



RDCA

**RISK MANAGEMENT AND BUSINESS
CONTINUITY PLAN**

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TABLE OF CONTENTS

Introduction	Page 3
Rationale of Managing Risk	Page 3
Commitment to Risk Management	Page 3
Areas to be covered	Page 3
Responsibilities	Page 4
Underlying Objectives	Page 4
Implementation	Page 4
Risk 1 My Cricket System Unavailable	Page 5
Risk 2 RDCA website unavailable	Page 7
Risk 3 Loss of Financial Data	Page 8
Risk 4 Season Fixtures not in MyCricket	Page 9
Risk 5 Finals Fixtures not complete	Page 10
Risk 6 Unable to commence/complete a scheduled match Unusual circumstances	Page 11
Annexure 1 Extracts of RDCA Rules	Pages 12-18



Introduction

This Business Continuity Plan is designed to identify and assess potential major risks to the effective operation of the Ringwood and District Cricket Association Incorporated (RDCA) and to formulate actions required to mitigate any detrimental effects that may be likely to occur.

Risks can be defined as the chance of something happening that will have an impact on the Association and can be something physical, financial, legal, ethical, social or administrative.

Rationale for Managing Risk

Identifying potential major potential risks and creating a *Risk Management and Business Continuity Plan* for the Association can have the following benefits:

- good management practices
- reducing unexpected and costly surprises
- assistance with strategic planning
- more effective and efficient allocation and use of resources
- prepare for 'the worst' in crucial areas of administration processes.

Commitment to Risk Management and Business Continuity

The RDCA has a commitment to use risk management and business continuity practices to support and enhance activities in all areas of our Association. We will endeavour to:

- develop and use a Risk Management and Business Continuity plan in order to minimise reasonably foreseeable disruption to our key operations and responsibilities
- ensure that Risk management is an integral part of all our decision making processes
- identify and take advantage of opportunities as well as minimise identified adverse effects
- continually review and improve our risk management practices
- ensure that the Risk Management and Business Continuity Plan is known and followed by key Association management authorised to implement actions detailed within the Plan

Areas to be covered by the Risk Management and Business Continuity Plan

The following areas of risk will be covered in the RDCA's plan (these may vary from time to time):

- general Administrative functions within the Board of Management and various completion Committees
- the MyCricket electronic data base and system
- operation of the RDCA website
- guardianship of the Association's financial information and bank accounts/assets



- the important aspect of fixturing, both in the home and away season and finals and across all competitions within the Association
- emergency or unforeseen events that may impact on the short term availability of venues or teams / clubs that result in a scheduled match being not played or completed

Responsibilities

The Board of Management is responsible for the development, implementation and periodic review of the *Risk Management and Business Plan*. Members of the Board, along with members of the various competition committees within the Association, are to be involved in the periodic review of the Plan and are responsible for the managing of risks identified in their specific areas. The Board of Management will periodically formally request the various committees within the Association to bring forward any areas/items that are identified as being required to be assessed for risk management reasons.

Underlying Objectives

The objectives of the Risk Management and Business Continuity Plan are:

- identification and critical assessment of the main administrative and information functions
- minimise the likelihood and impact of major specified interruptions to normal processes
- ensure steps are in place to allow recovery from any interruption as quickly as possible

Implementation

The Plan is to be activated when any incident to an identified critical process or function occurs and is expected to cause a significant impact in the operation of the Association or the various competitions within the Association.



RISK 1	MyCRICKET SYSTEM UNAVAILABLE
Probability	Low
Impact	High
Likely Scenario	MyCricket data base becomes unavailable
Functions Affected	Clubs unable to enter match results, resulting in ladders, statistics etc not being kept up to date. MyCricket input of required player information is required from clubs to ensure appropriate player insurance data to allow issuance of Certificate of Currency and premium calculation. The Association Executive unable to rely on current information for ladders etc. becomes more critical as the season progresses and gets closer to finals, Presentation Night etc.
Action	Notify Cricket Victoria (CV) and Cricket Australia (CA) as custodians of the system. Continue to monitor closely and if system not restored in a timely manner take actions to mitigate the issues.
Responsibilities	Ultimately Cricket Victoria and Cricket Australia, then the Board of Management to mitigate effects.
Mitigation	Refer the following correspondence received from CEO of Cricket Victoria : As a result of your correspondence I have swapped several e-mails with the IT and Legal management of Cricket Australia, as have our IT/MyCricket management at CV with their counterparts at CA. A response has been received that hopefully gives some comfort in the area of a high level Business Plan for disaster recovery of the MyCricket system. This is produced below: Due to the commercial and confidential nature of the Agreements we have with the third party vendors that support MyCricket's hardware and software we are unable to provide specific details of our disaster recovery plan. Similarly CA has a number of policies in place to protect our data, and that of the organisations using MyCricket, but these are also not for distribution. What we can divulge is:



	<ol style="list-style-type: none"> 1. All data is stored in a Category 3 data centre managed by Macquarie Telecom. 2. The data centre provides CA and subsequently MyCricket with a 99.9% up time on all hardware excluding scheduled maintenance. 3. All data is backed up on a nightly basis. 4. Tapes of the back ups are stored off-site from the Data Centre for a month. Recovery of tape data takes approximately 2 days. 5. Limited spare hardware exists for CA to access in a short timeframe in the event of hardware failure. 6. CA has made the commercial decision that it is an acceptable risk to assume that no significant event (e.g. fire or flood) will occur at the data centre and, so, no secondary Data Centre exists. 7. Current versions of software are saved on separate production, development and testing environments. The MyCricket testing environment is hosted at the Data Centre. 8. The development environment is located off-site.
Summary	Board of Management (BOM) to monitor any break down in the MyCricket system and liaise with CV and/or CA on a timely basis if necessary.
	BOM to delegate and supervise various RDCA committees to take appropriate actions to ensure critical processes and information gathering is completed by other means.



RISK 2	RDCA WEBSITE BECOMES UNAVAILABLE
Probability	Low
Impact	High
Likely Scenario	RDCA website becomes unavailable, unaccessible due to external reasons/issues
Functions Affected	Similar to the loss of MyCricket functionality, the loss of the website would preclude the electronic storage of information such as fixtures, ladders, statistics etc. It would also effect the availability of historic Association information such as Office Bearers, Life Members, etc.
Action	Advise Board of Management as to reason/cause and planned actions to achieve reinstatement of system. Discuss appropriate actions and alternatives including timing and cost.
Responsibilities	Website Manager(s)
Mitigation	Have access to RDCA Facebook Page , Email and other Social Media to notify Clubs and Members of the Association of any outage and estimated time before the website service will be restored. Can also be used as interim communication method.
	Full back-up of code and data taken on a monthly basis and stored on an external source, allowing for restoring on another host if required.
	Domain Hosting is separate to Website and Email Hosting,



RISK 3	LOSS OF FINANCIAL DATA
Probability	Low
Impact	Medium
Likely Scenario	Information destroyed or misplaced
Functions Affected	Financial position of the Association is unknown, unable to measure club financial responsibilities to the Association, doubt on funds availability to pay accounts, loss of invoice information etc.
Action	Purchase new computer and financial package if current information cannot be restored. Re-construction of financial records to an electronic basis using bank statements, cheque and deposit books etc. Obtain copies from clubs of the most recent invoices issued to them to allow reconciliation of club/Association financial status.
Responsibilities	Board of Management (BOM), in particular the Finance Manager/Association Secretary.
Mitigation	Full back up of computer system to separate hard disk is completed on a regular basis every week and is stored outside the Finance Manager's normal office environment, preferably off site. MYOB customer support is available for advice etc. Consultation and reference to the Association's bankers. Club assistance in advising their opinion of their financial position with the Association
Summary of Critical Functions	<ol style="list-style-type: none"> 1. Completion and maintenance of the Association's financial records and obligations in accordance with generally accepted International Accounting Standards and the requirements of the Victorian Associations Incorporated Reform Act of 2012. MYOB accounting package to be used. 2. Regular consultation with member clubs so that financial obligations to the Association are maintained on a satisfactory basis. Clubs to receive monthly statements detailing their financial position with the Association. 3. Regular reporting to the BOM detailing the Association's financial position. 4. Daily payment and collection of funds.



RISK 4	SEASON FIXTURES NOT SET UP IN MyCRICKET
Probability	Low
Impact	High
Likely Scenario	Resources required (personnel and MyCricket system) not available to complete the process
Functions Affected	Electronic publishing of season fixture not possible if MyCricket system unavailable. Experienced personnel not available to complete manual fixturing process
Action	Board of Management to organise alternate resources.
Responsibilities	Senior Committee, Junior Committee, Veterans Committee
Mitigation	Initial need to identify and organise experienced and available personnel to complete a manual fixturing process in order to tabulate a season fixture for the various competitions. Consideration to be given to local issues such as ground availability, team numbers etc. Completed fixtures to be checked and confirmed by other Executive personnel to ensure practicality. Need to then advise clubs, umpires, players etc by alternative means – e-mail, mail, Association website etc. Once MyCricket system becomes available, all fixtures to be recorded as soon as possible.



RISK 5	COMPLETE FINALS FIXTURES
Probability	Low
Impact	High
Likely Scenario	Resources required (personnel and MyCricket system) not available to complete the process
Functions Affected	Finals matches could not commence until all required information and systems were available to validate qualifying teams and venues.
Action	Board of Management to organise and supervise alternate resources
Responsibilities	Senior Committee, Junior Committee, Veterans Committee
Mitigation	Progressively during the season, results and ladders are to be verified and kept up to date after each round in order to minimise outstanding information required to obtain final qualifying information.
	Experienced personnel to assess information and decide teams to play in each final and at what venues.
	Publish proposed finals fixture and seek confirmation or objections from clubs
	Confirm information and formally advise clubs, umpires, players etc via e-mail, mail, Association website etc.
	Once MyCricket system is available arrange to upload all details



RISK 6	UNABLE TO COMPLETE A FIXTURED MATCH AT THE ADVISED VENUE DUE TO UNUSUAL CIRCUMSTANCES (not because of rain or under the existing Heat Policy)
Probability	Low
Impact	High
Likely Scenarios	<ol style="list-style-type: none"> 1. Ground(s) become unavailable due to vandalism of pitch, damage to ground, etc. 2. Severe and unusual weather conditions result in community concerns (e.g fire danger ratings, smoke etc as determined by the Bureau of Meteorology with particular emphasis on Code Red, Extreme and Severe forecast conditions)
Functions Affected	Inability to complete a fixtured match
Action	Consider circumstances and reach decision with the prime aim of allowing the match to be played or completed if suitable, and fair, alternate arrangements can be made.
Responsibilities	Senior Committee, Junior Committee, Veterans Committee
Mitigation	See if another suitable venue is available with emphasis on safety, fairness (to competing clubs and other clubs in the same playing grade), timing etc.
	If a suitable venue cannot be located, then the ruling Committee to consider whether match can be re-scheduled to another day or whether the match be considered a draw if a result has not already been obtained.
	In the case of forecast unusual weather conditions, the view of the visiting team should also be considered (e.g. they may not wish to travel to the fixtured location).



Annexure 1

The below information is extracted from the Rules of the Association (Senior ,Junior, Veterans and Umpires) and details the powers of the various Executive bodies.

In the event of any occurrence that requires the immediate action or intervention of the appropriate Executive bodies it is important that the required protocols are observed.

31 COMPOSITION & POWERS OF BOARD OF MANAGEMENT

Chairman (President of the Association)

Administration Manager

Senior Committee Chairman

Finance Manager/Association Secretary

Veteran's Association Representative

Junior Association Representative

In addition to any other powers conferred on it by the rules of the Association, the General Committee and/or the Board of Management shall have power to:

- a) Appoint a person duly qualified under the rules of the Association to fill any vacant office;
- b) Refer any particular matter to the Board of Management or the Administration Manager for report and/or for decision;
- c) Confirm the Annual Budget.

32 OFFICE BEARERS

The Office Bearers of the Board of Management shall consist of the President of the Association, Senior Committee Chairman, Administration Manager, Finance Manager and Association Secretary, Junior Association Representative and Veterans Association Representative, elected at the Annual General Meeting. Any person shall be eligible for election as an Office Bearer, however no more than two (2) members of any one affiliated club shall be appointed to the Board of Management.

The Office Bearers of the Senior Committee shall be the Chairman, Secretary and Registration Secretary with the latter two also being elected at the Annual General Meeting.



34 DUTIES OF ADMINISTRATION MANAGER

The Administration Manager shall keep minutes of all resolutions and proceedings at each General Meeting and each Board of Management Meeting in the books provided for that purpose, together with a record of the names of persons present at General Meetings. He will also conduct the correspondence of the Association and carry out other duties as determined by the Board of Management.

- a) (1) The Common Seal of the Association shall be kept in the custody of the Finance Manager/Association Secretary appointed in accordance with the provisions of the Associations Incorporation Reform Act 2012. (2) The Common Seal shall not be affixed to any instrument except by authority of the Board of Management and the affixing of the Common Seal shall be attested by the signatures either of two members of the Board of Management or of one member of the Board of Management and of the Finance Manager/Association Secretary of the Association.
- b) Except as otherwise provided in these rules, the Administration Manager shall keep in his custody or under his control all books, documents and securities of the Association. Inspection of said books, documents and securities to be made available to members of the Association within fourteen (14) days of receipt of a written request, signed by twelve (12) members of the Association.

34 (i) DUTIES OF SENIOR COMMITTEE SECRETARY

- a) Co ordinate and manage the playing conditions and operations of the Senior grades of the RDCA
- b) Co ordinate and supervise the activities of the Umpires panel
- c) Co ordinate and manage inter association playing conditions and arrangements
- d) Submit recommendations for rule changes to the Administration Manager
- e) Submit an annual budget detailing anticipated operations expenditure to the Finance Manager/Association Secretary
- f) Arrange for Senior Committee meetings to be minuted and distributed to Board of Management members
- g) Other duties as determined by the Board of Management and / or Senior Committee
- h) Co-ordinate, or delegate co-ordination, of all Tribunal and Appeals Tribunal hearings.
- i) Act as the primary club contact person for all day to day matters emanating from the playing of matches within the senior competition.



35 DUTIES OF FINANCE MANAGER AND ASSOCIATION SECRETARY

The Finance Manager/Association Secretary shall receive all monies on behalf of the Association and lodge these monies to the credit of the Association in a Bank Account at such Bank as the General Committee may determine. The Finance Manager shall keep a full and correct account of the Income, Expenditure and Assets of the Association, and present to each meeting of the General Committee and the Board of Management, an up to date statement of Income and Expenditure.

The Finance Manager/Association Secretary shall:

- a) present properly audited financial statements relating to the past year's activities and render final accounts to all affiliated clubs within 28 days of the end of each season.
- b) ensure all cheques and orders drawn on banking accounts of the Association are signed by any two of the Chairman of the Board of Management, the Administration Manager and the Finance Manager/Association Secretary.
- c) ensure that no appropriation is made to or from any reserve fund of the Association except on a resolution carried by at least three-fourths of those present at a special meeting of the General Committee called for that purpose.
- d) render final accounts to clubs 14 days prior to the end of each financial year.
- e) carry out other duties as determined by the Board of Management as considered and/or requested.

38 DUTIES OF AUDITOR

An Honorary Auditor appointed by the Association shall audit the books and the Annual Financial Statements of the Association, require the Finance Manager to produce proper and complete vouchers and receipts for all entries in the books of the Association, and make a report to the Annual General Meeting.

40 CHAIRMAN OF THE BOARD OF MANAGEMENT/COMMITTEES/SUBCOMMITTEES

The President of the RDCA Incorporated shall be the Chairman of the Board of Management. The Board of Management will be responsible to ensure that the purposes of the RDCA Incorporated are met.

Chairman of any Sub Committee shall be ratified by the Board of Management and will be responsible for ensuring that the purposes of the RDCA Incorporated are met.

The Chairman of the Board of Management and any Committee shall have a casting vote as well as a deliberative vote. In the absence of the Chairman, the meeting shall elect a Chairman.



43 (i) POWERS AND DUTIES OF BOARD OF MANAGEMENT

The Board of Management shall have the following powers and duties:

- a) To exercise general oversight over the operations of any committee of the Association
- b) To appoint Committees as required, appoint a Chairman and establish the staffing and duties of these committees.
- c) To deal with any business or matter referred to it by the General Committee.
- d) To appoint Investigation Officer, Tribunal members and Appeals Tribunal members and to refer, to the Investigation Officer or Tribunal or Appeals Tribunal, any matter it deems fit.
- e) To deal with urgent business which may arise between meetings of the General Committee, subject to report to the next meeting of that Committee.
- f) To deal with any matter which the rules place within its jurisdiction. Any club dissatisfied with any decision or ruling of the Board of Management may have the matter referred to the Appeals Tribunal, subject to compliance with rule 49(3). An aggrieved party (player or Club Secretary on behalf of player) may lodge a further appeal through the Administration Manager to the VMCU in accordance with the rules of that body.
- g) To levy additional fines, suspend and/or disqualify clubs if directives of the Board of Management are not complied with.
- h) Where necessary, a Board of Management member who is in attendance, in an “Ex-Officio” capacity, at any RDCA Committee meeting, may be included to make up a quorum and in so doing that person would have the authority to exercise normal voting rights.

43 (ii) POWERS AND DUTIES OF THE SENIOR COMMITTEE

- a) to exercise general oversight of the operations of the Senior competition
- b) to ratify the number of playing Grades of the Association and grade teams in accordance with the Rules of the Association
- c) to alter or vary times of starting and hours of play, days, and grounds at any time should the necessity arise
- d) to exercise general oversight of the operations of the RDCA Umpires Association
- e) to refer to the Investigation Officer or Tribunal or Appeals Tribunal any matter it deems fit
- f) to deal with any matter which the Rules place within its jurisdiction
- g) to levy additional fines, suspend or disqualify clubs, as any matter necessitates
- h) to announce the fixtures at the Annual General Meeting of the Association in each year.

Any protest against the fixtures must be received in writing by the Senior Committee not later than 7 days subsequent to the Annual General Meeting. Such protest to be dealt with by the Senior Committee and resolved not later than the September General Meeting of the Association



2. JUNIOR COMMITTEE

- (a) The Competition shall be administered by the Junior Committee and shall be under the control of the RDCA Board of Management.
- (b) The Junior Committee shall consist of a President, Secretary, Assistant Secretary, Records Secretary and other members, all elected in accordance with Senior Rule 2. (“Junior Secretary” shall replace the reference to “Administration Manager”). Ex-Officio members may be elected to serve on the committee and shall have normal voting rights at any Executive Meeting.
- (c) Not more than two (2) members of any one affiliated club shall be on the Junior Committee.
- (d) The elected President of the Junior Committee shall be the Chairman of all its meetings and in his absence the meeting shall elect a chairman for that meeting.
- (e) The chairman at all meetings shall be entitled to a casting vote as well as a deliberative vote.
- (f) The committee will meet as required and the Junior Secretary shall convene meetings.
- (g) Four members shall form a quorum and business shall not be proceeded with unless such a quorum is present.
- (h) Any member absent, without leave, from three consecutive meetings of the Junior Committee shall forfeit their seat.
- (i) The committee will issue directives in order to enforce and administer the rules of the competition. If any direction of the Junior Competition has not been complied with, within the specified time, the Junior Committee is empowered to take such action as it deems fit.
- (j) The Junior Committee, in the absence of any set penalty for the breach of a rule, will determine the penalty which shall be in the form of a fine and or the loss of match points.
- (k) Clubs may appeal a decision made by the Junior Committee to the Junior independent Tribunal.

EXTRACT FROM VETERANS RULES

- 1. **RDCA senior** competition rules shall apply if not covered in the following Veterans rules.
Where Senior rules do not cover the issue, the Laws of Cricket apply.
- 2. As with all circumstances, provided both Captains agree, modifications of any aspects of playing conditions is acceptable subject to commonsense prevailing.



EXTRACTS FROM THE RDCA UMPIRES ASSOCIATION RULES

ELECTION OF OFFICE BEARERS

- (a) The Office Bearers of the RDCAUA, shall be elected at the Annual General Meeting for the ensuing year, to be known as the “Executive Committee” and comprise the Chairperson, Secretary, Selection Panel Chairman, MyCricket Manager, Recruitment Officer, Training Officer, Social Secretary, Umpires Mentor and Club Liaison Officer.
- (b) On the recommendation from RDCAUA, an Umpires' Advisor, appointed by RDCA Senior Operations Committee, shall act as an ex-officio member of the elected office bearers (Committee)
- (c) **Nominations** for all positions must be submitted, in writing, to the Secretary, by 15th February each year and must include the names and signatures of proposer, seconder and accepting nominee.

Should more than one nomination for any position be received, an election for that position will be held at the Annual General Meeting.

Should no previous nominations be received for a particular position, nominations will be accepted on the night of the Annual General Meeting.

Election shall be by simple majority of financial members of RDCAUA by show of hands of those attending the Annual General Meeting and, if unable to attend, submitting their vote in writing.

In the event of a casual vacancy in any office, the General committee may appoint one of its members to the vacant office. The member appointed may continue in office up to and including the conclusion of the following Annual General Meeting.

DUTIES OF EXECUTIVE COMMITTEE

The Executive Committee shall report to RDCA Senior Operations Committee and have the following responsibilities, powers and duties:

- (a) To exercise general oversight over the operations of the RDCAUA by ensuring that all members are provided with appropriate support to assist in attaining their goals and aspirations while meeting those established on behalf of RDCAUA.
- (b) To approve applications for membership to RDCAUA.
- (c) To administer selection and appointment policies to meet the umpiring requirements of RDCA Senior (and, as necessary, Junior) competitions and appointments to Inter-Association and other representative matches as required.
- (d) To deal with any business or matter referred to it by its members, RDCA Board of Management and /or RDCA Senior Operations Committee.
- (e) Implement and maintain appropriate Induction and Training programs to ensure that individual members have all the resources available to them to attain their optimal, performance level.
- (f) To implement a wide-ranging Reporting Structure, monitor all Reports on Umpires with the view to identifying strengths and weaknesses of individual panel members, and ensure that appropriate recognition (promotion) or remedial action (training) is implemented as necessary.



- (g) Appoint and instruct Advocate(s) to provide support to any umpire members involved in matters referred to the RDCA Investigation Committee or Appeals Tribunal.
- (h) Uphold the integrity of RDCAUA Panel, in general and individual umpires, in particular, by monitoring any unwarranted / unofficial criticism or action, ensuring immediate remedial action is implemented and completed in a timely manner.
- (i) To deal with all business that may arise between General Meetings, subject to report to the next meeting of all umpires.
- (j) Co-opt additional personnel as necessary to fill any vacancy on Executive or Selection Committee occurring prior to Annual General Meeting and / or to assist with completion of any special projects identified.

GENERAL COMMITTEE

- (1) The General Committee shall consist of all affiliated and financial members of the RDCAUA and, unless otherwise arranged, shall only be required to meet at the Annual General Meeting and at a Pre-Season Meeting to transact business.
- (2) A Special Meeting may be called to address any specific matter requiring attention.
- (3) The Secretary of the RDCAUA, must notify each member, at least 14 days before the schedule date fixed for a General or Special Meeting of the RDCAUA, stating the place, date, time and agenda of the meeting.
- (4) No business other than that set out in the notice convening the meeting may be conducted at the meeting. (General Meetings will always include “General Business” for matters of immediate importance).
- (5) A member intending to bring any business before a meeting may notify the Secretary of that business in writing, or by electronic transmission, at least 21 days prior to the intended meeting. The Secretary must include that business in the notice calling the next General Meeting.
- (6) A quorum for meetings of the General Committee shall consist of twelve (12) RDCAUA members.
- (7) Apart from election of office bearers, requiring a simple majority of those present, any matter requiring resolution by voting, shall require a 75% majority of financial RDCAUA members to be passed.