ULSTER Badminton

Risk Management policy

Reviewed: Nov 2026

Purpose of this document

1. The policy forms part of the Ulster Badminton's internal control and Governance arrangements.

2. The policy explains Ulster Badminton's underlying approach to Risk Management, documents the roles and responsibilities of the Board, Executive Committee, Standing Committees and other key parties. It also outlines key aspects of the risk management process and identifies the main reporting procedures.

3. In addition, it describes the process the Board will use to evaluate the effectiveness of Ulster Badminton's internal control procedures.

Underlying approach to risk management

4. The following key principles outline Ulster Badminton's approach to Risk Management and internal control:

    - the Board has responsibility for overseeing Risk Management within the organisation as a whole.

    - an open and receptive approach to solving risk problems is adopted by the Board

    - staff and key volunteers support, advise and implement policies approved by the Board.

    - Ulster Badminton makes conservative and prudent recognition and disclosure of the financial and non-financial implications of risks

    - all staff are responsible for encouraging good Risk Management practice within their areas of work

    - key risks will be identified by the Board, Executive Committee, Standing Committees and employees and closely monitored on a regular basis.

Role of the Board

5. The Board has a fundamental role to play in the management of risk. The role of the Board is to:

    a. Set the tone and influence the culture of Risk Management within the organisation. This includes:

- Communicating the Branch's approach to risk
- Determining what types of risk are acceptable and which are not
- Setting the standards and expectations of staff with respect to conduct and probity.

b. Determine the appropriate risk appetite or level of exposure for Ulster Badminton.
c. Approve major decisions affecting Ulster Badminton's risk profile or exposure.
d. Identify risks and monitor their management in order to mitigate and minimise those risks.
e. Regularly review Ulster Badminton'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 volunteers are to:

a. Implement policies on Risk Management and internal control.
b. Identify and evaluate the fundamental risks faced by Ulster Badminton for consideration by the Board
c. Provide adequate information in a timely manner to the Board and its sub-committees on the status of risks and controls.
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 Ulster Badminton to respond to a variety of operational, financial, and commercial risks. These elements include:

a. Policies and procedures.

Attached to fundamental risks are a series of policies that underpin the internal control process. The policies are set by the Board and implemented and communicated to staff. Written procedures support the policies where appropriate.

b. Reporting.

Comprehensive reporting is designed to monitor key risks and their controls. Decisions to rectify problems are made at regular meetings of the Board and Standing Committees.

c. Business planning and budgeting.

The business planning and budgeting process is used to set objectives, agree action plans, and allocate resources. Progress towards meeting business plan objectives is monitored regularly.

d. Self Assurance Process

The annual self assurance process is the mechanism by which we assess whether we are fit to receive public funds. The process assists in providing assurance that our structures, plans, policies and procedures are constantly monitored and improved so as to achieve our objectives and manage our funds effectively.

e. External audits and Third party reports.

External reviews by funding bodies provides feedback to the Board on the operation of the internal controls. Annual accounts are subject to an Independent Examination.

f. Risk Management Process.

Ulster Badminton operates a Risk Management process/framework as follows:

- A review/appraisal of the previous year's risk management report
- A 'risk identification' exercise for the year ahead
- Evaluation of identified risks using risk assessments
- Manage risks through application of risk management techniques
- Record and monitor risks using risk registers
- Assigning responsibility for risks to appropriate personnel.

Risk identification is not an annual process. The Board, Executive Committee, Standing Committee and Staff members are encouraged to report and update risk registers and carry out assessments throughout the year.

Annual review of effectiveness

8. The Board is responsible for reviewing the effectiveness of internal control of Ulster Badminton, based on information provided by the senior employees. Its approach is outlined below.

9. For each fundamental risk identified, the Committee will:

- review the previous year and examine Ulster Badminton's track record on risk management and internal control

- consider the internal and external risk profile of the coming year and consider if current internal control arrangements are likely to be effective.

10. In making its decision the Board will consider the following aspects.

    a. Control environment:

        - Ulster Badminton's objectives and its financial and non-financial targets
        - organisational structure and calibre of the staff/key volunteers
        - culture, approach, and resources with respect to the management of risk
        - delegation of authority
        - Public reporting.

    b. On-going identification and evaluation of fundamental risks:

        - timely identification and assessment of fundamental risks
        - Prioritisation of risks and the allocation of resources to address areas of high exposure.

    c. Information and communication:

        - quality and timeliness of information on fundamental risks
        - The time it takes for control breakdowns to be recognised or new risks to be identified.

    d. Monitoring and corrective action:

        - ability of the NGB to learn from its problems
        - Commitment and speed with which corrective actions are implemented.

11. The delegated member responsible for Risk Management is the Chair, who will prepare a report of its review of the effectiveness of the internal control system quarterly for consideration by the Board and report when necessary to the Executive Committee.