

RISK REGISTER

Correct as at:

Updated by: Risk Management Coordinator

RISK IDENTIFICATION					RISK ANALYSIS			RISK ASSESSMENT							
RISK CATEGORY	RISK DESCRIPTION	RISK SOURCE / CAUSE	IMPACT ON MISSION, VALUES & ORGANIZATIONAL OBJECTIVES	RISK OWNER	Control Measures (to reduce Likelihood & Consequence)	CONTROL OWNER	CONTROL COST \$	LIKELIHOOD LEVEL	Consequences						
									Organizational	Financial	Legal & Compliance	Brand & Reputation	Operations	Health & Safety	Environment
4.0 Health & Safety	Athletic Injury to Participants	Failure to protect participants from physical harm or danger	Legal Action Pursued by Patron	Event Operations Manager	Only Skilled Instructors Give Skills Workshops; Safety and Operations Training for Staff	CFO	\$ -	POSSIBLE (3)	MAJOR (4)	SEVERE (5)	SEVERE (5)	MODERATE (3)	MINOR (2)	MODERATE (3)	INSIGNIFICANT (1)
		Non-compliance with State / Local laws / ordinances	Loss of confidence by stakeholders (city & sponsors)		Contractual obligation (enforcement) with 3rd party vendor by legal counsel	Director of Programming	\$ -								
		Insufficient staffing	Loss of Permitting and Return Events			Event Operations Manager	\$ -								
		Lack of Training for Skills Instructors	Loss of revenue / financial loss				\$ -								
7.0 Environment	Severe Weather event during the Festival	Severe Thunderstorms or Pop-up storm cells (lightning ground strikes)	Damage to infrastructure	CEO / Executive Director	Weather Insurance (up to 10 days prior to event)	CFO	\$ -	POSSIBLE (3)	MODERATE (3)	MODERATE (3)	MODERATE (3)	MINOR (2)	MODERATE (3)	MODERATE (3)	INSIGNIFICANT (1)
		High winds exceeding xxx MPH	Safety of patrons / staff / volunteers / vendors at risk		Contracted meteorological monitoring services / on-site monitoring	CFO	\$ -								
		Sustained & heavy rain exceeding xx"over a 24 - 48hr period	Festival cancellation		S2MP / Inclement Weather Plan / Communication Protocol including critical decisions matrix	Event Operations Manager	\$ -								
			Festival delay / postponement		TTX / Drills for shelter-in-place & evacuation prior to Festival	Event Operations Manager	\$ -								
			Loss of revenue / financial loss				\$ -								

6.0 Security	High Crime in Surrounding Area	Muggings and Personal Assaults Near Event Area	Patrons will not attend	Police Chief	Hiring the appropriate number of police; Provide Proper Lighting	Security Manager		POSSIBLE (3)	MINOR (2)	INSIGNIFICANT (1)	MAJOR (4)	MINOR (2)	MODERATE (3)	SEVERE (5)	MODERATE (3)
3.0 Finance	Budget and Expenses Largely Rely on Community Partners and Sponsorships (Long-Term Financial Sustainability)	Programming and Budget Are Not Established From Year to Year	Inconsistent Messaging & Budget and Community Relationships	Chief Financial Officer	Plan Two Years in Advance for Budgeting and Programming Purposes	CFO		LIKELY (4)	MAJOR (4)	SEVERE (5)	MINOR (2)	MODERATE (3)	SEVERE (5)	MINOR (2)	INSIGNIFICANT (1)
5.0 Operations	Contract Violations	Event Partner No-Shows	Damaged Relationships; Bad Image Amongst Community Partners	Event Manager	Prepare Plan B Alternatives for Partner No-Shows	Event Operations Manager		RARE (1)	MINOR (2)	SEVERE (5)	SEVERE (5)	MAJOR (4)	SEVERE (5)	MINOR (2)	MINOR (2)
6.0 Security	Vehicular Traffic Inside Park	Vendors and Patrons Driving Vehicles Inside Event Area	Leaves Patrons in Harms Way; Opens Organization Up for Liability	Event Manager/Engineering	Create Site Plan with Minimal Vehicle Proximity to Programming Areas	Event Operations Manager		POSSIBLE (3)	MINOR (2)	MODERATE (3)	SEVERE (5)	MINOR (2)	MAJOR (4)	SEVERE (5)	MODERATE (3)
4.0 Health & Safety	Uncontrolled Vehicular Traffic on Surrounding Streets	Uncontrolled Vehicles Have Unobstructed Access to Perimeter of Event Area	Leaves Organization Open to Liability for Injury to Patrons; Duty of Care	Engineering/Police	Providing Traffic Wardens, Police Presence.	Security Manager		RARE (1)	MODERATE (3)	SEVERE (5)	SEVERE (5)	MODERATE (3)	MAJOR (4)	SEVERE (5)	SEVERE (5)
1.0 Organizational	Heavy Reliance on Volunteer Resources	Volunteer Turnout Is Insufficient to Cover All Needs	Cannot fulfill programming promises; Show lack of Organization	Event Manager	Establish relationships with local organizations to create incentives for participation	Event Operations Manager		LIKELY (4)	MODERATE (3)	MINOR (2)	INSIGNIFICANT (1)	MAJOR (4)	SEVERE (5)	INSIGNIFICANT (1)	INSIGNIFICANT (1)
3.0 Finance	Not having a Seed Budget for Year 1	Planning Delayed or Negatively Adjusted to Accommodate Lack of Seed Funding	Cannot fulfill programming promises; Shows lack of Pre-Planning	CFO	Advanced Fundraising and Sponsorship with Local, State and Regional Stakeholders	CFO		POSSIBLE (3)	SEVERE (5)	SEVERE (5)	MINOR (2)	MAJOR (4)	SEVERE (5)	MINOR (2)	INSIGNIFICANT (1)

5.0 Operations	Park Already Offers Athletic Programs of Various Types Throughout the Year	Patrons Do Not Attend Due to Lack of Interest or Over-Saturation of the Market	Implies Lack of Concern for Needs of the Community	Director of Programming	Create Target Groups to Determine Community Wants and Needs	Director of Programming		POSSIBLE (3)	MAJOR (4)	MODERATE (3)	INSIGNIFICANT (1)	MAJOR (4)	MODERATE (3)	INSIGNIFICANT (1)	INSIGNIFICANT (1)
4.0 Health & Safety	Large Event Space That Reduces the Ability to Control Ingress and Egress	Patrons Enter From Uncontrolled Entrances Causing Lack of Security and Control	Leaves Organization Open to Liability for Injury to Patrons; Reduces Ability to Control	Event Manager/Police	Create a strategic safety plan to ensure public monitoring; Coordinate with police for crowd survey plan.	Security Manager		UNLIKELY (2)	MODERATE (3)	MINOR (2)	MODERATE (3)	INSIGNIFICANT (1)	SEVERE (5)	SEVERE (5)	MODERATE (3)
5.0 Operations	Equipment Not Functioning	Sound Systems, Stages and Equipment Do Not Work	Shows Lack of Organization and Competence	Event Manager	Early Setup; Create a delivery schedule that allows for recovery after malfunctions	Event Operations Manager		UNLIKELY (2)	MODERATE (3)	MAJOR (4)	MINOR (2)	MAJOR (4)	SEVERE (5)	MAJOR (4)	MINOR (2)
4.0 Health & Safety	Availability of First Responders in the Case of Major Emergency Outside Event Area	First Responders Leave to Address A More Immediate Threat in the Community	Reduces Safety and Response Ability; Opens Organization to Liability	Event Manager/Police	Pay for EMS and Police that are exclusively for the event and will not dispatch during outside emergencies.	Security Manager		POSSIBLE (3)	MAJOR (4)	MAJOR (4)	SEVERE (5)	MINOR (2)	SEVERE (5)	SEVERE (5)	MODERATE (3)
5.0 Operations	Venue Not Available On Intended Event Date	Construction Plans for Ariel Adventure Park	Disorganization and Lack of Pre-Planning	Director of Programming	Proper Pre-planning and research of park event scheduling.	Director of Programming		UNLIKELY (2)	MAJOR (4)	MODERATE (3)	MODERATE (3)	MINOR (2)	SEVERE (5)	INSIGNIFICANT (1)	INSIGNIFICANT (1)
7.0 Environment	Low Community Group Engagement	Community Groups No-Show or Low Turnout	Implies Lack of Community Engagement and Buy-in	Marketing Director	Early Outreach by CEO and Marketing Director; Conduct relationship building meetings and activities	CEO / Executive Director		POSSIBLE (3)	MODERATE (3)	MODERATE (3)	INSIGNIFICANT (1)	SEVERE (5)	MODERATE (3)	INSIGNIFICANT (1)	INSIGNIFICANT (1)
2.0 Legal, Compliance & HR	Low Supply of Accessible Parking in Event Space	Limited Accessible Parking Within the Event Space, with Lack of Viable Options for Close Parking	ADA Non-Compliance; Shows Lack of Pre-planning and Consideration	Event Manager	Designate Parking Spaces Closest to Ingress and Egress Areas; Provide Shuttle and/alternatives	Event Operations Manager		LIKELY (4)	MODERATE (3)	MODERATE (3)	SEVERE (5)	MODERATE (3)	MODERATE (3)	MAJOR (4)	MINOR (2)

7.0 Environment	Political Push-Back from Local Community Stakeholders and Influencers (Regentrification)	Protesters Cause Disruptions and Distractions for Event Patrons	Implies Lack of Concern for Community Issues; Loss of Connection to the Community	Executive Director/Marketing Director	CEO conducts community outreach in advance of event; Develop relationships with Community Stakeholders; Conduct Focus Groups to Gauge Issues in the Community	Security Manager		UNLIKELY (2)	MINOR (2)	INSIGNIFICANT (1)	MINOR (2)	SEVERE (5)	MINOR (2)	MINOR (2)	MODERATE (3)
7.0 Environment	Low Income Residents Cannot Afford Appropriate Equipment to Participate	Patrons Attend But Do Not Have the Necessary Equipment to Participate	Shows Lack of Sensitivity and Lack of Understanding for the Needs of the Community	Event Manager/Sponsorship Director	Solicit assistance from a Sponsor to provide equipment for needy participants	CFO		ALMOST CERTAIN (5)	MODERATE (3)	SEVERE (5)	INSIGNIFICANT (1)	SEVERE (5)	MAJOR (4)	INSIGNIFICANT (1)	INSIGNIFICANT (1)
2.0 Legal, Compliance & HR	Denied Permits	Use of the Park, Facilities and Road Closures Were Denied	Lack of Planning and Organization	Event Manager	Pre-planning and Maintaining Proper Communication with the Required Departments to Ensure Compliance.	Event Operations Manager		UNLIKELY (2)	MAJOR (4)	SEVERE (5)	SEVERE (5)	MAJOR (4)	SEVERE (5)	INSIGNIFICANT (1)	INSIGNIFICANT (1)

CONSEQUENCE LEVEL	RISK EVALUATION				WITHIN RISK APPETITE (YES / NO)	RISK MITIGATION PLAN					DATE OF LAST REVIEW
	Risk Level Calculation					Additional Risk Mitigation Actions / Control Measures to be implemented	Cost \$(K)	Target Date for Implementation	Assigned Owner	Completion Status %	
	Likelihood Value	Consequence Value	Risk Value	RISK LEVEL							
SEVERE (5)	3	4	15	HIGH	NO	Preventative		01/Jul/19	CFO	25%	
MODERATE (3)	3	3	9	MEDIUM	YES			Aug-19	CFO	25%	

3	4	1	3	1	3	3
3	4	1	3	1	3	3
5	3	5	5	4	5	4
9	16	1	9	1	16	9
MEDIUM	High	Low	MEDIUM	Low	MEDIUM	MEDIUM
		Preventative	Preventative			Preventative
Jan-18	Jan-18	Mar-19	Mar-19	Mar-19	Aug-18	Mar-19
CFO	Event Operations Manager	Security Manager	Event Operations Manager	Event Operations Manager	CFO	Security Manager

4	3	2	3	2	3
4	3	2	3	2	3
3	1	4	4	3	2
16	9	4	9	4	9
High	MEDIUM	LOW	HIGH	MEDIUM	MEDIUM
	Telephone Calls, Meetings			Corrective	
Mar-19	Aug-18	Jan-18	Jun-19	Jan-19	Mar-19
Event Operations Manager	CEO / Executive Director	Director of Programming	Security Manager	Event Operations Manager	Security Manager

5	4	2
2	2	2
		2
		4
Low	MEDIUM	Low
Jan-18	Jan-18	Ongoing
ent Operations Mana	CFO	Security Manager