



Sidmouth Cricket, Tennis and Croquet Club

Sponsorship & Accepting Gifts Policy

1. Purpose

This policy sets out how SCTCC will consider and manage the acceptance of gifts, donations and sponsorship monies. Its purpose is to ensure that all income received supports the charitable objectives of SCTCC and does not compromise its integrity, independence, or reputation.

2. Scope

This policy applies to:

- All gifts, grants, donations and bequests from individuals, companies, and other organisations; and
- All sponsorships and partnerships that involve financial or in-kind support to SCTCC in excess of £2500.

It applies to Trustees, officers, members, staff, and volunteers acting on behalf of SCTCC.

3. Principles

SCTCC will:

- Act lawfully and in the charity's best interests in accepting or declining any donation or sponsorship.
- Ensure transparency and accountability in all fundraising and sponsorship activities.
- Protect the charity's independence and reputation, avoiding any association that could bring SCTCC into disrepute.
- Comply with all relevant laws and guidance, including Charity Commission guidance on fundraising, the Code of Fundraising Practice, and data protection legislation.

4. Accepting or Declining Gifts and Sponsorship

The SCTCC Trustees are required to approve or reject all gifts and sponsorship. The Trustees will accept gifts and sponsorship that:

- Support SCTCC's charitable purposes (promoting community participation in healthy recreation through Cricket, Tennis and Croquet at Sidmouth)
- Do not impose conditions inconsistent with SCTCC's objectives or independence; and
- Are free from suspicion of illegal or unethical origin.
- SCTCC may decline any gift or sponsorship if:
 - The source or nature of the gift could damage SCTCC's reputation.
 - Acceptance could be seen as endorsing a political, discriminatory, or unethical organisation.
 - The donor seeks influence over SCTCC's policies, decisions, or appointments.
 - The gift or sponsorship comes with unreasonable or inappropriate conditions; or
 - Accepting it would create a conflict of interest for any Trustee or officer of SCTCC

Where there is uncertainty, the matter shall be referred to the full Trustee Board for decision and recorded in the minutes.



5. Due Diligence

Before accepting significant gifts or sponsorship, SCTCC will undertake proportionate due diligence to:

- Confirm the identity and reputation of the donor or sponsor.
- Understand the source of funds; and
- Identify any potential conflicts of interest or reputational risks.

This may include open-source checks, discussions with the donor, and, if needed, consultation with professional advisors.

6. Use of Sponsorship Monies

Sponsorship arrangements must:

- Be consistent with SCTCC's charitable objectives.
- Be set out in a written agreement, clearly stating the purpose, duration, benefits, and financial terms.
- Avoid giving sponsors undue control or access to the Club's governance or operations; and
- Be approved by the Trustees or a subcommittee authorised by them.

All sponsorship income will be clearly recorded in SCTCC's accounts and acknowledged publicly, where appropriate.

7. Gifts in Kind

Non-financial gifts (equipment, services, or other benefits) will be assessed in the same way as monetary donations. Their fair value will be recorded in SCTCC's financial statements where practicable.

8. Record Keeping and Transparency

- All donations and sponsorships must be properly recorded in SCTCC's accounting records.
- The Trustees will report on significant donations and sponsorships in the Annual Report.

9. Conflicts of Interest

Trustees and officers must declare any actual or potential conflicts of interest connected with the offer or acceptance of any gift or sponsorship. Any conflicted Trustee must not take part in decisions relating to that matter.

10. Review

This policy will be reviewed by the Trustees at least every two years, or sooner if legislation or Charity Commission guidance changes.

Approved by the SCTCC Trustees

Date of Approval: 31st March 2026

Review Date: Bi-Annually or as required