



Risk Management Plan Worksheet for a Grassroots and Non-League Football Club

This worksheet is designed to help your grassroots or non-league football club create a comprehensive risk management plan. It focuses on identifying potential risks, evaluating their impact, and developing strategies to mitigate them. Completing this worksheet will allow you to create a safer and more secure environment for players, staff, and spectators.

1. Identify Key Risks

List all potential risks that your football club might face. Consider risks to players, spectators, staff, facilities, and finances.

Category	Risk Description	Likelihood (Low, Medium, High)	Impact (Low, Medium, High)
Player Injuries	Examples: serious injury during match/training, concussions, or medical emergencies.		
Spectator Safety	Examples: crowd control issues, slips and falls, or inadequate seating.		
Weather Conditions	Examples: heavy rain causing match cancellations, heatstroke during summer matches.		
Equipment Failure	Examples: faulty goalposts, poorly maintained pitch, or inadequate lighting for evening matches.		

Financial Risks	Examples: loss of a major sponsor, overspending on events or projects.		
Reputational Risks	Examples: social media backlash, poor community relations, or incidents involving club personnel.		
Compliance Risks	Examples: failing to meet child protection or health and safety regulations, lack of insurance.		
Transportation	Examples: accidents while traveling to away games, or breakdowns of club vehicles.		

Extra Notes:

2. Evaluate Risks

Once you've identified risks, categorise them by likelihood and impact using the following table.

Risk	Likelihood	Impact	Priority (High, Medium, Low)
Example: Player Injuries	Medium	High	High
Example: Loss of Sponsorship	Low	High	Medium

Extra Notes:

3. Develop Mitigation Strategies

For each high-priority risk, develop a mitigation strategy. Include measures for prevention, response, and recovery.

Risk	Mitigation Strategy	Responsible Person	Resources Required
Player Injuries	- Implement a first-aid training program for staff. Ensure a qualified medical professional is present at matches.	Head Coach	First-aid kits, medical team
Spectator Safety	- Install crowd barriers and signage. Have stewards for crowd control.	Operations Manager	Barriers, staff
Weather Conditions	- Monitor weather forecasts and have contingency plans (e.g., rescheduling matches).	Match Coordinator	Weather monitoring tools
Financial Risks	- Diversify revenue streams (merchandise sales, grants). Create an emergency fund.	Finance Manager	Financial reserves

Extra Notes:

4. Communication Plan

Outline how risk management decisions and updates will be communicated to all stakeholders (players, coaches, fans, volunteers, etc.).

Stakeholder	Method of Communication	Frequency
Players & Coaches	Regular training meetings and emails.	Weekly
Spectators	Social media updates, matchday announcements, signage at the venue.	As needed (before/after matches)
Volunteers	Group briefings, email communications.	Prior to events
Sponsors	Email updates, annual meetings.	Quarterly

Extra Notes:

5. Emergency Procedures

Plan for emergencies such as medical issues, security breaches, or severe weather.

Emergency	Response Procedure	Responsible Person	Resources Required
Medical Emergency	- First-aid administered immediately. Call emergency services if required.	Medical Officer	First-aid kit, phone
Security Incident	- Stewards to manage the crowd. If serious, contact local police.	Security Lead	Stewards, contact list
Severe Weather	- Notify teams and spectators of cancellation or delays. Provide cover for spectators.	Match Coordinator	PA system, weather monitoring

Extra Notes:

6. Regular Reviews and Updates

Risk management plans should be reviewed and updated periodically to account for new risks or changes in the environment.

Review Frequency	Next Review Date	Responsible Person
Monthly		
Quarterly		
Yearly		

7. Compliance and Legal Obligations

Ensure your club adheres to all relevant legal requirements, including health and safety laws, child protection policies, and insurance coverage.

Area	Required Actions	Status
Health & Safety	Regular training and checks.	Compliant / Non-compliant
Insurance Coverage	Ensure comprehensive insurance policies are in place for players and facilities.	Compliant / Non-compliant

Extra Notes:

8. Resources Needed

Identify the resources, both human and material, needed to implement the risk management plan.

Resource	Quantity	Purpose	Responsible Person
First-aid kits	3	For player and spectator safety	Medical Officer
Barriers	10	Crowd control	Operations Manager
Stewards	5	Manage crowd and safety	Security Lead

Extra Notes:

Final Words:

A well-prepared risk management plan is crucial for ensuring the safety and success of your grassroots or non-league football club. By identifying potential risks, developing appropriate mitigation strategies, and maintaining strong communication, your club will be better equipped to handle unexpected challenges and create a safe, enjoyable environment for everyone involved. Regular reviews of the plan and staying up-to-date with regulations will keep the club's operations running smoothly.