

# Governance Health Check - Quick Fire

## Committee Structure

The club holds an Annual General Meeting (AGM) once a year to elect committee members

Choices	Score	Advice
<input type="checkbox"/> We do not hold an AGM	0	The committee should ensure that an AGM is scheduled as soon as practicable and held each year as detailed in the club constitution
<input type="checkbox"/> We hold an annual general meeting but not in the past year	1	The committee should ensure that an AGM is scheduled as soon as practicable and held each year - the constitution should detail this requirement
<input type="checkbox"/> We hold an annual general meeting each year, have held the last one within the last 12 months, and the meeting decisions have been fully minuted	2	

3 choices

The club has terms of reference for each committee and role descriptions for key roles in the club.

Choices	Score	Advice
<input type="checkbox"/> The club does not have terms of reference for each committee and role descriptions for key roles in the club.	0	Create and implement terms of reference for each committee and role descriptions for key roles in the club.
<input type="checkbox"/> The club has terms of reference for each committee and role descriptions for key roles in the club.	1	

2 choices

The committee consists of between 5 to 8 persons to enable effective decision making including Chair, Treasurer and Secretary roles

Choices	Score	Advice
<input type="checkbox"/> The committee does not have Chairperson, Treasurer and Secretary as separate roles	0	The committee should review its constitution to ensure that each of these roles are present on the committee and that the required amendments to the constitution are prepared in good time for adoption at the next AGM
<input type="checkbox"/> We do have a Chairperson, Treasurer and Secretary but the committee size is smaller/greater than the recommended range	1	The committee should review its management structure to meet the recommendations and consider sub-committees/groups to reduce the size of the main committee if necessary
<input type="checkbox"/> We do have a Chairperson, Treasurer and Secretary and the committee size is within than the recommended range	2	

3 choices

## At least three of the people on the committee are unrelated or non-cohabiting

Choices	Score	Advice
<input type="checkbox"/> Less than three people on the committee are unrelated or non-cohabiting.	0	Recruit further committee members to ensure at least three people on the committee are unrelated or non-cohabiting.
<input type="checkbox"/> Three or more people on the committee are unrelated or non-cohabiting	1	

2 choices

## Each playing and non-playing section of the club is represented on the committee

Choices	Score	Advice
<input type="checkbox"/> They are not represented on the committee	0	The committee should consider establishing a position on the committee to represent each of the membership sections to ensure good member representation on the committee
<input type="checkbox"/> SOME of the sections are represented on the committee	1	The committee should consider the sections not represented and whether they should have some form of representation
<input type="checkbox"/> ALL sections of the club are represented on the committee	2	

3 choices

## The club delegates work to sub-committees/working groups who report to the management committee

Choices	Score	Advice
<input type="checkbox"/> We do NOT have sub-committees/working groups	0	The committee should consider what duties/work can be delegated to sub-committees/groups and consider running a pilot scheme to assess effectiveness
<input type="checkbox"/> We have sub-committee/working groups structure in place but not ones for FINANCE and GOVERNANCE	1	The committee should consider establishing sub-committees for Finance and Governance as a proven method of establishing good governance
<input type="checkbox"/> We have sub-committee/working groups structure in place including ones for FINANCE and GOVERNANCE	2	

3 choices

The main committee meets regularly with decision making recorded and approved.

Choices	Score	Advice
<input type="checkbox"/> The committee does not meet monthly.	0	Organise monthly committee meetings, which are minuted and approved.
<input type="checkbox"/> The committee meet monthly but do not take minutes and approve them.	1	Take minutes of each committee meeting and approve them at the start of the next meeting.
<input type="checkbox"/> The committee meet monthly, take minutes and approve them at the next meeting.	2	

3 choices

The club management keep up to date with developments affecting the club and continually develop themselves e.g. training (online, face to face, mentoring), conferences, club cluster meetings, reading etc.

Choices	Score	Advice
<input type="checkbox"/> The club management do not keep up to date with developments affecting the club and continually develop themselves e.g. training (online, face to face, mentoring), conferences, club cluster meetings, reading etc.	0	Ensure club management keep up to date with developments affecting the club e.g. newsletters, CB club meetings, RDO meetings and undertake development opportunities.
<input type="checkbox"/> The club management keep up to date with developments affecting the club and continually develop themselves e.g. training (online, face to face, mentoring), conferences, club cluster meetings, reading etc.	1	

2 choices

# Constitution

## Club has a current constitution which has been recently reviewed

Choices	Score	Advice
<input type="checkbox"/> We do not have a constitution	0	The committee will need to produce an RFU compliant constitution as soon as possible
<input type="checkbox"/> We have a constitution but have not reviewed it in the last 3 years	1	The committee should review their constitution in line with the current RFU advice and guidance and should document said review
<input type="checkbox"/> We have a constitution and have reviewed it in the last 3 years	2	The committee should continue to monitor advice and guidance from the RFU

3 choices

## The constitution includes disciplinary and equality procedure clauses

Choices	Score	Advice
<input type="checkbox"/> It does NOT have disciplinary and/or equality procedure clauses in place.	0	The committee should urgently review and implement the necessary changes to ensure that the club can benefit from not for profit status
<input type="checkbox"/> It has the required clauses	1	The committee should continue to monitor advice and guidance from the RFU

2 choices

# Unincorporated Association

Committee is aware of the potential personal liability for committee members of an unincorporated association

Choices	Score	Advice
<input type="checkbox"/> We are not aware of personal liability	0	Committee need to urgently review the advantages/disadvantages of being unincorporated and consider the other options available
<input type="checkbox"/> We are aware of personal liability and of the RFU recommendation to clubs to incorporate	1	Committee should ensure that they minimise any potential risk to the club/committee members by identifying any risks and ensuring that all precautionary steps have been taken
<input type="checkbox"/> We are aware of personal liability and have assessed the risks involved in a risk register within the last 12 months	2	Committee should ensure that the risks are continued to be reviewed at least annually and that legal advice is sought when doing so

3 choices

# Legal & Tax Status options

Committee knows the club's legal status and the advantages and disadvantages of said status

Choices	Score	Advice
<input type="checkbox"/> We do not know the club's legal status	0	The committee should review what legal status means and the options available to the club, together with the advantages and disadvantages of each option
<input type="checkbox"/> We know the club's legal status but not its advantages and disadvantages	1	Committee should review the advantages and disadvantages of their current status and to find out about the other options available
<input type="checkbox"/> We know the club's legal status and its advantages and disadvantages	2	Committee should establish an annual review of legal status, ideally by a sub-group or committee that reports back with recommendations to the management committee
<input type="checkbox"/> We know the club's legal status and its advantages and disadvantages and we review its suitability at least annually	3	Committee should ensure that the review is well documented and that external legal guidance is sought to review the decisions made

4 choices

Committee has considered the options available to the club of becoming a charity or a community amateur sports club (CASC)

Choices	Score	Advice
<input type="checkbox"/> We have not considered the options available	0	The committee should review the options open to it as soon as possible
<input type="checkbox"/> We have considered the options available and have already registered as a CASC but are not aware of the changes made to the scheme in 2015	1	The committee should review the changes to the CASC scheme that came into force in April 2015 as soon as possible
<input type="checkbox"/> We have already registered as a CASC and are fully aware of the changes made to the scheme in 2015	2	The club should ensure that it continues to review and monitor for any future changes to the scheme
<input type="checkbox"/> We have already registered as a charity	2	The committee should ensure it reviews and monitors the tax benefits available to a charity on at least an annual basis

4 choices

# Financial & Procedures

The management committee are provided with management accounts at each committee meeting which are clear and easily understood

Choices	Score	Advice
<input type="checkbox"/> No management accounts are produced	0	Management accounts enable a committee to assess the financial situation of the club at each meeting and should include an indicator of any outstanding liabilities
<input type="checkbox"/> Management accounts are produced as described and given to committee at meeting	1	The management accounts should ideally be sent to each committee member in good time before the date of a meeting to enable the members to digest and review the details
<input type="checkbox"/> Management accounts are produced as described and sent to committee members in advance of each meeting	2	

3 choices

The committee has an internal verification process in place to check key financial figures and processes

Choices	Score	Advice
<input type="checkbox"/> We have no internal verification process in place	0	It is vital for the committee to ensure there are verification processes in place to confirm the key facts and figures relating to the financial position of the club and to ensure that due diligence is being practised
<input type="checkbox"/> We have an internal verification process in place for day to day finance but not for annual accounting	1	The annual accounts prepared by the Treasurer should be independently verified by another member of the committee
<input type="checkbox"/> We have an internal verification process in place for day to day finance and for annual accounting	2	

3 choices

The annual accounts are independently verified/audited by an external independent qualified accountant

Choices	Score	Advice
<input type="checkbox"/> Accounts are NOT independently verified/audited	0	The annual accounts should be independently verified by an external qualified accountant and a statement to that effect made available to the members at the AGM
<input type="checkbox"/> The accounts are independently verified/audited by an external independent qualified accountant	1	A member of the committee/club other than the treasurer should verify the external examiner statement
<input type="checkbox"/> The accounts are independently verified/audited by an external independent qualified accountant AND a member of the club other than the treasurer confirms this with the accountant	2	

3 choices

## An annual income & expenditure statement and simplified balance sheet are submitted for inspection and approval at the AGM

Choices	Score	Advice
<input type="checkbox"/> Annual statements are not produced for the AGM	0	It is important for members of the club to be given the opportunity to review and approve the annual accounts of the club which should be presented in a simplified format
<input type="checkbox"/> Annual Statements are produced for the AGM but not sent to members in advance of the meeting	1	Members should be given the opportunity to scrutinise the accounts in advance of the meeting in order to be given the opportunity to prepare any questions for the AGM
<input type="checkbox"/> Annual Statements are produced for the AGM and sent to members in advance of the meeting	2	

3 choices

## Conflicts of interest are recognised and managed effectively.

Choices	Score	Advice
<input type="checkbox"/> Conflicts of interest are not managed, with no clear policy.	0	Create a register of interests and ensure the chair manages conflicts of interest e.g. if there is a conflict of interest, they will exclude the relevant member from the decision making,
<input type="checkbox"/> The club has a register of interests but does not actively manage conflicts of interest.	1	Manage conflicts of interest e.g. if there is a conflict of interest, exclude the relevant member from decision making,
<input type="checkbox"/> The club has a conflict of interest policy and manages conflicts of interest when they arise.	2	

3 choices



# Risk Assessments

The committee has Health and Safety risk assessments in place.

Choices	Score	Advice
<input type="checkbox"/> We do not have risk assessments in place.	0	The committee should carry out risk assessments to minimise the risk of any insurance claim being rejected because of the absence/quality of the required risk assessments
<input type="checkbox"/> We have carried out risk assessments previously but they have not been reviewed and updated in the last 12 months.	1	The committee must ensure that relevant risk assessments are actioned without delay - this will minimise the risk of any insurance claim being rejected because of the absence/quality of the required risk assessments
<input type="checkbox"/> We have required risk assessments in place and these are reviewed at least annually	2	

3 choices

# Planning

The committee has produced a business plan which is reviewed at least quarterly

Choices	Score	Advice
<input type="checkbox"/> The club does not have a business plan	0	The committee should consider the benefits of establishing an annual business plan for the club in order to provide a structured framework for club planning
<input type="checkbox"/> The club has a business plan but it is not used at each committee meeting	1	The committee should consider the benefits of using/updating the business plan at each committee meeting, particularly for assessing required actions and reviews
<input type="checkbox"/> The club has a business plan that is used at each committee meeting	2	

3 choices