

British Roller Sport Federation

Assurance Statement

Membership Application



Affiliate Membership

Fees and Subscriptions become due on joining the company and thereafter on 1st January each year.

No Federation or Association shall become a full member of the company unless- that Federation or Association has completed an application for membership in a form approved by the directors, and

- the directors have approved application that the member meets the needs of the BRSF Assurance statements, and
- the relevant annual membership fee has been paid
- On acceptance of membership, the Federation or Association automatically become full members of the BRSF and is entitled to two votes at General meetings
- In the case of associate members, they have proved over an appropriate period that they meet the needs of the Assurance statements

Guidance for use

Assurance statement

It is recognised that the “fit for purpose” system has established a basis on which to provide a degree of assurance that new bodies seeking to become full members of the BRSF can manage and control funds. Each full member of the BRSF shall meet the essential criteria of the Assurance statements.

ASSOCIATE MEMBERSHIP

As part of support for new bodies this document is a guide to develop a sound governance to ensure that the BRSF are satisfied that the organisations are suitable established with the best interests of the sport and its members.

PROCEDURES

It is for each body to assess themselves against the Assurance Statements addressing the issues raised as the body sees how they have achieved the outcome statement. However, it must be emphasised that identifying weaknesses on the statement is not a failure it is an identification of how the body can improve its business whilst moving to full membership.

Assurance Statements will be reviewed by the executive board of the BRSF, and you may be allocated a MENTOR full member to support you through the process whilst allowing you to gain the benefits of associate membership through that MENTOR body.

Those bodies who identify no issues will be nominated for full membership. Those bodies who identify some issues will be audited by representatives of the BRSF after a two-year period and if successful will be nominated for full membership. Where the identified deficiencies are minor, no action will be taken, although these statements will be audited on a sample basis. Where the identified deficiencies are serious membership is unlikely to be offered.

The following document has been prepared to describe the Assurance statement process, the statements themselves and the support available to associate members.

WHAT ARE THEY?

The Assurance Statements themselves are described below and following are outcomes supporting each Statement. Bodies will have to demonstrate how they meet these outcomes. Although issues are identified within this document it is recognised that “one size does not fit all” and therefore it is for governing body to demonstrate how they meet each outcome.

Following the Statement and Outcomes the opportunities for supporting the Bodies through the Assurance process are identified. Through the statement process areas of support will be identified by the Full members and support provided in one of three types: training (both standard and bespoke), resource materials and intervention.

Example Assurance Statement for Associate and Full members

During the year we have maintained a sound system of internal control, which supports the achievement of the governing body's policies, aims and objectives, whilst safeguarding public funds.

The system of internal control is designed to manage rather than eliminate the risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify the principal risks to the achievement of our policies, aims and objectives, to evaluate the nature and extent of those risks and to manage them efficiently, effectively and economically. This process has been in place for the year ended and up to the date of approval of the annual report and accounts and accords with our relevant Sports Council guidance.

Having reviewed our system of internal control for the year ended, we can confirm that throughout the period we have:

- AS1 Corporate Governance**
Operated within an effective corporate governance framework.
- AS2 Financial Management**
Operated with transparent, robust effective financial planning, control, monitoring and reporting.
- AS3 Policy and Procedures**
Ensured all policies and procedures in place are up to date, compliant with current legislation, approved by the Board and are clearly communicated to all staff and key office holders.
- AS4 Strategic Planning**
Effectively monitored our performance against agreed targets approved by the Board.
- AS5 Human Resources**
Ensured all staff and key volunteers have up to date contracts of employment and appropriate management and performance management systems are in place.
- AS6 Risk Management**
Has identified and addressed the issues of risk within their sport

I certify that the systems of internal control maintained by have been sound and have been followed throughout the year.

Signature of Chair	Accountable Officer
Name (in capitals)
Date

AS1 Corporate Governance		
Operating within an effective corporate governance framework.		
AS1 Issues		
1.1 To ensure that the governing body has effective and protective Governance in place	Essential /Desirable	Progress
Issues		
1.1.1 The governing body is either a constituted organisation or an incorporated company with Memorandum, articles, rules and regulations in place and has complied with the requirements under the Companies act.	E	
1.1.2 The governing body has reviewed its legal status periodically.	E	
1.1.3 The Organisation is registered under Data Protection Act	D	
1.1.4 An annual report is produced, made available to members and stakeholders and is approved at an Annual meeting.	E	
1.1.5 The organisation has access to Auditors and Solicitors whose appointment is reviewed by the Board	E	
1.1.6 The Board and its committees meet on a regular basis with minutes that are recorded and filed	E	
1.1.7 The role of the Board and responsibilities of the Board members are recorded and available to members and staff.	D	
1.1.8 The election/appointment procedure has been reviewed in the last two years and addresses the needs of the sport.	D	
1.1.9 The Board has finance management skills and a mix of skills to discharge its business responsibilities.	E	
1.2 The governing body has effective procedures in place to ensure Directors are aware of and carry-out their role and responsibilities.		
Issues		
1.2.1 All Board members have undertaken an Induction process outlining their role, responsibilities, accountability under the Companies act, the memorandum and articles and relevant legislation, controls and procedures, which are understood and applied.	D	
1.2.2 Procedures are in place for Directors to complete disclosures of interest forms in the last year; any conflicts dealt with by the Board and are reported to Sport England.	E	
1.2.3 All contractual agreements are reviewed, adhering to policies concerning delegation of authority.	D	
1.2.4 Procedures are in place for effective communication between the Board, its committees, the staff	E	

the members and key stakeholders		
1.2.5 Complete and accurate information on all aspects of the governing body activities is presented to the Board on a timely basis.	E	
1.2.6 Conditions attached to grant aid and sponsorship are understood and addressed.	E	
1.3 The governing <i>body can demonstrate an effective decision-making structure</i>		
<i>Issues</i>		
1.3.1 Decision making and authorisation abilities and statutory responsibilities have been delegated to individuals or committees and these delegations are recorded and reviewed in the last year.	E	
1.3.2 Defined Committee structure with membership, terms of reference, delegated powers, accountability, reporting procedure and communication of decisions	E	

AS2 Financial Management		
Operated with transparent, robust effective financial planning, control and reporting		
AS2 Outcomes		
2.1 The governing body can demonstrate clear and effective budget planning	Essential /Desirable	Progress
Issues		
2.1.1 An annual income and expenditure budget was prepared.	E	
2.1.2 A budget development and approval process has been recorded and includes:		
▪ Preparation of expenditure bids and/or income targets by each budget area	E	
▪ Collation of information to create a first draft budget	E	
▪ Negotiation and target setting between the Chief Executive and budget holders to create further draft budgets	D	
▪ Submission of the drafts to the Board for consideration and approval	E	
2.1.3 The annual budget is directly linked to operational plan tasks.	D	
2.1.4 A four-year financial forecast was prepared and/or updated and is directly linked to strategic plan	D	
2.1.5 Major events are financially planned with all key assumptions stated over the entire period of the plan.	E	
2.1.6 All key income streams, including grant aid, sponsorship rights etc are assessed as to sustainability.	E	
2.1.7 VAT and PAYE position has been reviewed in the last year.	D	
2.1.8 The governing body has reviewed its member services in the last two years and has identifiable benefits	D	
2.1.9 The governing body has identifiable "packages" available for sponsorship and effective sponsorship management	D	
2.1.10 The governing body has identified sources of income other than sponsorship and grant aid	E	
2.2 The governing body can demonstrate effective reporting of Financial performance on a monthly basis	Essential /Desirable	Progress
Issues		
2.2.1 Management accounts produced for each Board meeting showing:		
• Income and expenditure – budget v actual with explained variances	E	
• Profit and loss for period/year to date	D	
• Balance sheet	D	

<ul style="list-style-type: none"> • A Cash flow forecast, which distinguishes between funds and separately identifies income streams. 	E	
<ul style="list-style-type: none"> • Aged debtors and creditors report 	D	
2.2.2 The accounts are reviewed and approved by Staff Management and/or appropriate committee/board	E	
2.2.3 VAT and Inland Revenue compliance have been met.	E	
2.3 The governing body produces accurate information of the financial position of the governing body on an annual basis	Essential /Desirable	Progress
Issues		
2.3.1 Annual accounts produced, audited, published in the annual report linked to the corporate plan and where appropriate submitted to Companies House	E	
2.3.2 Procedure to review appointment of auditors and professional advisors.	D	
2.3.3 Action plan is produced from the yearly external audit.	D	
2.4 The governing body has effective financial policies, procedures, systems and controls in place	Essential /Desirable	Progress
Issues		
2.4.1 A comprehensive financial policies and procedures manual has been prepared by staff which records information on the following:		
<ul style="list-style-type: none"> ▪ Nominal ledger 	D	
<ul style="list-style-type: none"> ▪ Purchasing 	E	
<ul style="list-style-type: none"> ▪ Tendering including EU requirements. 	D	
<ul style="list-style-type: none"> ▪ Purchase ledger invoices/credits 	D	
<ul style="list-style-type: none"> ▪ Purchase ledger payments 	D	
<ul style="list-style-type: none"> ▪ Expenses payments 	E	
<ul style="list-style-type: none"> ▪ Credit cards (if appropriate) 	D	
<ul style="list-style-type: none"> ▪ Payroll (if appropriate) 	D	
<ul style="list-style-type: none"> ▪ Sales invoices 	E	
<ul style="list-style-type: none"> ▪ Sales ledger receipts 	D	
<ul style="list-style-type: none"> ▪ Membership receipts 	E	
<ul style="list-style-type: none"> ▪ Grant income 	E	
<ul style="list-style-type: none"> ▪ Month end procedures, reconciliations and reporting 	D	
<ul style="list-style-type: none"> ▪ Year End reporting 	E	

▪ Grant reporting	E	
▪ Accruals and prepayments	D	
▪ Audit requirements	D	
▪ Accounting software	D	
▪ Bank accounts	E	
▪ Bank reconciliation with independent verification	E	
▪ Cheque signatories and authorisation levels	E	
▪ VAT assessment, calculation and payment	D	
▪ Asset records, security valuation, lease obligations and depreciation	D	
▪ Insurance	E	
▪ Investments	E	
▪ Fraud prevention	E	
2.4.2 Policies have been approved by the Board. Policies and procedures have been reviewed in the last year, communicated to, are understood by and are followed by relevant staff and volunteers.	E	
2.4.3 Responsibilities of staff involved in key financial processes are defined and appropriately segregated.	E	
2.4.4 Financial authorisation limits have been reviewed in the last year and are adhered to.	D	
2.4.5 All events and activities have been fully appraised and effectively managed. Risks have been considered and evaluated as part of the appraisal process. The underlying assumptions, which support financial estimates have been documented and fully tested. The financial outturn has been properly assessed and there is no unfunded loss arising.	E	

AS3 Policy and Procedures		
Ensured all policies and procedures in place are up to date, compliant with legislation, approved by the Board and have been clearly communicated to all staff.		
AS3 Outcomes		
3.1 To ensure that the governing body has policies in place to ensure that governing body is compliant with legislation	Essential /Desirable	Progress
Issues		
3.1.1 Policies are approved and reviewed by the Board on an appropriate basis	D	
3.1.2 The governing body has in place Policies for:		
• Health and Safety	E	
• Data Protection	E	
• Employment legislation	E	
• Disability Discrimination Act / Equality Policy	E	
• Other legislative policies relevant to the governing body	E	
3.2 To ensure that the governing body has policies in place that respond to the needs of the sport	Essential /Desirable	Progress
Issues		
3.2.1 The governing body has Board approved Policies in place for:		
• Equity	E	
• Child Protection	E	
• Anti-Doping	E	
• Grievance, discipline and appeals for the sport	E	
• Code of conduct	E	
• Code of ethics	E	
• Roles and relationships between the governing body, associated bodies and external partners	E	
3.3 To ensure that all policies are effectively communicated to staff, Directors and members	Essential /Desirable	Progress
Issues		
3.3.1 The governing body has effective communication in place to ensure all Directors, Staff and members are fully informed of key policies	E	

3.3.2	Induction procedure for communication to new staff and Directors	D	
3.3.3	Has an up to date and informative Website	E	
3.3.4	Staff handbook – Intranet Website	D	
3.3.5	Directors Handbook	D	
3.3.6	Staff meeting and training sessions	D	
3.3.7	The control of documents	D	
3.4 The governing body has effective, appropriate and secure Information Technology		Essential /Desirable	Progress
Issues			
3.4.1	The governing body has appropriate technology affordable hardware system in place including telephone, facsimile and computer server and network.	D	
3.4.2	The governing body has in place appropriate, affordable, consistent and properly licensed software throughout the organisation and devolved bodies	E	
3.4.3	A corporate, consistent email system is in place	E	
3.4.4	In the last year the governing body has reviewed its IT security in relation to firewall and virus scanning.	D	
3.4.5	Key information systems are secure, and data is regularly backed up and stored off site.	E	
3.4.6	Training is provided for staff to ensure effective use of information technology	D	

AS4 Strategic Planning		
Effectively monitored our performance against agreed targets approved by the Board.		
AS4 Outcomes		
4.1 <i>The governing body has a National Corporate /development plan that addresses the needs of the governing body and the sport as a whole.</i>	<i>Essential /Desirable</i>	<i>Progress</i>
<i>Issues</i>		
4.1.1 The governing body has a plan in place approved by the Board that has a Mission/vision, objectives Planned Outcomes and outputs	E	
4.1.2 The plan links to a financial forecast for the currency of the plan	E	
4.1.3 The plan identifies Monitoring and review measures and dates	D	
4.1.4 Elements of the plan are delegated to departments, individuals or groups.	E	
4.2 <i>The governing body has strategies in place to implement the Corporate/Development plan</i>	<i>Essential /Desirable</i>	<i>Progress</i>
<i>Issues</i>		
The governing body has processes in place to implement, monitor and measure its plan	E	

AS5 Human Resources		
Ensured all staff and key volunteers have up to date contracts of employment and appropriate management and performance management systems are in place.		
AS5 Outcomes		
5.1 The governing body meets its legal obligations to staff	Essential /Desirable	Progress
Issues		
5.1.1 All staff have contracts of employment and job descriptions which are reviewed annually	E	
5.1.2 All key volunteers have role descriptions which are reviewed on a regular basis	E	
5.1.3 Have reviewed its regulatory requirements to volunteers, self-employed and those funded through the governing body.	D	
5.1.4 Documented, compliant with current legislation and Board approved procedures are in place for		
• Maternity/paternity,	E	
• Sickness and absence,	E	
• Annual and public holiday and compassionate leave,	E	
• Pensions,	E	
• Hours of work including work-time regulations, overtime, lieu-time, flexible working, home working and job share	E	
• Notice periods	E	
• All other relevant employment legislation.	E	
5.2 The governing body has procedures to inform, monitor and develop its staff and key volunteers	Essential /Desirable	Progress
Issues		
5.2.1 The governing body has documented approved procedures for		
• General conduct	E	
• Appraisal, performance management, support and development	D	
• Recruitment/selection, probation and induction. .	D	
• Travel, subsistence and other expenses	E	
• Grievance, discipline and appeal	E	
• "whistle-blowing"	E	

• Salary review, reward and benefits	E	
• Backing-up of information,	E	
• Confidentiality Security of information	E	
• Salary, expenses and remuneration payment,	E	
• Office procedures,	D	
• Harassment,	E	
• Email and internet usage	D	
• Complaints	E	
• trade unions	D	
• interaction with the media	E	
• termination	D	
• exit and references	D	
• staff and volunteer use of drugs and alcohol	D	
• redundancy	D	
• time off for dependents	D	
• time off for public duties	D	
5.2.2 An effective communication procedure is in place to inform staff of all procedures in this section including an annually reviewed Staff and Directors Manuals covering the governing body Policies and procedures in hard copy and Web/Intranet based.	D	
5.3 The governing body provides appropriate training for its staff and volunteers	Essential /Desirable	Progress
Issues		
5.3.1 The governing body has an induction and ongoing training to meet the needs of the organisation.	D	
5.3.2 Each member of staff and key volunteer member has an annual development and performance plan which includes:		
▪ individual objectives and tasks cascaded from the organisation's operational plan	D	
▪ formal and informal training to ensure continual improvement in skills and knowledge	D	
▪ at least annual feedback on performance	E	
▪ an appropriate reward/incentive for achievement of objectives	E	

AS6 Risk Management		
Identified and addressed the issues of risk within their sport.		
AS6 Outcomes		
6.1 The governing body has addressed risk within the governing body	Essential /Desirable	Progress
Issues		
6.1.1 A formal assessment of risk has been held in the last year which has:		
• Identified the key risks to the organisation,	E	
• Ranked the key risks in importance of probability and impact	E	
• Methods to terminate tolerate or transfer these risks.	E	
6.1.2 The governing body has an up to date business continuity plan in place and tested within the last year.	D	
6.1.3 The following are examples that the governing body could consider however these are by no means exhaustive:		
• Loss of Sponsorship Exchequer Grant Aid and National Lottery programme	D	
• Other income generation	D	
• Events	E	
• Insurance	E	
• Health and safety	E	
• Tax – PAYE, VAT, corporate	D	
• Legal action	D	
• Drugs	E	
• Reputation risks - Conflicts of interest etc	E	
• Declining memberships	D	
• Loss of key personnel both voluntary and professional	E	
• Demands on volunteers and professionals	D	
• Government policy	E	
• Misappropriation of funds	E	
• Investment policy	D	