

Kingswood Sports CIO Trustees Code of Conduct

Policy Number: KS-TCC-01

Effective Date: September 2024

Review Date: September 2025

Approved by: Board of Trustees

Version: 1.0

1. Purpose

This Code of Conduct sets out the standards of behaviour expected from Kingswood Sports CIO trustees. It ensures that trustees act with integrity, transparency, and accountability in the charity's best interests.

2. Scope

This Code of Conduct applies to all trustees of Kingswood Sports CIO.

3. Principles

Integrity: Trustees must act honestly, avoiding personal or professional misconduct.

Accountability: Trustees are accountable to the Charity's beneficiaries, stakeholders, and the public for their decisions and actions.

Transparency: Trustees must be transparent in their actions and decisions, ensuring that all actions are open to scrutiny.

Commitment: Trustees should dedicate sufficient time and energy to their roles to ensure effective governance of the Charity.

4. Legal and Regulatory Compliance

- Trustees must comply with all relevant laws and regulations, including the Charity Commission's guidelines.
- Trustees must ensure the Charity operates within the legal framework and fulfils its statutory obligations.

5. Roles and Responsibilities

Collective Responsibility:

- Trustees share collective responsibility for all decisions taken by the Board of Trustees.

- Trustees must support Board decisions once taken, even if they have differing views during discussions.

Attendance and Participation:

- Trustees must attend all meetings of the Board of Trustees unless there are exceptional circumstances.
- Trustees should prepare for meetings by reading all papers and actively participating in discussions.

Confidentiality:

- Trustees must respect the confidentiality of information gained during their duties.
- Confidential information must not be disclosed to third parties without proper authorisation.

6. Conflicts of Interest

- Trustees must declare any personal, financial, or other interests that could conflict with their duties to the Charity.
- Trustees must adhere to the Charity's Conflicts of Interest Policy and recuse themselves from decisions involving conflict of interest.

7. Conduct at Meetings

- Trustees must contribute to meetings in a manner that respects the views of others and promotes constructive debate.
- Trustees should avoid any behaviour perceived as bullying, harassment, or discrimination.

8. Communication and Media

- Trustees must not make public statements on behalf of the Charity unless authorised to do so.
- Trustees should refer all media inquiries to the designated spokesperson of the Charity.

9. Financial Stewardship

- Trustees must ensure that the Charity's financial resources are managed responsibly and per its objectives.
- Trustees should scrutinise financial reports and statements to ensure financial integrity and sustainability.

10. Personal Conduct

- Trustees must uphold the highest standards of personal conduct in their roles and avoid actions that could discredit the Charity.

- Trustees should always act to reflect the Charity's values and mission.

11. Training and Development

- Trustees must undertake relevant training and development to enhance their effectiveness in their role.
- Trustees should keep abreast of changes in legislation and best governance practices.

12. Breach of Code of Conduct

- Any breaches of this Code of Conduct will be addressed per the Charity's disciplinary procedures.
- Serious breaches may result in the removal of a trustee from the Board.

13. Monitoring and Review

- This Code of Conduct will be reviewed annually by the Board of Trustees.
- Feedback from trustees and stakeholders will be considered in the review process.

14. Contact Information

For any queries or assistance regarding this Code of Conduct, please contact:

Chair of the Board of Trustees:

Sarah Weichardt (sarah.weichardt@kingswoodsports.co.uk)

Approved by:

Sarah Weichardt

Chair of the Board of Trustees

Kingswood Sports CIO

This Code of Conduct ensures that Kingswood Sports CIO trustees act with integrity, accountability, and transparency, maintaining the highest standards of governance in the charity's best interests.