

## Volunteer Resources

Region and County Governance Toolkit

### A Guide to Using the England Netball Local Governance Toolkit



Netball simply wouldn't happen without the amazing dedication of over 26,000 volunteers giving their time at all levels of the sport. In 2018 you told us you needed more support and guidance to help you meet good governance standards locally. This Toolkit has been developed to assist Counties and Regions in achieving, monitoring and maintaining Tier 1 status of Sport England's [Code for Sports Governance](#).

#### About A Code for Sports Governance

Sport England created [A Code for Sports Governance](#) to provide a standard which they recommend all sporting clubs and associations meet. The most basic level of governance is Tier 1; the Requirements in this Tier seek to ensure the protection of public funding through good governance processes, whilst not creating a disproportionate administrative burden. The mandatory requirements at Tier 1 level are listed below:

1. The organisation is properly constituted, has a clear purpose and, if membership based, is inclusive and accessible.
2. The governing committee meets regularly and decision making is recorded.
3. Conflicts of interest are recognised, managed by the chair and recorded. At least three of the people on the committee are unrelated or non-cohabiting.
4. In deciding who sits on its governing committee the organisation considers the skills and diversity required of its committee members.
5. Committee members are subject to regular election and ideally should serve no more than nine years.
6. The organisation has a bank account and two independent signatories are required for payments.
7. Annual accounts are prepared, scrutinised independently of the person responsible for finance (e.g. treasurer) and are made available to members to describe how money has been spent.

#### About this toolkit

When all Netball Counties and Regions completed the governance health check for the first time every committee found they had gaps in their governance that they needed support to address.

This toolkit has been designed to assist Counties and Regions in achieving Tier 1 of [A Code for Sports Governance](#) by meeting the seven mandatory requirements of the code. Every resource in this governance toolkit has been co-produced and tested by volunteers from a wide range of committees across netball to ensure it is practical and simple to use. Where possible real volunteers have shared their tips for success with each element of good governance.



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#### **Why is it important?**

Volunteers who are elected by England Netball members to lead the sport locally become responsible for the effective running of local netball organisations. This means the committee is jointly responsible for ensuring that they have the right structure, people, communication, standards and conduct and policies and procedures to make netball happen locally.

#### **How to Use the Toolkit**

- Use your health check results to identify what governance areas you will develop.
- Include actions to address these in your County or Regional plan.
- If you don't yet have a County or Regional plan we recommend you access the support of a [governance professional](#) and conduct a [stakeholder engagement plan](#) first, then you can use the [Region and County Strategic Planning Guidance](#).
- Even if you don't yet have a governance professional on your committee do appoint one member who is responsible for leading on governance to lead this project and create an action plan based on the health check results.
- Use the tools to develop your governance over time.
- Each new tool you work through will show you how you meet Tier 1 of the [Code for Sports Governance](#).
- Good governance is not a one off process. Use the toolkit, health check and your action plans over time to monitor and develop your governance. Updates against your action plan could be provided to each committee meeting; the health check should be completed at least annually and the results reported back to England Netball's Governance Manager.
- If you need any support, please contact the England Netball Governance Manager.

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