

FROM GVG OC RISK MANAGEMENT SUBCOMMITTEE TO TEAM CAPTAINS

Dear Team Captains

As mentioned at the last Organising Committee meeting, the Risk Management Sub-Committee has been reviewing the policies and processes in place or to be implemented for managing the risks involved in staging the Games.

One aspect the Sub-Committee would like to draw to your attention is the safety and financial control considerations at the individual team level. In particular, the Sub-Committee asks you to set up appropriate systems with your own team organisers to ensure that:

- event training sessions are conducted safely for all age groups participating (eg held at appropriate places and times, with equipment, activity and transport risks managed appropriately), and
- the systems for collecting and disbursing team fees are transparent and accountable (eg proper records are maintained for recording who has contributed funds and what amounts, and of all payments out, with secure banking). In particular, systems should be established to ensure that appropriate controls in place to mitigate the risk of misappropriation of funds and to mitigate the risk of insolvency (being able to pay debts as and when they fall due)
- all team communications are accurate and that the content of communications to team members is at all times appropriate. Particular care should be taken to ensure that any social media sites such as Facebook pages are properly moderated to ensure that only appropriate material is posted

We know that each team is also being innovative with a range of different social, craft and musical activities. This is excellent and strongly encouraged.

Could we please also ask you to take a moment at your team committee meetings to consider the risks involved in your various activities to ensure they are understood and properly managed.

Often this will be no more than articulating your usual practices (eg making sure there is an adult looking after the BBQ) and remembering the airline message: "Your safety is our number one priority".

Thanks

AJ Calder

GVG Chairman