



Delegations Policy

Statement of Intent

This document sets out the delegated authorities and responsibilities for Croquet England.

The guiding principle is that all powers of the charity are directly and ultimately vested with the Board of Trustees. They choose to delegate those powers as they deem appropriate to Officers (Chief Executive Officer, Treasurer and Secretary), the Executive, Committees and other roles, but retain the right to remove that delegation at any time.

The powers delegated cannot be delegated further unless the Board of Trustees expressly permit it.

Scope

This Policy applies to everyone involved in Croquet England committees including, but not limited to, the Board of Trustees, Executive, Standing Committees and Working groups.

Transparency

All Trustees and Officers can attend any Croquet England committee as they deem necessary in performance of their responsibilities, other than those of the Electoral Commission which they can request to attend at the discretion of the relevant chair.

This provision does not confer voting rights at such a meeting and remains subject to the provisions of the Conflict of Interest Policy.

Also note clause 18(2)(b) of the Constitution, which requires that the acts and proceedings of the Executive and the Committees appointed by the Executive must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable. This should include, but for important or urgent matters should not be limited to, publication of minutes with reasonable expedition unless a specific decision is made to restrict publication for sound reasons.

1 Governance Documents

1.1 Approvals

Approval of governance documents is as follows:

	Members	Board of Trustees	Executive ¹	Electoral Commission
Constitution	✓			
Standing Orders		✓		
Trustee Election Rules				✓
Officer Election Rules		✓		
Strategy and Policies		✓		
Practice Book			✓	
Procedures			✓	
Guidance and Forms ²		✓	✓	

- 1 By consensus or majority vote at a quorate meeting of the relevant body. Such decisions must be recorded in the minutes of the relevant meeting.
- 2 Guidance and Forms are approved by the body with approval authority for the corresponding policy or procedure.

Each level of governance may not overrule an item higher up in the table above. In the event of discrepancy, the first listed document has precedence.

1.2 Matters reserved for Trustees

Notwithstanding section 1.1 above, the following governance documents are reserved for Trustees:

- Standing Orders of the Board
- Complaints Procedure
- Volunteer Grievance Procedure
- Code of Conduct
- Membership Rules of Croquet England

2 Signatories

2.1 Contracts

Subject to the limits set out below, the Trustees and Officers may negotiate contracts on behalf of Croquet England and may authorise other Members of Croquet England, in writing, to do so, in furtherance of activities approved by the Board of Trustees or the Executive.

Additionally, the Operations Manager may negotiate contracts on behalf of Croquet England in furtherance of its normal commercial and administrative activities and Chairs of Standing Committees may do so in furtherance of routine day-to-day activities of their committees.

Approval to enter into a contract is required as set out below.

- Anyone with authority to negotiate a contract has general authority to enter into a contract they have negotiated to a limit of £5,000.
- Contracts in excess of £5,000 but less than or equal to £20,000 require the approval of either the Board of Trustees or the Executive, and must be signed by the negotiator and an Officer.
- Any contract exceeding £20,000 must be approved by the Board of Trustees and signed by the negotiator, an Officer and a Trustee.
- The Operations Manager can approve contracts to purchase a product or service up to a limit of £500
- The Operations Manager can approve contracts for the purchase or sale of products for the Shop, up to a limit of £5,000 and jointly, with the Honorary Treasurer, up to a limit of £20,000.
- The Secretary and the Treasurer must jointly approve Insurance Policies.

Contracts must not be divided in order to reduce them below a financial threshold. If in doubt, the total value of an activity should be considered when determining the relevant threshold.

Copies of all such contracts must be maintained by Croquet England Office for at least seven years after the closure of the contract.

2.2 Banking Mandates

- Bank/Building Society accounts and other investments shall be designated by the Board of Trustees as either Trading or Reserve
- Trading accounts will be operated on a two to sign basis. Signatories shall be the Treasurer, the Secretary, the Operations Manager, and any other individual appointed by the Executive.
- Reserve accounts will be operated on a two to sign basis. Signatories shall be the Chair of the Board of Trustees, Chief Executive Officer and at least one other Trustee.

Where a particular account or procedure cannot be operated on a two-to-sign basis, express individual authority and limits must be granted by the Board of Trustees for Reserve Accounts, or by the Executive for Trading Accounts.

3 Delegations

Financial and Non-Financial Delegations are as set out below. Supporting processes and responsibilities are set out in the Standing Orders and Practice Book.

3.1 Financial

	Board of Trustees ¹	Chief Executive	Executive ¹	Treasurer	Executive Director	Operations Manager	Committee Chair	Committee ¹
Annual Financial Objectives and Budget	✓			R				
Membership Fees	✓			R				
One-off spend of an item identified in the budget		✓		✓	#		#	
Negotiation and approval of staff salaries and honoraria								✓A
Execution of Salary and Honoraria Payments				✓				
Commit to spend beyond period of approved budget	✓		£5,000	£1,000	R	R	R	
Spend outside approved budget	✓		✓ (within overall budget)	✓ (within overall area budget)	R			
Rate cards (e.g. mileage or Court and Equipment Hire)			✓	R				R
Pricing of Croquet England Services			✓			#	#	
Expenses		✓		✓		£500	#	
Bank/Building Society Accounts Individual Authority Limits	✓ (Reserve)		✓ (Trading)					
Bursaries, and Club Awards			✓					£1,000
Development Funding			✓					£10,000

✓ Approve

£ Approve, up to the financial threshold stated

Approve, within area of responsibility. The scope of such responsibility is defined in the Practice Book.

R Make recommendation

1 By consensus or majority vote at a quorate meeting of the relevant body. Such decisions must be recorded in the minutes of the relevant meeting.

A Administration committee

3.2 Non-Financial

Day-to-day operation of Croquet England is the responsibility of the Executive who may delegate such responsibility to appropriate committees and qualified individuals, within the parameters set by the Trustees through policies and decisions of the Board of Trustees. The following table defines a number of exceptions to this.

	Board of Trustees ¹	Chief Executive	Executive ¹	Treasurer	Executive Director	Manager	Committee Chair	Committee ¹
Croquet England Logo	✓							
Procedure for Admission and Termination of CqE Membership	✓		✓					
Associate Membership Pricing and Benefits	✓		✓					
Laws / Rules of the Games ²			✓					
Commentary & training on laws/rules of the games								✓

✓ Approve

- 1 By consensus or majority vote at a quorate meeting of the relevant body. Such decisions must be recorded in the minutes of the relevant meeting.
- 2 For the avoidance of doubt, this refers to those games defined within the Constitution, and does not extend to (for example) the rules of any games developed for recruitment or coaching purposes.

References

Constitution of Croquet England
 Standing Orders of the Board
 Complaints Procedure
 Volunteer Grievance Procedure
 Code of Conduct
 Membership Rules of Croquet England

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