

YLCGA Sponsorship and Donation Acceptance Policy - Draft

The YLCGA is a not-for-profit organisation dedicated to the promotion and welfare of Ladies Amateur golf within the County of Yorkshire through Club Support, Education and Competition. As such it may at times wish to raise additional funds to further these aims. The Board must act in the best interests of the organisation when deciding to accept or refuse a sponsorship or donation.

The YLCGA wish to uphold the highest standard of 'fundraising' practice and to abide by the Fundraising Regulator's key principles and behaviours of any fundraising organisation: to be legal, open, honest and respectful. However, the YLCGA 'fundraising' activities shall be restricted to sponsorship or donations.

The YLCGA undertake to comply with relevant Law and Regulations, including the Proceeds of Crime Act, Data Protection, Tax and Gift Aid legislation.

This Policy sets out the principles and approach the YLCGA takes to consider sponsorship and donation acceptance.

SPONSORSHIP AND DONATION ACCEPTANCE

The YLCGA will consider potential sponsorship and donations individually. All sponsorships and donations will be assessed against three principles:

They must:

- support the objectives of the YLCGA
- reflect the integrity of the YLCGA
- not seek to influence the YLCGA in any way.

The Governance Committee is responsible for ensuring sponsorships and donations are assessed as they are received and monitored going forwards. The YLCGA will only accept sponsorships and donations which abide by the principles above and have no risk attached. If the Governance Committee has any concerns around a sponsorship or donation, these will be raised with the YLCGA Board and Executive Committee, and further enquiries will be made.

Where there is concern in relation to the criteria, and in accordance with the Code of Fundraising Practice, the YLCGA will undertake due diligence to establish the legitimacy of the sponsorship or donation. This may include requirement of proof of identity and proof of the source of funds. Our general Research, in accordance with Data Protection guidelines, may include reference to HM Treasury and Office of Financial Sanctions list and Companies' House database of disqualified directors.

YLCGA Board and Executive Committee members must also raise concerns about any sponsorship or donation when they have reasonable grounds for believing that an individual

lacks the capacity to make a decision to sponsor or donate and must not exploit vulnerable circumstances of any donor. Should the circumstances of the sponsor or donor change at any point during the relationship with the YLCGA, the YLCGA will reconsider the sponsorship or donation against these criteria.

The Governance Committee is responsible for ensuring sponsorships and donations are assessed and appraised for suitability. The YLCGA will only accept sponsorships and donations which abide by the principles set out above and have no risk attached. If the Governance Committee has any concerns around a sponsorship or donation, these will be raised with the YLCGA Board and Executive Committee; if the YLCGA Board or Executive Committee has any concerns around a sponsorship or donation, these will be raised with the Governance Committee. In either of the above cases further enquiries will be made.

Benefits relating to sponsorship or donations shall be negotiated by the Governance Committee, in consultation with the Board and Executive Committee.

The YLCGA will consider conflicts of interest in relation to sponsorship or donations from members of the Board or Executive Committee in accordance with the best interests of the YLCGA and its objectives.

SPONSORSHIP AND DONATION REFUSAL

If the YLCGA ultimately decide to refuse a sponsorship or donation, a careful record of that decision, and the reason for it, must be kept.

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A register of donors must be kept.