

Contingency Planning

Contingency plans are devised to provide solutions for specific situations where problems may occur. Success relies upon pre-planning and consideration being given to the foreseeable risks that may cause interruption or delay to the competition.

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

The **HOC** should identify foreseeable risks which may occur, 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
- 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 including the ICF, Host Federation, all members of the HOC, and Workforce, are aware of, and accept, 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.

Sample Risk Matrix

Probability	Very Likely	Minor Injury No impact on competition	Moderate Injury Delay the competition	Death / Serious Injury Stop the competition
	Possible	Minor Injury No impact on competition	Moderate Injury Delay the competition	Death / Serious Injury Stop the competition
	Unlikely	Minor Injury No impact on competition	Moderate Injury Delay the competition	Death / Serious Injury Stop the competition
		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 competition	Channel unsuitable for competition	Liaise with water authorities to manage water inflows Prepare draft competition schedule if competition is postponed for one day	Unlikely	May delay the competition	Yes