**Governance Code for Sport Compliance Record Form (Type A)**

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| Organisation Name |  |
| Annual Reporting Period |  |
| Compliance Record Form Prepared By |  |

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| **Board Compliance Statement[[1]](#footnote-1)**  The Board of [ORGANISATION NAME] has reviewed and assessed this Compliance Record Form and is satisfied that arrangements and structures are in place that are, in the Board’s opinion, designed to secure the organisation’s compliance with the Governance Code for Sport.  The Board of [ORGANISATION NAME], confirms that this Compliance Record Form (and associated arrangements and structures) was reviewed at a Board meeting on [INSERT DATE].  This Compliance Record Form is signed on the Board’s behalf.  Chairperson Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2nd Board Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Under the Governance Code for Sport all funded sporting organisations are required to complete this Governance Code Compliance Record Form every year.

Please fill in this form to record:

* Indicate your organisation’s position in relation to each recommended practice (Yes/No/NA)
* The actions that your organisation takes to meet each standard of the Governance Code for Sport; and
* The evidence that backs this up.

Your organisation should approve the Compliance Record Form at a board meeting during Q1 2022 and annually thereafter.

**You are NOT required to file the Compliance Record Form with Sport Ireland. However, you must keep your Compliance Record form as Sport Ireland could ask you for it at any time.**

**What do we expect?**

Proportionality is a central tenet of the Code and your organisations compliance with the Code should be proportionate to the size and scale of the organisation. The type of evidence we expect depends on the complexity of your organisation and the practice but in all cases will need to be documented and in most cases considered at Board level

The minimum expected of all organisations would be to discuss and agree at board meetings how they will meet the standards and document their decisions in the minutes.

We would expect a sporting organisation with paid staff to provide more documentation like work plans and written policies as evidence of the actions they have taken.

We would expect larger and more complex sports organisations to provide more extensive documentation than other sports organisations.

Please use the glossary within the [Governance Code for Sport](https://www.sportireland.ie/sites/default/files/media/document/2020-12/the-governance-code-for-sport-a-guide.pdf)  when filling in the form and include dates where appropriate.

**Please click** [**here**](https://www.sportireland.ie/GovernanceCode) **for more information, guidance and templates.**

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| **Principle:** | **1. Leading our organisation.** | | | | | | |
| **Sub-Principle** | **1.1 Agreeing our vision, purpose, mission, values and objectives and making sure that they remain relevant.** | | | | | | |
|  |  | **Does Your Organisation Comply with this practice?** | | |  |
|  | **Recommended Board Actions** | **Yes** | **No** | **N/A** | **Evidence of Compliance/Explanatory Note** |
| 1.1 (a) | Has your Board agreed the purpose and objectives of your group and discussed how the group wants to achieve its objectives and how it wants to work? | X |  |  | (State the date on which the purpose and objectives of the group were agreed, and by whom)  Purpose and objectives agreed by the Board on [insert date]  *Minutes of meeting [insert date]*. | |
| 1.1(b) | Has your Board written this out in the form of a constitution for the organisation? | X |  |  | (State the date on which the Constitution was agreed, and by whom)  Constitution agreed by Board on [insert date]  Constitution approved by the members at annual meeting on [insert date]  Guidance relating to governing documents is available from the Sport Ireland website[[2]](#footnote-2)  *Constitution dated [insert date]*  *Minutes of Board meeting (at which Constitution was approved)*  *Minutes of annual meeting (at which Constitution was approved)* | |
| 1.1 (c) | Has your Board reviewed the written Constitution at least every three years to ensure that the organisation is still relevant? | X |  |  | (State the date on which the Constitution was last reviewed and the date of the next scheduled review. Also, state whether any amendments were made and, if so, when these were approved and by whom)  Constitution last reviewed on [insert date]/next review scheduled for [insert date] | |
| 1.1 (d) | Has your Board developed and agreed written policies as to how you want things to work where necessary, and have these been reviewed at least every three years? | X |  |  | (Confirm that relevant written policies are in place, when they were last reviewed and agreed, and by whom)  Relevant policies and procedures approved by the Board on [insert date]. Policies last reviewed on [insert date]/next review scheduled for [insert date]  A Guidance Note on relating to policies and procedures is available from the Sport Ireland website[[3]](#footnote-3)  *Evidence of review, e.g., record of relevant meeting, copies of relevant policies* | |

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| **Principle:** | **1. Leading our organisation.** | | | | | |
| **Sub-Principle** | **1.2 Developing, resourcing, monitoring and evaluating a plan so that our organisation achieves its stated purpose and objectives.** | | | | | |
|  |  | **Does Your Organisation Comply with this practice?** | | | |  |
|  | **Recommended Board Actions** | **Yes** | **No** | | **N/A** | **Evidence of Compliance/Explanation** |
| 1.2 (a) | Has your Board agreed a written work plan, ideally every year? Does the work plan cover the following areas as a minimum:   * the most important actions to meet objectives; * timelines to achieve these actions; * the breakdown of the budget; and * a description of how the money will be raised. | X |  |  | | (Confirm that an annual work plan in place and also when it was approved by the Board.)  Work plan approved by Board and reviewed at least annually.  A template Board work programme is available from the Sport Ireland website[[4]](#footnote-4)  *Agreed work plan [insert date],*  *Record of relevant meeting at which work plan was approved* |
| 1.2 (b) | Has your Board agreed who is going to take responsibility for the actions to carry out the plan? | X |  |  | | (Confirm that responsibility for carryout out the actions on the workplan has been allocated, and where this is documented)  Documented in Board’s Terms of Reference (or Board work programme).  A Board Terms of Reference Template is available from the Sport Ireland website[[5]](#footnote-5)  *Board Terms of Reference as* approved by the Board [insert date] |
| 1.2 (c) | Has your Board reviewed the plan at least annually?  Has your Board discussed what went well and what could be improved before agreeing a new work plan? | X |  |  | | (State when the workplan was last reviewed and agreed, and by whom.)  Work plan last reviewed by the Board on [insert date]/next review scheduled for [insert date]  *Board Minutes [insert date]* |

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| **Principle:** | **1. Leading our organisation.** | | | | |
| **Sub-Principle** | **1.3 Managing, supporting and holding to account staff, volunteers and all who act on behalf of the organisation.** | | | | |
|  |  | **Does Your Organisation Comply with this practice?** | | |  |
|  | **Recommended Board Actions** | **Yes** | **No** | **N/A** | **Evidence of Compliance/Explanation** |
| 1.3 (a) | Set realistic goals.  Has your Board divided up the work plan and reviewed the progress of agreed actions at each meeting? | X |  |  | (Confirm whether organisational goals have been set and whether responsibility for actions has been allocated).  Roles and responsibilities agreed and documented.  *Board minutes of [insert date] meeting including action points.*  *Roles and responsibilities document*  *Board Terms of Reference* |
| 1.3 (b) | Has your Chair made sure that individual board members report to the board on work that they carry out for the organisation? | X |  |  | (Confirm that written progress reports are provided to the Board)  Progress reports provided to Board  Board minutes of (Insert date(s)) |
| 1.3 (c) | Has your Board made sure that volunteers are clear on their role and who they have to answer to? | X |  |  | (Confirm whether volunteers have been made aware of their roles and responsibilities)  Roles and responsibilities agreed and documented.  Volunteer Management guidelines are available from the Sport Ireland website[[6]](#footnote-6)  *Roles and responsibilities document* |

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| **Principle:** | **2. Exercising control over our organisation.** | | | | |
| **Sub-Principle** | **2.1 Identifying and complying with all relevant legal and regulatory requirements.** | | | | |
|  | **Recommended Board Actions** | **Does Your Organisation Comply with this practice?** | | | **Evidence of Compliance/Explanation** |
| **Yes** | **No** | **N/A** |
| 2.1 (a) | Has your Board decided whether the group’s current legal form is appropriate? For example, is your group:   * an unincorporated association; * a company limited by guarantee; * a trust; or * a friendly society.   Comply with the relevant requirements.  If you decide to become a company limited by guarantee, you should follow the recommended practices for Type B[[7]](#footnote-7) Organisations. | X |  |  | (Confirm that the group’s legal form has been discussed and also confirm the outcome)  Organisation’s legal form discussed and agreed on [insert date]  Policies and procedures to ensure compliance with requirements developed and agreed on [insert date]  Relevant policies include:   * [list policies, e.g., data protection, health and safety, etc.]   *Minutes of meeting on [insert date] showing discussion and decision* |
| 2.1 (b) | If the group is not a company limited by guarantee, has your Board appointed someone (usually called a Secretary) to keep track of the group’s records, meeting minutes, membership, and so on? |  |  |  | (Confirm whether a Secretary has been appointed and, if so, when, and how was this agreed)  Secretary appointed by [whom] on [insert date].  *Roles and responsibilities document*  *Board Terms of Reference* |
| 2.1 (c) | Has your Board decided whether your group is a charity as defined by the Charities Act 2009.  If yes, has your organisation registered with the Charities Regulatory Authority and are they following their regulations?  Is your organisation including your official ‘registered charity number’ (if you have one) on all public documentation including website, emails, headed paper and so on? |  |  | X | (Confirm that the group’s charitable status has been discussed and also confirm the outcome)  Charitable status discussed and agreed on [insert date]  *Minutes of relevant board meeting [insert date]*  *Evidence of CRA registration*  *If not a charity, declare on Comply or Explain form and indicate on this form that the practice is not applicable as per this example* |
| 2.1 (d) | Has your Board decided whether you would like to have ‘charitable tax exemption’ for your group (that is a CHY number) and or a Charities Regulator Authority (CRA) number?  If so, has your organisation applied to the Revenue Commissioners Charity Section for a CHY number and are they complying with any associated regulations? |  |  | X | (Confirm, if the group is a charity, when the chartable tax exemption was applied for and granted)  Charitable tax exemption applied for/granted on [insert date]  *Evidence of application to Revenue for CHY number*  *If not a charity, declare on Comply or Explain form and indicate on this form that the practice is not applicable as per this example* |
| 2.1 (e) | Is your Board complying with all legal, regulatory and any contractual obligations? | X |  |  | (Confirm whether relevant policies have been developed and approved)  Relevant policies have been approved by the Board. Relevant policies include:   * health and safety requirements * child protection * data protection (GDPR) * discrimination/equality regulations * protected disclosure/whistleblowing * Company Law (or the Companies Act (2014), as appropriate)   Guidance on legal responsibilities is available from the Sport Ireland website[[8]](#footnote-8) |
| 2.1 (f) | Has your Board considered the health and safety aspects of activities and put a plan in place to deal with any problems? | X |  |  | (Describe the health and safety arrangements)  Health and safety arrangements discussed and approved by Board in (Insert Date)  Guidance on health and safety arrangements is available from the Sport Ireland website[[9]](#footnote-9)  *See documented health and safety arrangements (to include incident/accident management and reporting) and Board Minute.* |
| 2.1 (g) | Is your organisation aware of the nine grounds of discrimination, and do you make sure activities are as accessible as possible? | X |  |  | (Confirm how the organisation aims to reduce the risk of discrimination)  Board review and approve policies in these areas.  *See policies and Board minutes of (Insert Date)* |
| 2.1 (h) | Does your organisation:   * Keep contact details of stakeholders with their permission in a safe place? * Ensure their details are not given out to someone outside the group without their consent? * Ensure that it does not keep unnecessary personal information? * Comply with data protection legislation? | X |  |  | (Describe how the organisation protects personal data)  The organisation’s data protection policy was approved by the Board on [insert date].    Data protection guidelines are available from the Sport Ireland website[[10]](#footnote-10)  *See Data Protection policy and Board minute from [insert date]*. |

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| **Principle:** | **2. Exercising control over our organisation.** | | | | |
| **Sub-Principle** | **2.2 Making sure there are appropriate internal financial and management controls.** | | | | |
|  | **Recommended Board Actions** | **Does Your Organisation Comply with this practice?** | | | **Evidence of Compliance/Explanation** |
| **Yes** | **No** | **N/A** |
| 2.2 (a) | Does your Board monitor income and expenditure against the budget on a regular basis? | X |  |  | (Describe how the organisation monitors its finances)  Finance a standing item on Board agenda. Written Financial update provided to the Board at every meeting.  See Board Papers and minutes of Board meetings from 2020 & 2021. |
| 2.2 (b) | Does your Board draw up a yearly report of income and expenditure? | X |  |  | (Confirm whether a report of income and expenditure has been prepared and by whom, and when this was approved by the Board)  Board reviews and signs off yearly report of income and expenditure  *See Board minutes May 2021.* |
| 2.2(c) | Does your Board agree and put in place appropriate financial management procedures? | X |  |  | (Confirm whether financial management policies and procedures have been developed and approved by the Board)  Financial management policies and procedures reviewed and approved by the Board every two years at a minimum.  *Financial policies and procedures and Board minute from April 2019 approving same.* |

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| **Principle:** | **2. Exercising control over our organisation.** | | | | |
| **Sub-Principle** | **2.3 Identifying major risks for our organisation and deciding ways of managing the risks.** | | | | |
|  | **Recommended Board Actions** | **Does Your Organisation Comply with this practice?** | | | **Evidence of Compliance/Explanation** | |
| **Yes** | **No** | **N/A** |
| 2.3 (a) | Does your Board think about problems that may arise, and the risks that may be needed to achieve the organisation’s aims?  Does your Board agree a yearly plan to deal with major risks?  For example:   * Garda vetting for volunteers if they work with children or vulnerable adults; * doing regular back-ups of your database or mailing list; and * monitoring the plans which have been put in place to pay back a bank loan. | X |  |  | (Describe the organisation’s risk management process)  We identify and consider the risks relative to the various programmes and activities and evaluate the consequence/ impact as well as likelihood/probability of all such risks occurring. This evaluation is recorded in the organisation's risk register, which was last reviewed by the Board on [insert date].  Guidance on risk management is available from the Sport Ireland website[[11]](#footnote-11)  *See Risk Register and Board minute of [insert date]*. |
| 2.3 (b) | Has your Board taken out appropriate insurance for example, public liability insurance or buildings insurance? | X |  |  | (Confirm whether the organisation holds appropriate relevant insurance cover)  *Current insurance policies* |
| 2.3 (c) | If your group owns property or any assets, has your Board made sure that legal ownership is in the name of the group and that the community interest is protected if the group closes?  Take legal advice if necessary. | X |  |  | (Confirm whether the group owns any property or assets and, if so, that legal ownership is in the name of the group)  The group owns the following property/assets:   * [list property/assets]   *Evidence of ownership*  *Redacted version of legal advice, if appropriate.* |

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| **Principle:** | **3. Being transparent and accountable.** | | | | | |
| **Sub-Principle** | **3.1 Identifying those who have a legitimate interest in the work of our organisation (stakeholders) and making sure there is regular and effective communication with them about our organisation.** | | | | | |
|  | **Recommended Board Actions** | **Does Your Organisation Comply with this practice?** | | | **Evidence of Compliance/Explanation** |
| **Yes** | **No** | **N/A** |
| 3.1 (a) | Has your Board decided who you need to communicate with and how you will do that taking into account your time and financial resources? | X |  |  | (Confirm whether the organisation has determined its key stakeholders and developed an appropriate communications plan)  The organisation maintains a list of stakeholders (this could be documented in a communications plan or maintained separately). Communication plan discussed and agreed by the Board on [insert date]  Guidance on stakeholder engagement[[12]](#footnote-12) and communication planning[[13]](#footnote-13) is available from the Sport Ireland website  *Communications Plan as approved by Board (Insert Date).* |
| 3.1 (b) | Has your Board appointed an agreed spokesperson for the group? | X |  |  | (Confirm whether a spokesperson has been appointed, when they were appointed and by whom)  Appointment of spokesperson discussed and agreed by the Board on [insert date]  *Board minutes of meeting held on [insert date]* |
| 3.1 (c) | Has your Board produced a yearly activity report and made it widely available (for example, on your website if you have one)? | X |  |  | (Confirm whether a yearly activity report has been produced and when this was agreed by the Board)  Activity report agreed by Board on [insert date], published on [insert date]  *Activity Report - Hyperlink* |
| 3.1 (d) | Is your organisation meeting the reporting requirements of any funder or relevant regulator? | X |  |  | (Confirm what requirements need to be met and how the organisation achieves this)  Board updated annually on compliance with Governance Code for Sport.  *Relevant reports dated [insert date]* |
| 3.1 (e) | Has your organisation held an annual meeting of members and anyone else who may be interested and report on the activities of the year? | X |  |  | (Confirm whether an annual meeting has been held and, if so, when)  Meeting held on [insert date]  *Constitution.*  *Notice and minutes of meeting* |
| **Principle:** | **3. Being transparent and accountable.** | | | | | |
| **Sub-Principle** | **3.2 Responding to stakeholders’ questions or views about our organisation’s work and how we run it.** | | | | | |
|  | **Recommended Board Actions** | **Does Your Organisation Comply with this practice?** | | | **Evidence of Compliance/Explanation** |
| **Yes** | **No** | **N/A** |
| 3.2 (a) | Does your organisation use the annual meeting to listen to people’s views about its work? | X |  |  | (Describe how the organisation seeks the views of its stakeholders)  Views of members sought prior to annual meeting  *Minutes of annual meeting* |
| 3.2 (b) | Has your organisation put in place a clear system for dealing with correspondence, feedback and complaints to the organisation? | X |  |  | (Describe the system in place for dealing with feedback, including complaints)  Process for dealing with general correspondence documented [could be in Communications Plan]  Complaints process documented and published  Responsibility for managing complaints allocated  Reporting to Board on number and nature of complaints received  *Evidence of complaints process*  *Evidence of learning from feedback provided to organisation, e.g. changes to policies, plans, etc.* |

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| **Principle:** | **3. Being transparent and accountable.** | | | | |
| **Sub-Principle** | **3.3 Encouraging and enabling engagement with those who benefit from our organisation in the planning and decision-making of the organisation.** | | | | |
|  | **Recommended Board Actions** | **Does Your Organisation Comply with this practice?** | | | **Evidence of Compliance/Explanation** |
| **Yes** | **No** | **N/A** |
| 3.3 (a) | Does your organisation actively seek feedback from its stakeholders? (This could be done regularly on a word-of-mouth basis, or you may want to do something more formal such as a yearly survey.) | X |  |  | (Describe how feedback is sought from stakeholders, e.g. formally/informally, via stakeholder survey, etc. When was this last completed [insert date])  *Evidence of feedback, evidence of improvements made as a result of feedback received*  *Results from Board Effectiveness questionnaire* |
| 3.3 (b) | Does your organisation use the annual meeting to consult with its stakeholders if you are planning to make significant changes to the way that you do things? | X |  |  | (Describe any proposed significant changes discussed at annual meeting – if no significant changes are proposed, declare on Comply and Explain form as appropriate)  Evidence of stakeholder engagement, e.g. minutes of annual meeting |

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| **Principle:** | **4. Working effectively.** | | | | |
| **Sub-Principle** | **4.1 Making sure that our governing body, individual board members, committees, staff and volunteers understand their: role, legal duties, and delegated responsibility for decision-making.** | | | | |
|  | **Recommended Board Actions** | **Does Your Organisation Comply with this practice?** | | | **Evidence of Compliance/Explanation** |
| **Yes** | **No** | **N/A** |
| 4.1 (a) | How does your organisation make sure that all board members and sub-committee members (if any) understand and are familiar with the Governance Code and the constitution? | X |  |  | (Describe the process for making Board members aware of the Governance Code)  Governance Code for Sport regularly discussed at Board meetings  New Board members made aware of their responsibilities  Evidence of induction for new Board members covering their responsibilities under the Code and constitution |
| 4.1 (b) | How does your organisation make sure that board members understand that while they were nominated by a particular group, they must not act as a representative of that group in acting as a board member. Instead, they should promote the aims of the organisation in line with its governing document?  How does your organisation ensure that Board members respect board confidentiality at all times? | X |  |  | (Describe how the organisation manages potential conflicts of interest)  Declaration of conflicts of interest is a standing agenda item at each Board meeting.  Guidance on Board member Code of Conduct[[14]](#footnote-14) and Conflict of Interests Policy[[15]](#footnote-15) is available from the Sport Ireland website  *Sample of Board minutes*  *Conflicts of Interest Policy* |
| 4.1 (c) | Has your organisation Identified a Chair, Secretary and Treasurer for the group and decide when and how the positions will be rotated? | X |  |  | (Confirm whether a chair, secretary and treasurer have been appointed and, if so, when and by whom)  Arrangements for appointment documented in Constitution approved by Board on [insert date]  Chair appointed on [insert date]  Secretary appointed on [insert date]  Treasurer appointed on [insert date]  Constitution dated [insert date]  Minutes of meetings when appointments were agreed |
| 4.1 (d) | Has your Board decided and recorded how decisions will be taken at meetings and between meetings if necessary? | X |  |  | (Describe the Board’s decision-making process)  Decision-making process documented in Constitution/Board Terms of Reference approved by Board on [insert date]  Constitution dated [insert date]  Terms of Reference[insert date] |

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| **Principle:** | **Principle 4. Working effectively.** | | | | |
| **Sub-Principle** | **4.2 Making sure that as a board we exercise our collective responsibility through board meetings that are efficient and effective.** | | | | |
|  | **Recommended Board Actions** | **Yes** | **No** | **N/A** | **Evidence of Compliance/Explanation** |
| 4.2 (a) | Does your Board have regular meetings with sufficient notice? | X |  |  | (Confirm whether there is an agreed schedule of Board meetings)  Dates of future meetings agreed and documented in Board work programme (or maintained separately)  Board Work Programme and/or Schedule of meetings for 2022  Minutes of Board meetings held in current year. |
| 4.2 (b) | Does your Board have an agenda for each meeting? | X |  |  | (Confirm that an agenda is drafted for each meeting and issued to Board members in advance)  Agenda for each meeting prepared in advance and circulated to Board members  Sample of meeting agendas |
| 4.2 (c) | Does your Board take minutes and agree them at the next meeting? | X |  |  | (Confirm whether minutes are prepared for each meeting and circulated to members in advance of the next scheduled meeting)  A written record of each meeting is prepared and agreed at the next meeting.  Board satisfaction with same is assessed as part of Board Effectiveness Review.  *Sample of Board minutes*  *Results from Board effectiveness review.* |
| 4.2 (d) | Do Board meetings start and finish on time?  Does the Chair keep order at meetings, encourage participation and ensures that decisions are made? | X |  |  | (Confirm timeliness of meetings)  Board satisfaction with same is assessed as part of Board Effectiveness Review  *Results from Board effectiveness review.* |

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| **Principle:** | **4. Working effectively.** | | | | |
| **Sub-Principle** | **4.3 Continually reviewing board recruitment, development and retirement processes to ensure relevant competencies are in place to realise the organisation’s objectives.** | | | | |
|  | **Recommended Board Actions** | **Yes** | **No** | **N/A** | **Evidence of Compliance/Explanation** |
| 4.3 (a) | Does your Board take time once a year to identify ways in which the working of the board could be improved? | X |  |  | (Confirm whether Board effectiveness is considered annually)  Board effectiveness review is completed annually.  The results are discussed by the Board and actions agreed.  *Results of Board effectiveness review, including any action plan to address areas for improvement* |
| 4.3 (b) | Does your Board take time once a year to discuss who might be interested in joining and who might want to leave?  How does your Board agree who you would like to invite onto the board, bearing in mind the need for a mix of skills and diversity in terms of background and experience? (Make sure that you follow your own rules about election to the board as laid out in your constitution.)  Does your Board consider the extent to which it is made up of member representatives, beneficiaries or external representatives to avoid loyalty dilemmas and decide what the best mix is? | X |  |  | (Describe the process for recruiting and appointing new Board members)  Make-up of the Board is considered as part of the annual Board effectiveness review.  Process for electing Board members and other office-bearers is described in the organisation’s Constitution  *Board effectiveness review and follow-on actions*  *Constitution* |
| 4.3 (c) | How does your organisation welcome new board members, explain the work of the board and its committees and help them to get involved?  Make sure they have a copy of the constitution and this Governance Code. | X |  |  | (Describe the induction process for new Board members)  Material from Board Induction process |

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| **Principle:** | **5. Behaving with integrity.** | | | | |
| **Sub-Principle** | **5.1 Being honest, fair and independent.** | | | | |
|  | **Recommended Board Actions** | **Yes** | **No** | **N/A** | **Evidence of Compliance/Explanation** |
| 5.1 (a) | How does your organisation make sure the chair leads the board in developing an ethical culture in line with the values of the organisation? | X |  |  | (Confirm whether the Board has developed a Code of Conduct that describes the expected Board culture and behaviours)  Board members Code of Conduct establishes the culture, values and behaviour.  Board Code of Conduct |
| 5.1 (b) | Has your organisation developed and agreed a code of conduct or set ground rules for board or committee members? | X |  |  | (Confirm whether the Board has developed a Code of Conduct and when this was approved)  Board Code of Conduct agreed on [insert date]  Board Code of Conduct |
| 5.1 (c) | Has the organisation made sure the code of conduct gives clear guidelines on the receipt of gifts or hospitality by board members? | X |  |  | (Confirm whether the Code of Conduct includes guidelines on gifts and hospitality)  Board Code of Conduct agreed on [insert date]  Board Code of Conduct |
| 5.1 (d) | Has the organisation made sure all board members sign a commitment to the code? | X |  |  | (Confirm whether Board members have signed a commitment to the Code of Conduct)  Board members’ signed declaration held on file by Secretary |
| 5.1 (e) | Does the Board review the code of conduct at least every three years? | X |  |  | (Confirm when the Code of Conduct was last reviewed and agreed, and by whom, and whether any amendments were made)  Board Code of Conduct last reviewed and approved by Board on [insert date]/next review scheduled for [insert date]  Board Code of Conduct |
| 5.1 (f) | How does the organisation ensure that it consistently applies the same ethical standards to every person and situation? | X |  |  | (Describe how the organisation maintains ethical standards)  Statement on the principles that underpin Board operations included in Board Terms of Reference. |

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| **Principle:** | **5. Behaving with integrity.** | | | | |
| **Sub-Principle** | **5.2 Understanding, declaring and managing conflicts of interest and conflicts of loyalties.** | | | | |
|  | **Recommended Board Actions** | **Yes** | **No** | **N/A** |  |
| 5.2 (a) | Has your Board held a discussion about the issues of ‘conflict of interest’ and ‘conflict of loyalty?’  Has your organisation developed a policy on each of these? | X |  |  | (Confirm that the organisation has discussed and developed policies relating to conflict of interest and conflict of loyalty, and how these are managed)  Declaration of conflicts of interest is a standing agenda item at each Board meeting.  *Relevant Board minutes*  *Conflicts of Interest Policy* |
| 5.2 (b) | How does your organisation ensure that each board member and anyone else present tells the board if they believe they have a conflict of interest on a matter to be decided on at a meeting?  Unless the board decides otherwise, they must leave when the board is discussing or deciding on that matter. The person concerned should be told what decision was reached.  Conflicts of interest must be recorded in the minutes.  Conflicts of loyalty may be serious enough to be conflicts of interest. | X |  |  | (Describe how Board members manage conflicts of interest)  Declaration of conflicts of interest is a standing agenda item at each Board meeting.  See minutes of Board meeting on [insert date] where a declaration of interest was made. |
| **Principle:** | **5. Behaving with integrity.** | | | | |
| **Sub-Principle** | **5.3 Protecting and promoting our organisation’s reputation.** | | | | |
|  | **Recommended Board Actions** | **Yes** | **No** | **N/A** |  |
| 5.3 (a) | How does your organisation make sure all board members understand their responsibility to act as champions for the group by promoting its work and reputation? | X |  |  | (Describe how Board members are made aware of their responsibility to act in the interests of the group)  Included in Board members Code of Conduct and highlighted as part of the induction process.  See induction presentation slides, letter of appointment and Board members Code of Conduct. |
| 5.3 (b) | Has your organisation made sure that the code of conduct clarifies that board members have a duty to maintain the confidentiality of board meetings? | X |  |  | (Describe how Board members are made aware of their duty of confidentiality)  Yes – Board members Code of Conduct covers duty of confidentiality.  *Board members Code of Conduct* |

1. To make it easier for you to read the recommended practices, we have used the words ‘board’ and ‘board member’ instead of ‘governing body’ and ‘member of the governing board’. If your organisation is not a company limited by guarantee, it will not have board members. In this case, the words will refer to the management committee, co-ordinating committee, governing body, trustees, council, committee core group or other relevant structure which makes the final decisions for your organisation. The practices stay the same. [↑](#footnote-ref-1)
2. <https://www.sportireland.ie/sites/default/files/media/document/2021-08/governing-documents-advisory.docx> [↑](#footnote-ref-2)
3. <https://www.sportireland.ie/sites/default/files/media/document/2021-08/guidance-note-on-policies-and-procedures.docx> [↑](#footnote-ref-3)
4. <https://www.sportireland.ie/sites/default/files/media/document/2021-04/work-programme-board-committees.docx> [↑](#footnote-ref-4)
5. <https://www.sportireland.ie/sites/default/files/media/document/2021-04/board-terms-of-reference.docx> [↑](#footnote-ref-5)
6. <https://www.sportireland.ie/sites/default/files/media/document/2021-04/volunteer-management-guidelines.docx> [↑](#footnote-ref-6)
7. For organisations that fit the characteristics of a Type A organisation but are a Company Limited by Guarantee. Sport Ireland is satisfied that these organisations can declare compliance as a Type A with a view to achieving the Type B standard when they re-affirm their compliance with the Code. These organisations will still retain their obligations under Company Law. [↑](#footnote-ref-7)
8. <https://www.sportireland.ie/sites/default/files/media/document/2021-08/legislative-checklist.docx> [↑](#footnote-ref-8)
9. <https://www.sportireland.ie/sites/default/files/media/document/2021-08/health-safety-statement.docx> [↑](#footnote-ref-9)
10. <https://www.sportireland.ie/sites/default/files/media/document/2021-08/data-protection-guidelines.docx> [↑](#footnote-ref-10)
11. <https://www.sportireland.ie/sites/default/files/media/document/2021-04/risk-management-policy.docx> [↑](#footnote-ref-11)
12. <https://www.sportireland.ie/sites/default/files/media/document/2021-08/stakeholder-engagement.docx> [↑](#footnote-ref-12)
13. <https://www.sportireland.ie/sites/default/files/media/document/2021-08/communications-plan.docx> [↑](#footnote-ref-13)
14. <https://www.sportireland.ie/sites/default/files/media/document/2021-05/board-code-of-conduct.docx> [↑](#footnote-ref-14)
15. <https://www.sportireland.ie/sites/default/files/media/document/2021-05/conflict-of-interest-policy.docx> [↑](#footnote-ref-15)