

WEYMOUTH FOOTBALL CLUB

RISK MANAGEMENT POLICY



DOCUMENT CONTROL

Document Ref:	Current Version:	Effective Date:	Review Cycle:
WFC-HS-RMP-01	1.0	To be Ratified	*In Draft

INTRODUCTION

This policy establishes the framework for identifying, assessing, managing, and monitoring risks at Weymouth Football Club (WFC). It applies to all sporting operations, commercial activities, stadium management, Board members, staff, and volunteers. The goal is to safeguard the Club's financial viability, operational continuity, and sporting integrity while protecting its community asset status.

RISK APPETITE STATEMENT

WFC operates with a balanced to cautious risk appetite:

- *Sporting Performance: Balanced.* The club accepts measured financial risk to build a competitive squad, provided it does not threaten long-term solvency.
- *Financial & Compliance: Averse.* The club has zero tolerance for breaches of FA/National League regulations, health and safety laws, or financial insolvency.
- *Infrastructure & Safety: Averse.* The club prioritises spectator and staff safety at the Bob Lucas Stadium above all else.

GOVERNANCE & RESPONSIBILITIES

- *The Board of Directors:* Holds ultimate accountability for the risk management framework, approves the Risk Register, and reviews critical risks monthly.
- *Club Secretary / Risk Officer:* Maintains the master Risk Register, ensures departmental updates are completed, and monitors compliance timelines.
- *Department Heads:* Responsible for identifying risks within their sectors and executing agreed mitigation strategies.

ASSESSMENT METHODOLOGY (5X5 MATRIX)

Risks are evaluated by *multiplying Likelihood (1–5) by Impact (1–5)* (Appendix A) to produce an inherent risk score between 1 and 25 (Appendix B)

- *15 – 25 (Critical / High)*: Threatens club survival or league status. Immediate board intervention required.
- *8 – 12 (Medium)*: Disrupts operations or finances but manageable. Monitored departmentally.
- *1 – 6 (Low)*: Minor operational nuisance. Accepted and logged.

REVIEW & REPORTING TIMETABLE

The Risk Register is a living document. Review frequencies are dynamically driven by the current risk score:

- *Critical / High Risks (Score 15–25)*: Reviewed *fortnightly to monthly* by the Board of Directors.
- *Medium Risks (Score 8–12)*: Reviewed *quarterly* by Department Heads.
- *Low Risks (Score 1–6)*: Reviewed *bi-annually to annually* by the Risk Officer.
- *Trigger Events*: Any incident escalating a risk score triggers an automatic emergency review within *48 hours*.

RISK STATUS & CLOSURE

Once mitigations are deployed, risks are tracked by:

- *Action Status*: Tracked as *Implemented, In Progress, Mitigated, Managed, Superseded or Target Achieved*.
- *Residual Risk Score*: The recalculated score *after* mitigations are active.
- *Closure*: A risk is marked as *Closed* or *Archived* only if the hazard is completely permanently removed. Otherwise, it remains *Managed / Tolerable* under regular review.

APPENDIX A – RISK SCORING MATRIX

Score	Likelihood Scale (Probability)	Impact Scale (Severity)
1	Rare: Highly unlikely to happen; almost never occurs.	Negligible: Little to no disruption or financial impact.
2	Unlikely: Could happen, but rare in ordinary conditions.	Minor: Small impact; easily managed within normal routines.
3	Possible: Might happen or has occurred once or twice before.	Moderate: Notable impact; requires dedicated team effort to fix.
4	Likely: Clear history of occurrence; highly probable.	Major: Serious damage; delays milestones or costs significant capital.
5	Almost Certain: Expected to happen regularly under normal conditions.	Critical: Catastrophic; complete system or financial failure.

APPENDIX B – RISK LEVEL

Risk Score (1–25 Matrix)	Risk Level	Review Frequency	Ownership	Action Required
15 – 25	Critical / High	Fortnightly to Monthly	Board of Directors / Chairman	Immediate mitigation, continuous tracking, and formal reporting at every board meeting.
8 – 12	Medium	Quarterly	Department Heads	Routine monitoring to ensure current controls remain effective and do not degrade.
1 – 6	Low	Bi-Annually to Annually	Club Secretary / Risk Officer	Standard annual policy updates or end-of-season checks. Log and accept the risk.

DOCUMENT REVISION HISTORY (VERSION CONTROL LOG)

This log tracking table details all historical amendments, authorization mandates, and iterations of this risk documentation framework.

Ver.	Release Date	Author / Role	Primary Changes Summary	Authorized Sign-off
1.0	22/09/2026	James Male	To be Ratified	*In Draft