



C3 — Risk Register and Business Continuity Plan

Prepared by BowlsWales · March 2026

Welsh Bowls Umpires Association (WBUA)

Part 1 — Risk Register

Risk appetite statement

Welsh Bowls Umpires Association accepts that some level of risk is inherent in running a sports organisation. Our overall approach to risk is:

We will NOT accept risk that:	<i>Endangers the safety of members, players, coaches or officials; breaches legal or regulatory requirements; causes serious reputational damage to the organisation or to bowls in Wales</i>
We WILL accept managed risk in:	<i>Trying new activities or competitions; investing in equipment or facilities; exploring new partnerships.</i>

Risk ratings

Risks are rated using the following scale:

Rating	Likelihood	Impact
High	Likely or very likely	Major disruption or harm
Medium	Possible	Significant but manageable
Low	Unlikely	Minor disruption

Risk register

Review each row. Adjust the likelihood, impact and controls to reflect your organisation's actual position. Add rows for risks specific to your organisation. Delete example rows that are not relevant.

Risk	Likelihood	Impact	Rating	Controls in place	Owner	Review date
Loss of key officer (e.g. Secretary resigns with no successor)	Medium	High	High	Succession planning policy in place. Deputy roles identified where possible.	Secretary	April 2027
Funding reduction or loss of BowlsWales award	Medium	High	Medium	Reserves held at £1500, equivalent to 35 weeks' expenditure. Annual review of financial sustainability.	Treasurer	April 2027
Safeguarding incident at a club or event	Low	High	High	Safeguarding policy in place. Lead Officer appointed.	Secretary	April 2027
Data breach (membership or personal data lost or compromised)	Low	High	High	Data stored securely. Access restricted to named officers. GDPR policy in place.	Secretary	April 2027

Risk	Likelihood	Impact	Rating	Controls in place	Owner	Review date
Reputational damage (e.g. social media incident, media coverage)	Medium	Medium	Medium	Social media policy in place. Named communications lead. Management Committee notified immediately of any incident.	Secretary & Chair	April 2027
Breakdown in communication with a National Governing Body	Low	High	High	National Governing Bodies represented on our Management Committee.	The Officers	April 2027

Risk register approved by: Management Committee Date: 15th June 2026 Next review: April 2027

Part 2 — Business Continuity Plan

Organisation name	Welsh Bowls Umpires Association (WBUA)
Policy approved by	WBUA Management Committee
Date approved	15 th June 2026
Date of next review	April 2027

1. Key contacts

In the event of a serious incident, the following people should be contacted immediately:

Role	Name	Phone	Email
Chair	John Jenkins	07908972467	john@jenkins22.com
Secretary	Jon Morris	07722483459	welsh.bowls.umpires2@gmail.com
Treasurer	David Phillips	07803824904	davidphillips.bowls@ntlworld.com
Safeguarding Lead	Jon Morris	07722483459	Welsh.bowls.umpires2@gmail.com
BowlsWales (Joanna Owen)	Joanna Owen	+44 (0)29 2033 4998	Joanna.owen@bowlswales.com

2. Scenarios and responses

Scenario 1: Loss of key officer at short notice

Immediate action:

The remaining Officers would continue to run the organisation. The Management Committee would be informed

Longer-term response:

Position would be advertised inviting applicants to apply. Position filled at the next AGM at the latest.

Scenario 2: Safeguarding incident

Immediate action:

Safeguarding Lead would gather the information available and instigate an investigation.

Longer-term response:

Necessary procedures would be put in place to prevent a similar incident from occurring.

Review of Safeguarding Policy & Procedures would be undertaken. Members informed of any changes to Policies & Procedures.

Scenario 3: Major event cancellation

Immediate action:

Such a scenario would not apply to the WBUA as we do not organise the events that we officiate at, if a event where we are due to officiate at was cancelled, we would inform all our members who were due to officiate at the event that it had been cancelled.

Longer-term response:

Discussions with organisation body to ascertain why the event was cancelled and offer assistance to prevent a reoccurrence in the future.

Scenario 4: Loss of access to key venue

Immediate action:

Not applicable to WBUA as we have access to various venues of a similar standard.

Longer-term response:

Not applicable.

Scenario 5: Serious data breach

Immediate action:

The Secretary (Data Lead) to immediately investigate the breach and take the necessary action to prevent escalation. Contact those people affected by the breach.

Longer-term response:

Review Policies & Procedures to prevent a reoccurrence.

3. Records and data

Critical records are stored as follows:

Membership records i.e. names, addresses, telephone numbers and email addresses are kept by the Secretary on a secure spreadsheet. The Treasurer keeps names, email addresses along with details of membership payment records.

This information is not shared with any members or outside organisation.

BCP approved by: Management Committee Date: 15th June 2026 Next review: June 2027