes, regulatory updates)

6.2 Risk Assessment

Each risk will be assessed based on:

- Likelihood: Low, Medium, High
- Impact: Low, Medium, High, Extreme

A Risk Rating will be determined using a risk matrix combining likelihood and impact.

6.3 Risk Mitigation and Control

Appropriate mitigation measures and control plans will be established for each risk, with clear ownership assigned.

6.4 Monitoring and Review

The Finance, Audit, Risk, Compliance Committee will review the Risk Register quarterly.

- High or Extreme risks will be reviewed monthly.
- Emerging risks will be added as identified.

6.5 Reporting and escalation

Significant risks (High/Extreme) and incidents will be escalated to the Board immediately via the Finance, Audit, Risk, Compliance Committee or designated officer.

7. Risk Appetite

ITA adopts a low-risk appetite for health and safety, safeguarding, legal, and reputational risks, while maintaining a moderate appetite for operational or financial risks required to achieve strategic goals within managed parameters.

8. Policy Review

This policy will be reviewed annually by the Finance, Audit, Risk, Compliance Committee and updated as needed for Board approval to ensure alignment with organisational needs, regulatory changes, and Sport Ireland governance requirements.

9. Approval

Approved by: ITA Board
Approval Date: 4/10/25
Review Date: July 2026

Appendices

Appendix A: Current Risk Register
Appendix B: Risk Assessment Matrix
Appendix C: Incident Reporting Procedure

Appendix A – Current Risk Register

Irish Taekwon-Do Association Risk Register 2025

ID	Risk Description	Likelihood	Impact	Risk Rating	Early Warning Signs	Mitigation/ Control Measures	Escalation Protocol	Owner	Status / Review Date
1	Injury during training, grading or events	Medium	High	High	Increased minor injuries; complaints about safety; inadequate warm-ups observed	Enforce ITA Safety Guidelines; ensure qualified instructors; first aid training for event staff; adequate insurance	Report to Club Instructor immediately; complete incident form; review safety practices in instructors' meeting	Club Instructor/ Event Director	Quarterly
2	Child safeguarding breach or allegation	Low	Extreme	High	Changes in child behaviour; unvetted adults engaging with children; complaints from parents	Full Sport Ireland safeguarding compliance; vetting; mandatory training; active Child Protection Officer	Report immediately to Safeguarding Officer; if serious, escalate to Garda Tusla; inform ITA Board President	Safeguarding Officer	Monthly
3	Reputational damage due to member misconduct	Low	High	Medium	Rumours; social media negativity; formal complaints	Code of Conduct; disciplinary procedures; proactive communication strategy	Escalate to Disciplinary Panel; inform ITA Board/PR lead for communication plan	Finance, Audit, Risk, Compliance Committee	Bi-annual
4	Financial mismanagement or fraud	Low	Extreme	High	Irregular transactions; missing invoices; unexplained deficits	Annual external audit; dual signatories; financial policies and monthly reconciliations	Report to Treasurer and Board President immediately; engage external auditor if needed	Treasurer/ Board	Annual
5	Loss of key volunteers instructors or Board members	Medium	Medium	Medium	Reduced engagement; missed meetings; resignations without replacements ready	Succession planning; documentation of roles; mentoring future leaders	Escalate to ITA Board for interim cover and urgent recruitment	ITA Board	Quarterly
6	Non-compliance with CLG legal obligations	Low	High	Medium	Missed filing deadlines; late AGM notices; reminders from CRO	Compliance calendar; Secretary General role clarity; periodic governance reviews	Escalate to Board President; consult external company secretary service if unresolved	Secretary General	Annual
7	Poor event turnout or financial loss	Medium	Medium	Medium	Low early registrations; poor social media engagement; budget shortfall	Early and robust marketing; conservative budgeting; event survey feedback	Escalate to Event Director and Treasurer for cost-reduction or cancellation decisions	Event Director/ Treasurer	PosFevent
8	Data breach under GDPR	Low	High	Medium	Lost devices; unauthorised data access; complaints from members	GDPR-compliant policies; restricted data access; password protection; annual training	Escalate to Data Protection Officer; if serious, notify Data Protection Commission within 72 hours	Data Protection Officer	Annual
9	Venue unavailability or cancellation	Medium	Medium	Medium	Delay in venue confirmation; communication gaps with venue managers	Contracts with venues; maintain list of backup venues; early bookings	Escalate to Event Director and Executive for relocation or event postponement decision	Event Director	Per event
10	Pandemic-related disruption	Low	High	Medium	Public health announcements; increasing case numbers; government restrictions	Online training contingency; adherence to public health guidance; flexible planning	Escalate to ITA FARC Committee to decide on event cancellations or online migration	Finance, Audit, Risk, Compliance Committee	As required
11	Non Compliance with Sport Ireland/IMAC	Low	Extream	High	Feedback From Sport Ireland & IMAC; Missed filing deadlines; poor financial management of funding grants	Annual External Audit;dual signatories;robust financial polices/practices	Report to Chair FARC/Treasurer immediately; Engage External Auditor if necessary	Chair FARC Committee/ Treasurer	As required

Appendix B – Risk Assessment Matrix

1. Likelihood Ratings

Likelihood	Description
Low	Rare; Unlikely to occur; No recent history
Medium	Possible; Has occurred occasionally within ITA or similar organisation.
High	Likely; Occurs frequently or is expected in current conditions.

2. Impact Ratings

Impact	Description
Low	Minor impact; Little disruption; No injury or minor first aid only.
Medium	Noticeable impact; Operational disruption; Moderate injury or complaint.
High	Significant impact; Major injury, reputational damage, or legal regulatory breach.
Extreme	Catastrophic impact; Multiple injuries, fatalities, severe legal action, or organisational closure risk.

3. Risk Matrix

Impact Likelihood	Low	Medium	High
Extreme	Medium	High	High
High	Medium	Medium	High
Medium	Low	Medium	Medium
Low	Low	Low	Medium

Risk Rating Interpretation:

- Low: Acceptable with routine controls.
- Medium: Active monitoring and mitigation required.
- High: Immediate action and executive oversight required.
- Extreme: Unacceptable; activity should not proceed without significant risk reduction or Board approval.

Appendix C – Incident Reporting Procedure

1. Purpose

The purpose of this procedure is to ensure that all incidents, accidents, near misses, safeguarding concerns, and breaches of policy within ITA are reported, recorded, investigated, and addressed in a timely and consistent manner to protect members and the organisation.

2. Scope

This procedure applies to:
-All ITA events, gradings, competitions; training sessions, and meetings
- All members, instructors, volunteers, officers, and contractors

3. Definitions

Incident: Any unplanned event resulting in injury, illness, damage, loss, safeguarding concern, or reputational risk.
Near Miss: An event that could have resulted in harm or loss but did not.
Safeguarding Concern: Any suspicion or disclosure of harm, abuse, or neglect affecting a child or vulnerable person.

4. Reporting Responsibilities

Role	Responsibility
Person identifying the incident	Report immediately to the senior instructor or event lead person
Senior Instructor/Event Lead	Ensure immediate safety measures; Complete incident form; Notify Safeguarding Officer or relevant Board Member within 24 hours.
Safeguarding Officer	Lead response to safeguarding incidents; Ensure statuary reporting if needed.
FARC Committee	Review significant incidents at meetings; Ensure organizational learning and policy updates as required.

5. Reporting Process

Step 1: Ensure Safety
Immediately attend to any injured person or hazard to prevent further harm.

Step 2: Report on the Incident
Report verbally to the senior instructor or event leave as soon as possible.

Step 3: Complete Incident Report Form
Complete the ITA Incident Report Form within 24 hours, including:
- Date, time, and location of incident
- Names of those involved and witnesses
- Detailed description of incident or concern
- Actions taken at the time
- Any follow-up required

Step 4: Submit Report

Submit the completed form to the relevant officer:
- Safeguarding Officer for child protection concerns
- Health & Safety Officer/ Board for operational incidents

Step 5: Investigation
The designated officer will review and, where necessary, conduct further investigation to determine:
- Cause of the incident
- Any breach of policy or procedure
- Required corrective actions

Step 6: Record and Retain
All incident forms and investigations will be securely retained in line with ITA data protection and retention policies.

Step 7: Escalation and Reporting to Board
High or extreme risk incidents will be escalated to the Board via the FARC Committee for oversight and potential external reporting (e.g. statutory agencies, insurers).

6. Confidentiality

All reports will be handled confidentially, shared only with those who need to know to protect the safety and legal rights of all parties involved.

7. Review

This procedure will be reviewed annually or after a major incident to ensure effectiveness.

Appendix C.1 – Incident Report Form Template

Date of Incident: _____

Time of Incident: _____

Location: _____

Name(s) of Person(s) Involved:

_____

Contact Details:

_____

Description of Incident (Include sequence of events, injury type, safeguarding concern, or near miss):

_____

Immediate action taken:

_____

Names of Witnesses:

_____

Reported to (Name & Role): _____

Date Reported: _____

Follow-up Actions Required:

_____

Completed by (Name & Role): _____

Signature: _____ Date: _____

For office use only: Investigation outcome, actions taken, and closure date.

_____

_____

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