

 <b>YOUTH SPORT TRUST</b>	<b>Appendix II</b>	Document Number: YSTBToR01b
	YST Board ToR Schedule of Matters Reserved for the Board	Document Owner: F&G Director Approved by: CEO Version number: 3 Updated: April 2022 Review by: March 2026

### Schedule of Matters Reserved for the Board

<b>1. Strategy and Management</b>
1.1 Responsibility for the overall leadership of the YST and setting the YST's values and standards.
1.2 Approval of the YST's Strategy.
1.3 Approval of the YST's 3-year (minimum) Financial Plan.
1.4 Approval of the YST's annual operating and capital expenditure budgets and any material changes to them.
1.5 Oversight of the YST's operations ensuring: <ul style="list-style-type: none"> <li>• competent and prudent management;</li> <li>• sound planning;</li> <li>• adequate accounting and other records; and</li> <li>• compliance with statutory and regulatory obligations.</li> </ul>
1.6 Monitor of performance against the YST's strategic plan, business plan and budgets and ensuring that any necessary corrective action is taken.
<b>2. Reserves Policy</b>
2.1 Establish and maintain the YST's reserves policy.
<b>3. Financial Reporting and Controls</b>
3.1 *Approval of the Annual Report and Financial Statements.
3.2 *Approval of any significant changes in accounting policies or practices.
3.3 *Approval of material, unbudgeted, capital or operating expenditures (outside pre-determined tolerances).
<b>4. Internal Controls and Risk Management</b>
4.1 *Ensure maintenance of a sound system of internal control and risk management including: <ul style="list-style-type: none"> <li>• approving the YST's risk management, internal control procedures and business continuity plans;</li> <li>• undertaking an annual review of these; and</li> <li>• approving an appropriate risk management statement for inclusion in the annual report.</li> </ul>
4.2 Review of YST's strategic risks and the management of these.
<b>5. Contracts</b>
5.1 Approval of major capital projects and oversight over execution and delivery > £100k.
5.2 Approval of YST contracts, not in the ordinary course of business, for example, acquisitions or disposals (no limit).
<b>6. Stakeholders and Communication</b>
6.1 Annual review of YST's Stakeholder Engagement Strategy and monitoring of its delivery.
6.2 **Annual review of YST's People Plan.
6.3 ***Approval of press releases concerning matters decided by the Board.

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<b>7. Board Membership and other appointments</b>	
7.1	**Changes to the structure, size and composition of the board.
7.2	**Ensure adequate succession planning for the board and senior management to maintain an appropriate balance of skills and experience within the YST and on the Board.
7.3	**Appointments to the board.
7.4	**Selection of the Chair of the Board and the Chief Executive.
7.5	**Appointment of the Senior Independent Director to provide a sounding board for the Chair and to serve as intermediary for the other Directors when necessary.
7.6	**Membership and Chair of board committees.
7.7	**Continuation in office of Directors at the end of their term of office.
7.8	**Continuation in office of any Director at any time, including the suspension or termination of service of an executive director as an employee of the YST, subject to the law and their service contract.
7.9	**Appointment or removal of the Company Secretary.
7.10	*Appointment, reappointment or removal of the external auditor.
<b>8. Delegation of Authority</b>	
8.1	Approval of the division of responsibilities between the Chair and the Chief Executive Officer, which should be clearly established and set out in writing.
8.2	Approval of the delegated levels of authority, including the Chief Executive's authority limits (which must be in writing).
8.3	Establishing Board committees and approving their terms of reference and material changes thereto.
8.4	Receiving reports from Board committees on their activities.
<b>9. Corporate Governance Matters</b>	
9.1	**Undertaking a formal and rigorous annual review of Board performance, that of its committees and individual Directors, and the division of responsibilities.
9.2	**Determining the independence of Directors in light of their character, judgment and relationships.
9.3	**Review of the Charity's overall corporate governance arrangements.
9.4	**Approval of YST's Annual Governance Statement.
9.5	Approval and annual review of YST's Diversity and Inclusion Action Plan.

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<b>10. Policies</b>
10.1 ** Ensure an appropriate policy review schedule is in place and that policies are being updated in accordance with this.
<b>11. Other</b>
11.1 Any decision likely to have a material impact on the YST from any perspective, including, but not limited to, financial, operational, strategic or reputational.

\* Based on recommendations from the Audit & Risk Committee

\*\* Based on recommendations from the Nominations, Governance & Remuneration Committee

\*\*\* Final decision rests with Chair or Senior Independent Director in Chair's absence.

#### Amendment Log

Date	Change	Made by	Approved by
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