



DIRECTOR INDUCTION PACK

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1. Welcome to the Board

Thank you for stepping forward to serve as a Director of Pétanque England. You're joining a team that leads, protects, and champions the sport across the country — from local club nights to international championships.

This pack gives you a clear picture of:

- what the Board does
- what you're responsible for
- how we work together to support the sport and its people

2. What Is Pétanque England

Pétanque England is the national governing body for the sport in England.

We're a **Company Limited by Guarantee**, which means:

- we have members, not shareholders
- any surplus goes back into the sport
- our job is to grow, support, and represent pétanque at every level

We work with clubs, regions, volunteers, international federations, and Sport England to keep the sport healthy, safe, and moving forward.

3. Your Role as a Director

As a Director, you help shape the future of the sport. You're part of the team responsible for:

- setting the strategic direction
- ensuring good governance
- overseeing finances
- safeguarding players and volunteers
- supporting national competitions and pathways
- representing the interests of members and regions
- developing the structures & organisation to deliver on the Vision & Mission of PE

You're not expected to run day-to-day operations — your job is to guide, question, support, and make decisions that keep the organisation strong and accountable.

4. Your Legal Duties

As a Director of a company, you have legal duties under the Companies Act 2006. In practice, they can be summarised as:

- **Act within the rules** (our Articles of Association)
- **Put the organisation first**
- **Use your own judgement**
- **Apply your skills and experience**
- **Be open about conflicts of interest**
- **Avoid inappropriate benefits or gifts**
- **Be transparent about any personal interest in decisions**

These duties protect both the organisation and the people who run it.

5. Responsibilities Specific to PE

Directors at PE help ensure that the organisation:

- meets Sport England's governance expectations
- maintains strong safeguarding and welfare standards
- supports clubs and regions effectively
- runs fair and transparent competitions
- manages national squads responsibly
- communicates clearly and consistently
- acts with integrity and fairness

You're a guardian of the sport's reputation and future.

6. Financial Oversight

Directors are responsible for keeping the organisation financially healthy. That includes:

- approving budgets
- monitoring financial performance
- ensuring proper accounting records
- overseeing reserves and long-term planning
- understanding financial risks

Even with a Treasurer and finance volunteers, the Board remains accountable.

7. Governance Framework

To do your job well, you'll need to be familiar with the key documents that guide how PE operates.

Core Documents

- Articles of Association
- Membership Regulations
- Board Terms of Reference – See Articles of Association
- Committee Terms of Reference
 - Events Team
 - Other in process
- Codes of Conduct
- Conflict of Interest Policy – In process
- Safeguarding Policies – Update in process
- GDPR
- Equality, Diversity & Inclusion Policy – Update in process

Strategic Documents

- Strategic Plan – In process
- Annual Budget
- Risk Register - TBD
- Annual Report & Accounts

Operational Framework

- Regional structure
- Membership categories
- Competition calendar and squad structures

These documents help ensure consistency, fairness, and accountability.

8. Board Meetings & Decision-Making

As a Director, you're expected to:

- attend meetings regularly
- read papers in advance
- contribute constructively

- ask questions and challenge respectfully
- maintain confidentiality
- uphold the Nolan Principles. These are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
- support collective decisions once they're made

Good governance depends on open, honest, and respectful discussion.

9. Working With Members, Clubs & Regions

Directors play an important role in how PE interacts with the wider pétanque community.

You should:

- understand member expectations
- communicate clearly and consistently
- support clubs and regions
- help resolve issues fairly
- represent PE professionally at events

You're a visible ambassador for the sport.

10. Safeguarding, Welfare & Compliance

Safeguarding is a **whole-Board responsibility**.

Directors must ensure:

- policies are robust and up to date
- DBS and training requirements are met
- GDPR obligations are followed
- health & safety responsibilities are understood
- Sport England governance expectations are met

Everyone deserves to feel safe and welcome in the sport.

12. What Good Directors Look Like

Great Directors:

- put the sport and its people first
- ask thoughtful questions
- challenge respectfully

- support volunteers
- think long-term
- act with integrity
- help build a positive, inclusive culture
- Team players

You don't need to be perfect — just committed, curious, constructive and add value.

13. Expected Characteristics

Team Player

Collaborative, respectful, and open to different viewpoints.

Willing to Challenge

Comfortable asking questions and testing assumptions.

Collective Responsibility

Supports Board decisions and maintains confidentiality.

Protects PE's Reputation

Acts professionally and avoids behaviour that could cause harm.

14. Director Liabilities

PE is a **Company Limited by Guarantee**, which offers protection — but Directors still need to understand where personal liability can arise.

Limited Liability

You're not personally liable for company debts when acting properly.

Breach of Duties

Negligence, misconduct, or ignoring responsibilities can create personal risk.

Financial Mismanagement

Includes trading while insolvent or approving misleading accounts.

Regulatory Breaches

Covers safeguarding, GDPR, health & safety, and governance failures.

Safeguarding Failures

Serious neglect of duty can lead to personal accountability.

Wrongful Acts

Fraud, dishonesty, or unlawful payments are never protected.

D&O Insurance

PE currently holds Directors & Officers insurance.

Protecting Yourself

Act honestly, follow the Articles, declare conflicts, keep records, ask questions, and challenge when something doesn't feel right.

Appendix 1 – Roles and Responsibilities

Collective Responsibilities of the Board

- Setting strategy to meet the Vision and Mission of PE
- Ensuring good governance
- Overseeing finances
- Managing risk
- Representing the organisation
- Communicating with Members
- Representing PE outside the Membership

Individual Responsibilities of Directors

- Act in PE's best interests
- Use your skills and judgement
- Prepare for meetings
- Support collective decisions
- Protect PE's reputation

Responsibilities of the President

- Represent PE externally on sporting matters
- Be the head of the sporting activities of PE

Responsibilities of the Chair

- Lead the Board
- Set agendas and run meetings
- Support Directors
- Manage Board succession planning
- Ensure good governance
- Represent PE externally on corporate matters

Responsibilities of the Treasurer

- Monitor finances
- Report to the Board
- Ensure proper controls

- Support budgeting and planning

Responsibilities of the Secretary

- Scheduling and arrangement of dates for Board Meetings
- Collations & distribution of papers for Board Meetings
- Organisation and arrangement of General Meetings and Annual General Meetings
- Accurate recording of all meeting minutes and actions agreed
- Maintenance of document and policy review schedule

Responsibilities of Committee Chairs - TBD

- Lead their committees
- Report to the Board
- Manage Committee succession planning
- Ensure alignment with PE strategy

Responsibilities of Regional Presidents

- Act as the link between region and Board
- Communicate regional views
- Deliver the PE Vision & Mission on a local basis
- Support clubs and volunteers
- Promote PE policies and values
- Escalate risks or safeguarding concerns

Safeguarding Responsibilities

- Understand the policies
- Prioritise safety
- Escalate concerns promptly

Appendix II - Induction Checklist

As a new Director, you should receive:

- Articles of Association
- Membership Regulations
- Latest Annual Report & Accounts
- Strategic Plan - TBD
- Board and Committee structure – TBD
- Codes of Conduct – under review
- Conflict of Interest form - TBD
- Safeguarding and EDI policies - WIP
- Risk Register - TBD
- Meeting schedule
- Contact list for key officers
- A PE email account
- Access to PE databases
- Overview of current priorities