

**Governance Procedures Template**

**April 2018**

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| Drafted by | <<insert name>> | Approved by CEO on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraphs 1.9 and 1.10.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

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# RESPONSIBILITIES

The Board should:

### establish and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting. Whether all these matters are required in an organisation will be determined in and by the context of the organisation;

### clearly define and delegate the functions of sub-committees, officers, the CEO, and other staff and agents;

### key management and operational issues within the direction and the policies laid down by the Board, including:

#### organisational strategies and significant strategic initiatives;

#### the appointment of staff and/or key volunteers, determining terms of appointment, evaluating performance, and developing and maintaining succession plans;

#### developing the annual budget and managing day-to-day operations within the budget;

#### maintaining an effective risk management framework (again within context);

#### informing key stakeholders about any developments which may materially impact on the organisation’s performance; and

#### managing day-to-day operations in accordance with agreed standards.

# PROCEDURES

## Internal controls

The Board should set and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting. The Board should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures.

## Managing risk

The Board should undertake a full risk assessment (either periodically or on a rolling basis) and take appropriate steps to manage the organisation’s exposure to significant risks. The Board must regularly review the risks to which the organisation is subject, and take action to mitigate risks identified.

## Board review

The Board should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.