

**Purpose:**

Cerebral Palsy Sport believes that sound policies in the following areas will significantly benefit the overall efficiency of the organisation, and promote the best interests of its employees, members and voluntary officers

**1. STATEMENT OF POLICY - The Objectives and Standards of Cerebral Palsy Sport**

- a. To ensure CPS provides quality participation events for people with cerebral palsy.**
- i. To maintain the benchmark level of Cerebral Palsy Sport organised introductory, training sessions and competitive events – Appendix A
  - ii. Team members and (when appropriate) Board Members will consider all requests from sports groups (athlete or volunteers) for the expansion of the sports programme.
  - iii. Every event run by Cerebral Palsy Sport will have an identified person responsible for overall management during the event.
  - iv. Every competition run by Cerebral Palsy Sport will have suitably qualified officials in attendance.
  - v. All participants will be eligible to be nominated at the annual Sports Awards.
- b. To provide an efficient administrative service supported by clear governance from the Board**
- i. Cerebral Palsy Sport Board has the responsibility of approving the strategic direction of the organisation. The organisation's senior executive team members will produce an annual service delivery plan and budget for approval by the Board. This plan will detail how each year of the charity's activities will achieve the objectives set out in the Services Delivery Plan and Budget.
  - ii. The Sub Committee which support the board's activities will review progress of the delivery of the Services delivery Plan every

two months and the Board will receive a formal update report on the Services Delivery Plan at each Board Meeting.

- iii. On a weekly basis all current administrative work is prioritised according to the immediacy of Cerebral Palsy Sport's commitments and events.
  - iv. All telephone messages that require action by another person are recorded in the appropriate enquiry logs.
  - v. All confidential information and data regarding staff, volunteers and competitors will be held securely and in compliance with the Data Protection Act.
  - vi. A checklist of minimum requirements to ensure the efficient running of all events will be deployed and used by team members.
  - vii. Appropriate I.T. developments will be used to improve the efficiency of the administrative service.
- c. To recognise the importance of volunteers in the running of Cerebral Palsy Sport.**
- i. All new Cerebral Palsy Sport volunteers will receive induction training.
  - ii. All volunteers will receive a role profile relating to their specific area of involvement.
  - iii. All volunteers who will have access to children, young people and vulnerable adults and/or access to confidential records and/or financial transactions will be subject to a Disclosure and Barring Service Check (DBS) and must provide two written references.
  - iv. Every volunteer will have the opportunity to receive an annual training needs review appropriate to their level of involvement in the charities activities and events.
  - v. All volunteers will be eligible for nomination to the annual Cerebral Palsy Sport volunteer awards.
- d. To ensure identified participants have access to quality coaching appropriate to their needs at events organised by Cerebral Palsy Sport.**

- i. All Cerebral Palsy Sport coaches must hold at least a minimum level 1 qualification issued by the national governing body of their sport.
  - ii. All coaches who have no specific disability needs training will be actively encouraged to attend disability awareness training courses.
  - iii. At all Cerebral Palsy Sport training events at least one qualified coach will be in attendance.
  - iv. All national squad members will be issued with an individual training programme appropriate to their sport on request.
- e. To ensure that all staff, volunteers and participants carry out their activities in a safe manner.**
  - i. Before any Cerebral Palsy Sport organised event is undertaken the co-ordinator must ensure that minimum first aid standards are met either by the host venue, by Cerebral Palsy Sport participants themselves or through adequate communication aids (e.g. mobile phone to summon assistance)
  - ii. All major and minor accidents are recorded and health and safety legislation procedures are to be followed.
  - iii. Cerebral Palsy Sport Code of Conduct is issued to all team members, trustees and volunteers. Breaches of the Code will be dealt with by reference to CPS disciplinary procedure.
  - iv. A checklist is available relating to the minimum health and safety standards required of all venues used by Cerebral Palsy Sport. This checklist forms part of the risk assessment process.
- f. To continue to develop opportunities for people to play, participate and enjoy Cerebral Palsy Sport activities.**
  - i. A calendar of Cerebral Palsy Sport events will always be present and up to date on the charities website.
  - ii. Cerebral Palsy Sport web site to be updated at a minimum of every week.

- iii. Cerebral Palsy Sport will actively seek to promote activities designed to meet the needs of more severely disabled people (e.g. Boccia, Powerchair Football, Table Cricket, RaceRunning, adapted sports at every suitable opportunity, e.g. development days, training camps and events.
- iv. There will be a six monthly review of Cerebral Palsy Sport's current programme with a view to ensuring that Cerebral Palsy Sport operates within the parameters of its Strategic Plan and to consider revision of programmes as appropriate to the levels of revenue support secured.

**g. To ensure the most effective and efficient use of resources.**

- i. Budget expenditure will be monitored by Cerebral Palsy Sport's Chief Executive and Chairman on a monthly basis. An income and expenditure and variance report to be produced at every Board Meeting (minimum 6 times a year).
- ii. The monthly accounts will be reviewed in detail every two months by the Fundraising, Finance & Marketing Sub Committee.
- iii. A Service Delivery Plan will be prepared and presented for Board Members consideration and approval on an annual basis.
- iv. The team will seek not for the membership to fall below 100 full members and no less than 1,000 affiliate members. If this occurs this will be considered and reviewed by the Membership Development Group and the Board.
- v. On all items of major expenditure discounts on the quoted price will be requested. Additionally the cheapest viable option will always be considered.
- vi. Cerebral Palsy Sport's Chairman of Finance, Fundraising and Marketing Sub committee will have relevant experience in dealing with the financial and budgetary affairs of an Organisation, at least, the same size as Cerebral Palsy Sport (i.e. with a minimum annual turnover of £250,000 - £500,000).
- vii. To undertake clear project and programme reviews to enable improvement in performance in accordance with the defined policy CPS 055.

**h. To ensure that competitive sporting opportunities in defined sports (i.e. those offered by Cerebral Palsy Sport) are maintained and developed by Cerebral Palsy Sport and in partnership with external agencies.**

- i. Cerebral Palsy International Sport and Recreation Association – At each election of CPISRA (General Assembly) Cerebral Palsy Sport will seek to attend if budgetary circumstances permit.
- ii. GB Disability Football Association Board - Cerebral Palsy Sport will achieve 75% attendance annually.
- iii. Activity Alliance – Cerebral Palsy Sport will achieve 75% attendance at key national meetings (meetings where the discussions and agenda could have a direct impact and consequence for Cerebral Palsy Sport)
- iv. Sport England – Cerebral Palsy Sport will achieve 100% attendance at key national meetings (meetings with Relationship Manager, Planning and Finance Meetings)
- v. British Paralympics Association / Paralympics GB – CPS will achieve 50% attendance at National Paralympic Committee meetings (NPC) of the BPA
- vi. National Governing Bodies of Sport (Athletics, Swimming and Football) - CPS will maintain regular contact with the Governing Bodies of Sport (a minimum face-to-face meeting annually) through our Partnerships Matter project.

Review date: 05/02/20

**Document Control:**

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