

# RFL Community Trust – Minimum Standards

Section	Number	Minimum Standard	Tick Box
Overall Governance	1	Certificate of incorporation (including appropriate registration number e.g. Companies House / Charity Commission)	
	2	Governing document	
	3	Club - Foundation SLA	
	4	Statement of vision, mission, and values	
	5	Strategy and / or operational plan overview (Development Plan including Inclusion RL)	
	6	Minutes of last Annual General Meeting	
Finance	7	Three-year financial growth and sustainability plan	
	8	Most recent annual report and accounts	
	9	Reserves policy	
	10	Public Liability / Employers Liability Insurance certificate	
Staff	11	Staff chart / organogram	
	12	Staff handbook (to include code of conduct and grievance policy)	
	13	Staff and volunteer induction policy	
	14	Staff single central register	
Policies & Procedures	15	Volunteer policy and procedure (to include code of conduct)	
	16	Safeguarding policy and procedure	
	17	Equality, diversity, and inclusion policy and procedures	
	18	Health and safety policy and procedures	
	19	Data protection policy and procedures	
	20	Environmental and sustainability policy and procedures	
	21	Monitoring and evaluation policy and/or procedure	