**Contingency Planning**

Contingency plans are devised for specific situations to provide solutions in areas where problems may occur. A successful event relies upon pre-planning and consideration being given to the foreseeable risks that may cause interruption or delay to the desired schedule.

Therefore, the **Host Organising Committee (HOC)** should consider what would occur if there are situations that may cause the racing to be interrupted, postponed or cancelled.

The **Competition Manager** should identify all foreseeable risks which may occur for the Competition and which have potential to delay or stop the Competition.

These may include:

* water quality
* power failure
* venue access issues
* damage to vital items – (e.g. theft, fire etc (boats, scoring equipment))
* access to or failure of suitable toilets
* environmental issues (e.g. heat, lightning, fire, flood, weather (wind))
* medical emergency (e.g. death, injury, illness)
* key staff not available (e.g. Start Judge)
* other factors specific to the venue

Once risks have been identified, an assessment should be conducted of each to determine its likelihood of occurrence and potential impact on the successful outcome of the Competition.

In order to focus and prioritise the risks likely to have the most serious impact on the successful completion of the Competition, specific contingency plans should be developed for risks that would either “delay” or “stop” the Competition (shaded areas below). See the **Sample Risk Matrix** and **Sample Contingency Plan** below.

**Communication with Stakeholders**

It is vital that the HOC ensure the relevant stakeholders (e.g. ICF, Host Federation, All members of the HOC, Workforce, other) are aware of, and accept, any identified risks.

Contingency Plans should be tested and relevant members of the Workforce must be aware of and be able to enact the plans as required. The ICF Technical Delegate and the Chief Official must also be aware of the contingency plans and be involved should any of the plans require implementation.

Finally, when planning the Competition Schedule, consideration should be given to the rescheduling of any affected Competition components if required (should the schedule be interrupted).

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| **Sample Risk Matrix** |
| **Probability** | Very Likely | Minor Injury | Moderate Injury | Death / Serious Injury |
| No impact on race | Delay the race | Stop the race |
| Possible | Minor Injury | Moderate Injury | Death / Serious Injury |
| No impact on race | Delay the race | Stop the race |
| Unlikely | Minor Injury  | Moderate Injury  | Death / Serious Injury |
| No impact on race | Delay the race | Stop the race |
|  |  | Low | Medium | High |
|  |  | **Consequence** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sample Contingency Plan** |  |  | **(insert date)** |
| **Risk** | **Likelihood** | **Consequences** | **Reason** | **Action** | **Likelihood following actions** | **Consequence following actions** | **Acceptable** |
| Flooding of competition Channel | Possible | Stop the race | Channel unsuitable for competition | Liaise with water authorities to manage water inflowsPrepare competition schedule if competition is postponed for one day | Unlikely | May delay the event | Yes |