



SCHEME OF DELEGATION

Introduction

Volleyball England is working to develop excellent services to deliver to its membership and develop a suitably skilled, able and equipped workforce, who demonstrate the values and behaviours of the organisation to make it an outstanding organisation that is viewed as a model of good practice by members and funders alike.

Policy Framework

This scheme provides clarity around the authority to carry out a task or to make a decision. This in turn creates responsibilities and the requirement that people to whom authority is delegated are prepared to be accountable for the decisions they have been asked to make. Anyone who makes a decision must be confident that they know the scope of their authority.

The Scheme of Delegation aims to set out clearly who has the authority to make decisions within Volleyball England. It is a companion document to the Articles of Association and Framework which maps how accountabilities for particular tasks cascade through the organisation.

Day to day responsibility for the management of the Scheme shall rest with the 'Designated Officers' within each area of work, in consultation with the Chief Executive and Senior Management Team where appropriate.

An annual review of the Scheme will be carried out by the Board and Chief Executive in conjunction with the Senior Management Team, involving staff consultation and feedback to ensure its continued accuracy, relevance and practical application.

Principles of delegation pursuant to the Scheme of Delegation

- Authority to take decisions should be aligned with the skills and knowledge needed to make relevant judgements.
- Delegations to each of the Sub Groups and Working Groups will be in writing and published (through minutes on the website) so that Volleyball England members can see that its decisions are taken transparently.
- All decisions taken under delegated authority should be recorded, using the usual procedures, and should be open to audit.
- Staff to whom authority to make decisions is delegated must understand what decisions have been delegated to them, the limits of their authority, and that they are accountable for the decisions they make.
- The person who delegates responsibility remains accountable for the outcome of the decision or work delegated.
- Where a member of staff judges that the decision they are able to make is in some way unusually contentious or sensitive, they should use their judgement and escalate the matter to their line manager for advice or decision.
- If a decision is taken to invoke crisis management arrangements then whoever is in operational charge of Volleyball England has the authority to override the Scheme of Delegation temporarily (i.e. during the crisis) if required; and, if this power is exercised, the fact that it has been exercised and the particular decisions taken using this power, should be reported to the Chair of the Board.



Ownership and review of the Scheme of Delegations

- The Chief Executive will decide which matters need to be raised with the Board.
- For administrative purposes, the Scheme of Delegation is managed by the Chief Operating Officer on behalf of the Board and is responsible carrying out an annual review.

The Board's role in the scheme of delegation

The Volleyball England Board has many roles which are set out in the Articles of Association and Framework. They are also reflected in the Sport England Code of Governance but in summary are:

- To establish and approve the Association's strategy, management policies, business plan, financial plan and financial budgets
- The transparent publication in a fair, accurate and understandable manner of appropriate documentation and materials to the members
- To periodically monitor the finances, business performance and risk profile of the Association and plan for the annual audit
- To engage with all stakeholders of the Association with respect their proposals and concerns
- To ensure the Association is compliant with all laws and regulations
- Delegate their authority as they deem appropriate of the continued progress and running of the Association and review such delegated authorities as they see fit
- Adopt the organisation structures, processes and procedures to facilitate the discharge of Volleyball England business

The Board's enabling power

The Articles of Association based on the Sport England Code of Governance are the principal source of governance being followed by Volleyball England these may be supplemented by other legislation from time to time.

Appointment of Sub Groups and Committees to the Board

The Board is required by the Governance Code of Good Practice to establish two Committees of the Board, the Audit and Nominations Committees. The Board has also appointed a number of Sub Groups with delegated responsibility these are the Finance, Strategy and Risk Sub Group, the Technical and Talent Sub Group, the Core Market Sub Group and the Marketing and Commercial Sub Group. All groups are chaired by a member of the Board and report back and make recommendations to the Board.

There is also a Diversity Committee and as a sub group of the Strategy, Finance and Risk Sub Group the Remuneration Committee.

The Board may appoint other committees and Sub-Groups as it deems fit.



Responsibilities delegated by the Volleyball England Board to the Chief Executive and Senior Management Team

The Chief Executive is accountable to the Chairman and Directors of the Board for ensuring that its decisions are implemented, that the organisation works effectively, in accordance Volleyball England’s policies and procedures. The Chief Executive should be allowed full scope, within clearly defined delegated powers, for action in fulfilling the decisions of the Board.

The Chief Executive remains accountable for the operation of Volleyball England. They can and do delegate responsibility for certain matters to their staff; and also give staff authority to carry out certain activities on their behalf.

The Chief Executive expects that those to whom authority to make decisions has been delegated will do so in consultation with colleagues and members, where appropriate.

Financial decision making

Delegated Authority	Budget Transfers	Purchase Orders	Payments	Debt Write-Off	Contracts
COO [Final Approval]	ALL	ALL	ALL	ALL	ALL
2 x Directors	£10k +	£10k +	£10k +	£10k+	£10k+
1 x Director	< £10k	< £10k	< £10k	< £10k	< £10k
CEO	< £5k	< £5k	< £6k	< £5k	< £5k
SMT	< £3.5k	< £3.5k	< £4.5k	N/A	N/A
VE Coordinator	< £0.5k	< £0.5k	< £0.5k	N/A	N/A
Other VE Staff	N/A	< £0.1k	< £0.1k	N/A	N/A
Squad Managers	N/A	< £0.1k	< £0.1k	N/A	N/A