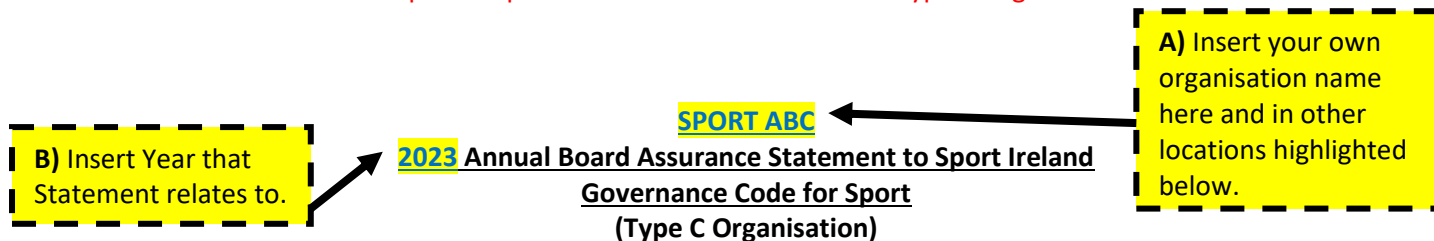


## Sample Completed Assurance Statement For Type C Organisation



### PART A – Principles of the Governance Code for Sport

#### Leading our Organisation

1. The Board of **SPORT ABC**, confirms that it has agreed the organisation’s vision, purpose, mission, values and objectives.

#### Exercising Control Over our Organisation

2. The Board of **SPORT ABC**, confirms that it has identified, and complies with, all its relevant legal and regulatory requirements.
3. The Board confirms that the requirements of sub-principle 2.2 of the Governance Code for Sport in relation to appropriate internal financial and management controls are being complied with.  
The key control procedures which have been put in place by the Board, to provide effective internal financial control are as follows:

- a. The Board has overseen income, expenditure, cash-flow and investments during the reporting period.
- b. Appropriate financial management procedures, systems and controls are in place and have been agreed by the Board.
- c. The Board has agreed the level of financial authority given to CEO, finance sub-committee and senior staff.
- d. The Board has appointed an audit committee with written terms of reference.
- e. The Audit Committee has fulfilled its role as set out in paragraph 2.2(e) of the Governance Code for Sport guidance document.

4. The Board has completed a full risk assessment during the year involving regularly updating and discussing a risk register that allowed for:
  - a. identifying and understanding the risks facing the organisation.
  - b. assessing and mitigating against the risks to ensure they are within the organisation’s risk appetite as set by the board.
  - c. ensuring the process’s accountability and resources are in place to manage the organisation’s exposure to risk.

#### Being transparent and accountable

5. The Board has ensured that **SPORT ABC's**, annual report and accounts are widely available and easy to access on the organisation’s website and elsewhere. The annual report identifies the leadership of the organisation and Board and subcommittee attendance throughout the year.

**Working Effectively**

6. The Board has made sure that there is a board induction process which includes an overview of:
  - **SPORT ABC's**, strategic objectives,
  - the role of the board and individual board members,
  - **SPORT ABC's**, finances and funding model,
  - The Governance Code for Sport and **SPORT ABC's**, governing document,
  - The letter of appointment for new board members and
  - Other board specific policies.
7. The Board confirms that there is a copy of the schedule of matters reserved to the Board, and a written statement of the division of responsibilities between the Board and CEO including the CEO's delegated authorities.
8. The Board confirms that it has completed a review of its effectiveness this year as required by paragraph 4.3(a) of the Governance Code for Sport.

**Behaving with Integrity**

9. The Board confirms that a code of conduct for board members has been put in place that outlines the expected standards of behaviour and which includes clear guidelines on the receipt of gifts and hospitality. Board members have signed a commitment to the Code of Conduct.
10. The Board confirms that it has developed a policy on 'conflicts of interest' and 'conflicts of loyalty' and the requirements of the Governance Code for Sport in relation to conflicts of interest and loyalty are being complied with.
11. The Board confirms that it has a formal policy on board and sub-committee confidentiality and Board members respect this confidentiality.

**PART B Assurance Statement – Exception Report**

Please provide details of any significant control issues that are likely to affect compliance with the Governance Code for Sport and/or delivery against policies, aims and objectives. If applicable, please also record reasons why the information provided in the Assurance Statement was not unanimously agreed by Board members.

*Sport ABC did not comply with Point #8 above (annual effectiveness review) during the 2023 year, but we did complete this review in Q1 2024.*

*Sport ABC did not comply with Point #4 above (risk management/risk assessments) as there were changes in the management team and this did not occur.*

*Both of these in addition to a few other practices are detailed in the attached "Comply or Explain Form" relating to the 2023 year.*

*Please note that this Statement was not approved unanimously by the Board, there was one dissenting opinion.*

**C) Insert any points of non-compliance here or confirm that these are included in a copy of your Comply or Explain Form.**

**PART C Governance Code for Sport**

1. The Board of **SPORT ABC** understands that adoption of the Governance Code for Sport is a key action within the Government’s National Sports Policy and is a requirement under Sport Ireland’s Terms and Conditions of Grant Investment.
2. A core feature of the Governance Code for Sport is that it is principles based. The Board understands that adherence to the Code is on a self-assessed basis by each organisation. Each year the Board must self-assess its practices against those recommended in this Code to ensure that it is still compliant. The Board of **SPORT ABC** understands that it must maintain a Compliance Record Form on file that attests and evidences the compliance with the practices of the Code.
3. The Board of **SPORT ABC** confirms to Sport Ireland that the Governance Code for Sport has been adopted and is being complied with. Any areas not being complied with **during 2023** are listed and explained within the included **SPORT ABC’s** Comply or Explain Form, last updated at a Board meeting on **14<sup>TH</sup> January 2024**.


**D)** Point #3 here relates to any areas not being complied with during the 2023 year – i.e., between 1<sup>st</sup> of Jan 2023 and 31<sup>st</sup> Dec 2023.

**E)** Insert during 2023 here and attach/upload Comply or Explain Form if any different to what is already on file with Sport Ireland.

**PART D Acknowledgement of Ownership**

1. The Board of **SPORT ABC** acknowledges its collective responsibility for the effective management of the organisation, including managing and monitoring the financial and other resources, key risks, and compliance with the Governance Code for Sport.
2. The responses given above were agreed by the Board of **SPORT ABC** at a Board meeting on **28<sup>TH</sup> March 2024**. Any areas of contention are detailed within Part B (Exception Report) above and/or Part C (attached Comply or Explain Form).

**F)** This date refers to the Board meeting, where your organisation reviewed the responses in this Assurance Statement. For **the full 2023 year to have been considered**, our expectation is that this Board meeting could only have taken place at the end of 2023 (Dec) or during the first half of 2024.

Signed:	<b>Ellen Hayes</b>
Chair, on behalf of the Board	
Date:	<b>3<sup>rd</sup> April 2024</b>

**G)** This Statement must be signed by the Chair of the Board.

**H)** This date refers to when this was signed by the Chair on behalf of the Board. Most likely at or soon after the Board Meeting where it was discussed and approved by the Board.