



Guide for Croquet England Trustees

Including Induction Checklist

Purpose

This document provides guidance to prospective, new and current Croquet England Trustees to help them understand the role and can provide the maximum impact to the organisation and can contribute in a meaningful manner as soon as possible.

Croquet England

Croquet England is a Charitable Incorporated Organisation. This means it is governed by Charity Commission and headed by a Board of Trustees.

Trustees have independent control over, and legal responsibility for, a charity's management and administration. Trusteeship can be rewarding for many reasons - from a sense of making a difference to the amateur Sport of Croquet in England, to new experiences and relationships. Being aware of the duties and responsibilities covered in this guidance will help you carry out your role in a way that not only serves your charity well but also gives you confidence that you will be complying with key requirements.

The Role of a Trustee

The core responsibilities of a trustee are to:

1. Ensure that the charity is focussed on advancing the objects set out in our constitution (the promotion of community participation in healthy recreation and the advancement of the amateur sport of croquet for the public benefit by the provision of facilities for participation in the sport of Croquet.)
2. Ensuring that the charity complies with its Constitution and all legal and regulatory obligations. You are not expected to be a legal expert, but should take reasonable steps to find out about legal and regulatory requirements.
3. Act in the charity's best interests, doing what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes, thinking about the long term as well as the short term. This includes a requirement to avoid any Conflicts of Interest.
4. Acting as guardians of the charity's assets, both tangible and intangible, and taking all due care of their security, deployment and proper application.
5. Ensuring that the charity's governance is of the highest possible standard, and that it is accountable to its members and meets statutory accounting and reporting requirements.
6. Acting as an ambassador of the charity at all reasonable times.

The Charity Commission guidance CC3a provides further information: [Charity trustee: what's involved.](#)

Becoming a Trustee

Composition of the Board

Our Constitution requires that there are at least 5 and no more than 12 charity trustees. At the time of writing (August 2023) there are nine trustees.

In June 2023, the trustees determined that the target composition for the board would be:

- Six Elected Trustees, with constituencies to be defined by an independent electoral commission (currently the President, Treasurer and Secretary) to be based on number of subscribers (i.e. associates and members).
- Two Appointed Trustees, appointed by the Trustees to improve the mix of skills or demographic balance.
- Three Independent Trustees, appointed in line with Sport England Guidance.

A timeline to achieve this target composition has not been defined.

Other Information

Trustees are volunteers and not remunerated. They are entitled to claim expenses in line with the organisation's expenses policy.

Trustees will normally serve an initial three-year term and be eligible for re-appointment for two additional terms of three years each.

Time commitment

As someone responsible for governing a charity, you must use reasonable care and skill, making use of your skills and experience and taking advice when necessary. This will require you to give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all, or the majority of, trustees' meetings.

It is for the Board of Trustees to determine the schedule of meetings each year. Current practice is for remote meetings every other month. One of these is face to face; others are held by Zoom. Other discussion takes place by e-mail, with additional meetings scheduled if required for urgent matters. The President of Croquet England, Chair of the Executive, the Secretary of the CIO and the Treasurer have standing invitations to all Board meetings.

Eligibility

Charity Trustees must be at least 16 years of age, and must not be disqualified under the Charities Act. Trustees will be required to complete the [Charity Commission's Trustee Eligibility Declaration form](#).

Trustee Induction

Checklist

Providing new trustees with a well-thought-out and comprehensive induction programme is an important element in ensuring that they provide the maximum impact to the organisation and can contribute to discussions in a meaningful manner as soon as possible.

The Charity Commission's [Charity trustee welcome pack](#) is a useful induction guide.

New trustees are encouraged to get to know other trustees, and to seek advice about anything that isn't clear. Don't be afraid of asking questions.

Core documents that new trustees should become familiar with are:

- Constitution of Croquet England
- The Standing Orders of the Board of Trustees of Croquet England CIO
- Delegations Policy
- Conflict of Interest Policy
- The Croquet England Practice Book
- Sport England's Code for Sports Governance
- Minutes of recent meetings of the Board of Trustees

New trustees will be required to complete:

- [Charity Commission's Trustee Eligibility Declaration form](#).
- Conflict of Interest Declaration Form, in accordance with the Conflict of Interest Policy
- Croquet England Trustees Skills Register
- Safeguarding Training (see below)

New Trustees will also be provided with

- An @croquetengland.org.uk account (if they don't already have one)
- Membership of the Trustees Team, and addition to other relevant permission groups
- The dates (and venues if applicable) of scheduled trustee meetings

Trustees should ensure that they know how to find the following on the Croquet England website:

- Minutes of meetings of the Board of Trustees
- Croquet England Policies and Procedures
- Minutes of meetings of the Executive and its committees

Charity Commission Guidance

The Charity Commission publishes extensive guidance for Trustees.

(<https://www.gov.uk/government/collections/list-of-charity-commission-cc-guidance-publications>)

It is recommended that these are used when relevant topics arise!

The following '5-minute guides' provide a quick introduction for charity trustees to key topics:

- [Charity purposes and rules](#)
- [Making decisions at a charity](#)
- [Managing charity finances](#)
- [Managing conflicts of interest in a charity](#)
- [What to send to the Charity Commission and how to get help](#)
- [Safeguarding for charities and trustees](#)
- [Political activity and campaigning by charities](#)

During our application to register Croquet England as a charity, the Charity Commission have also asked us to draw the attention of Trustees to the following guidance documents in particular:

- [Charity Trustee – What's involved \(CC3a\)](#)
- [What makes a charity \(CC4\)](#)
- [Public Benefit: Running a charity \(PB2\)](#) and [Public Benefit Reporting \(PB3\)](#).

Safeguarding Training

As part of the drive to raise awareness of safeguarding issues in sport, we now require all Club Welfare Officers and everyone employed by or in a senior voluntary position within Croquet England to undergo safeguarding training.

The current course consists of 5 online modules which can be taken in stages or at the same time. Details are available from the Safeguarding team. The Croquet England office will retain a record that you have completed the training and the date on which you have passed.

Issuing Authority

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