**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? |  |  |  |  | |
| 1.1(b) | Has your Board written this out in the form of a constitution for the organisation? |  |  |  |  | |
| 1.1 (c) | Has your Board reviewed the written Constitution at least every three years to ensure that the organisation is still relevant? |  |  |  |  | |
| 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? |  |  |  |  | |

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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. |  |  |  | |  |
| 1.2 (b) | Has your Board agreed who is going to take responsibility for the actions to carry out the plan? |  |  |  | |  |
| 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? |  |  |  | |  |

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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? |  |  |  |  |
| 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? |  |  |  |  |
| 1.3 (c) | Has your Board made sure that volunteers are clear on their role and who they have to answer to? |  |  |  |  |

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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[[2]](#footnote-2) Organisations. |  |  |  |  |
| 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? |  |  |  |  |
| 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? |  |  |  |  |
| 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? |  |  |  |  |
| 2.1 (e) | Is your Board complying with all legal, regulatory and any contractual obligations? |  |  |  |  |
| 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? |  |  |  |  |
| 2.1 (g) | Is your organisation aware of the nine grounds of discrimination, and do you make sure activities are as accessible as possible? |  |  |  |  |
| 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? |  |  |  |  |

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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? |  |  |  |  |
| 2.2 (b) | Does your Board draw up a yearly report of income and expenditure? |  |  |  |  |
| 2.2(c) | Does your Board agree and put in place appropriate financial management procedures? |  |  |  |  |

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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. |  |  |  |  |
| 2.3 (b) | Has your Board taken out appropriate insurance for example, public liability insurance or buildings insurance? |  |  |  |  |
| 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. |  |  |  |  |

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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? |  |  |  |  |
| 3.1 (b) | Has your Board appointed an agreed spokesperson for the group? |  |  |  |  |
| 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)? |  |  |  |  |
| 3.1 (d) | Is your organisation meeting the reporting requirements of any funder or relevant regulator? |  |  |  |  |
| 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? |  |  |  |  |
| **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? |  |  |  |  |
| 3.2 (b) | Has your organisation put in place a clear system for dealing with correspondence, feedback and complaints to the organisation? |  |  |  |  |

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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.) |  |  |  |  |
| 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? |  |  |  |  |

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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? |  |  |  |  |
| 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? |  |  |  |  |
| 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? |  |  |  |  |
| 4.1 (d) | Has your Board decided and recorded how decisions will be taken at meetings and between meetings if necessary? |  |  |  |  |

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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? |  |  |  |  |
| 4.2 (b) | Does your Board have an agenda for each meeting? |  |  |  |  |
| 4.2 (c) | Does your Board take minutes and agree them at the next meeting? |  |  |  |  |
| 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? |  |  |  |  |

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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? |  |  |  |  |
| 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? |  |  |  |  |
| 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. |  |  |  |  |

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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? |  |  |  |  |
| 5.1 (b) | Has your organisation developed and agreed a code of conduct or set ground rules for board or committee members? |  |  |  |  |
| 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? |  |  |  |  |
| 5.1 (d) | Has the organisation made sure all board members sign a commitment to the code? |  |  |  |  |
| 5.1 (e) | Does the Board review the code of conduct at least every three years? |  |  |  |  |
| 5.1 (f) | How does the organisation ensure that it consistently applies the same ethical standards to every person and situation? |  |  |  |  |

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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? |  |  |  |  |
| 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. |  |  |  |  |
| **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? |  |  |  |  |
| 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? |  |  |  |  |

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. 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-2)