 <b>YOUTH SPORT TRUST</b>	<b>Appendix I</b>	Document Number: YSTBToR01a
	YST Board Code of Conduct	Document Owner: F&G Director Approved by: CEO Version number: 3 Updated: April 2022 Review by: March 2026

## 1.0 Introduction

- 1.1 The directors of a charitable company are charity trustees and have duties under company law as well as charity law. The duties of charity trustees are well summarised in [Charity Commission guidance](#). The most important duties are summarised in the Charity Commission's booklet [The Essential Trustee](#) and (included in the YST's Trustee Induction Pack).


## 2.0 Purpose

- 2.1 To set out the relevant standards expected from Directors in order to maintain the highest standards of integrity and governance; to ensure that the Youth Sport Trust (YST) is effective, open and accountable; and to maintain a good working relationship with the Chief Executive and the Senior Leadership Team.

## 3.0 The Code

### General Conduct

- 3.1 Directors must strive to live out the YST's values of collaboration, responsibility, integrity, trust, inclusion and courage and should actively promote and advance diversity and equality of opportunity for all.
- 3.2 Directors must not use any inappropriate, discriminatory, offensive or abusive language or behaviour and must respect the rights, dignity and worth of others.
- 3.3 Directors must conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safeguarding of others.
- 3.4 Directors must act in an ethical manner, with probity and due prudence, and should take and consider professional advice on anything in which the directors do not have expertise themselves.
- 3.5 Except where legally authorised, directors must not gain financial or other material benefit for themselves, their families or friends from the YST.
- 3.6 A director must not place themselves under any financial or other obligation to outside individual organisations that might influence them in the performance of their official duties.
- 3.7 Directors should conduct themselves in a manner which does not damage or undermine the reputation of YST or its staff individually or collectively and should not take part in any activity which is in conflict with the YST's charitable objects, or which might damage the reputation of YST.
- 3.8 Directors should make decisions together and take joint responsibility for them, including those determined by a designated sub-committee.
- 3.9 The extent to which any one Director or a small group of Directors is empowered to speak for or take action on behalf of the YST or the Board, must be a matter for all Directors to decide together. Such decisions must be recorded.
- 3.10 Directors who are part of a designated sub-committee must take all reasonable steps to ensure that other directors are kept fully up to date with information upon which decisions may be taken.
- 3.11 Directors should participate in the annual evaluation of the Board's performance and be honest and open with their feedback.


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### **Board Meetings**

- 3.12 Directors should involve themselves actively in the work of the Board, and accept their fair share of responsibilities, serving on committees or working groups where required.
- 3.13 Directors must make every effort to attend meetings regularly, having read all papers in advance, ready to make a positive contribution. If attendance is proving problematic, the director can request a leave of absence or a sabbatical.
- 3.14 Directors must work to create an inclusive environment where each Board member's contributions are valued equally.
- 3.15 Directors should express their views openly, courteously and respectfully in all their communications with Board members and staff, both inside and outside of meetings.
- 3.16 Directors should support the Chair in their role of leading the board and ensuring appropriate conduct.
- 3.17 Directors should bring a fair and open-minded view to all discussions and should endeavour to ensure that all decisions made are in YST's best interests.
- 3.18 Directors must aim to foresee and avoid any conflict of interest. Where one arises, the director must declare the interest and absent themselves from that part of the meeting, in accordance with the YST's Conflicts of Interest policy.
- 3.19 Confidential information or material (relating to customers, staff, commercial business, etc.) provided to or discussed at a Board meeting must remain confidential, within the confines of the meeting and Directors must store or dispose of Board papers and related information securely.
- 3.20 Directors should be as open as possible about the decisions they take, giving reasons where appropriate and restricting information only when wider interests require it.
- 3.21 Directors have a responsibility to develop and ensure the maintenance of a properly constituted, balanced, diverse and competent Board. This includes inclusive procedures for selection, training, retirement and, if necessary, removal of directors, Board appraisals and ensuring that the correct procedures are followed for recruiting the Chair and members of sub-committees.

### **Board Responsibilities to Staff**

- 3.22 Directors must ensure there is a clear understanding of the scope of authority delegated to the Chief Executive.
- 3.23 Policies and strategies agreed by the Board should be clear and explicit and come from the Board as a whole.
- 3.24 Directors should act fairly, equitably and in accordance with best practice principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of the Chief Executive and other staff.
- 3.25 Directors must understand and accept the difference in roles between the Board, the Chief Executive and executive directors of YST.
- 3.26 Directors should be candid but constructive and respectful when holding senior leaders to account.

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- 3.27 Directors should ensure that they do not act to undermine the Chief Executive or executive directors by word or action. If a director has concerns about the performance of an executive director of YST, including the Chief Executive, this should be taken up with the Chair.
- 3.28 If a Director has a concern about financial irregularities within YST, these should be addressed to the Chair who will act upon the information appropriately and in accordance with YST’s Whistleblowing policy.

#### **Amendment Log**

<b>Date</b>	<b>Change</b>	<b>Made by</b>	<b>Approved by</b>
Nov 2017	First Issue	Surinder Sihra	Ali Oliver
30.03.18	Amendments in accordance with UK Code for Sports Governance	Janette Massey	Surinder Sihra
April 2022	Four-year review and new Code for Sports Governance requirements	Janette Massey	YST Board