

Welsh Sports Association

Carbon Reduction Plan

2025/26

Introduction

The WSA vision is for Wales is to be a “Vibrant Active, Nation”

We aim to achieve net zero as an organisation from 2050. To achieve this ambitious aim, we will make reducing carbon emissions integral to all business planning and decision-making processes.

This Carbon Reduction Plan details the key initiatives we will put in place as our business grows to achieve our Net Zero ambitions.

Legislative & Policy Context

The climate crisis is one of the biggest challenges of our time. Wales declared a climate emergency in 2019 and the Welsh Government has legislated to reduce greenhouse gas emissions to net zero by 2050.

This Carbon Reduction Plan supports:

- The 17 UN Sustainability Development Goals SDG (<https://sdgs.un.org/goals>), which cover global issues such as poverty, inequality, and climate change and which the private sector is expected to contribute towards.
- The Well-being of Future Generations (Wales) Act (2015) (<https://www.futuregenerations.wales/about-us/future-generations-act/>), which provides a framework for sustainable development in Wales and aims to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- The Environment (Wales) Act 2016 (<https://www.gov.wales/environment-wales-act-2016-factsheets>), which requires Wales to reduce greenhouse gas emissions to net zero for the year 2050 and introduces several measures to improve and protect the environment in Wales.
- Prosperity for All: A Low Carbon Wales (<https://www.gov.wales/prosperity-all-low-carbon-wales>) and Net Zero Wales Carbon Budget 2 (<https://www.gov.wales/towards-zero-waste-our-waste-strategy>), which set out the different commitments and actions needed from Welsh individuals, businesses, and the public sector in order to reach net zero emissions by 2050.
- The Towards Zero Waste (<https://www.gov.wales/towards-zero-waste-our-waste-strategy>) and Beyond Recycling (<https://www.gov.wales/beyond-recycling>) strategies which set out the actions needed for Wales to become a zero-waste nation by 2050 while maximising on the economic potential from the circular economy.

Baseline and Current Emissions

Baseline emissions are the reference point against which emissions reduction can be measured. They are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions.

This is our first time calculating our emissions, so baseline and current emissions are the same.

Baseline Year: 2024/25	
Additional Details relating to the Baseline Emissions calculations.	
Data collected for the period Jan-Dec 2024	
Current year emissions:	
Scope 1	0 tCO₂e
Scope 2	1.40 tCO₂e
Scope 3	3.49 tCO₂e
Total Emissions (tCO₂e)	4.89 tCO₂e

Scope 1:

We do not have any relevant Scope 1 emissions as we use air conditioning to heat/cool the office and not have any commercial vehicles. Emissions from the leakage of refrigerants from the air conditioning unit have not been included as we do not have data on this, and it is likely to make up only a small fraction of our emissions.

Scope 2:

Electricity consumption from lighting and laptop use in the office make up our Scope 2 emissions. Due to renting the room from our landlords we don't receive official utility bills, and the landlord is unable to give exact figures for our usage and so we have had to estimate our electricity consumption. We have done this by approximating how long the lighting and laptops are in use for and using average electrical consumption data for lighting/laptop use. We are not able to include the air conditioning electrical consumption as it is currently not being logged, and the landlord is unable to give exact figures for our usage. We have decided not to estimate electricity consumption based on office floor area as we only use the office 2/3 days a week and so that method would overestimate our emissions.

Scope 3:

The Scope 3 emissions relevant to our business include: employee commuting and travelling to events and meetings, supply chain, upstream transport and distribution, and waste generated by the business. We have estimated emissions from employee commuting and travelling to events and meetings through asking staff to complete a rough travel log for commuting and work-related journeys. We have not included emissions from supply chain, waste generated and upstream transport and distribution as we do not have the required data for these categories yet. We are working to include it for our next report.

A large source of our emissions likely comes from the events that we host- staff and member travel, procurement of event suppliers, and energy consumption from the buildings we host the events at. In the future, we hope to be able to include emissions from events that we have hosted by asking attendees to complete travel surveys and getting energy consumption data from the venues. We will aim to include this in our next report.

Net Zero Target

In order to be net zero, we need to first make a reduction in our carbon emissions and then offsetting as a last resort. Any offsetting will be used to counteract the essential emissions that remain after all available reduction initiatives have been implemented.

In order to be Net Zero, we have adopted the following carbon reduction target:

We project that carbon emissions will decrease by ~20% by 2030. This is a preliminary target for now as we predict our emissions to increase in our next report as we collect more accurate data for our Scope 2&3 emissions. Once we have this, we will use it to set a more accurate reduction target.

Methodology and governance

The rest of this action report lists the carbon reduction projects we will need to complete to meet our carbon reduction targets and to become Net Zero.

Our Sustainability Champion will monitor our progress against the projects set out in this Action Plan and ensure that we meet the targets set.

The Sustainability Champion will review our progress annually and publish the findings in an annual sustainability report. They will also regularly report our progress to our key stakeholders.

Carbon Reduction Projects

1. Completed Initiatives (prior to 2025/2026)

The following carbon reduction measures and projects have been completed prior to creating this action plan:

- Identified a sustainability Champions for the business – Sion Jones and Poppy Riley
- Conducted a staff commuting survey
- Created data bases to collect travel and electrical emissions statistics going forward.
- Collected secondary data of Carbon emissions from the business.
- Held yearly Sustainability Conference to promote sustainability discussions throughout the sector.
- Secured £100,000 of funding for sustainability projects for the sector.
- Offer Cycle to Work Scheme.
- Partnered with sustainable companies such as 2buy2, You.Smart.Thing, CalQrisk and Harlequin printing and packaging to provide value and sustainable options for the sector.
- Provided sustainability training for the sector.
- Partnered with Kate Strong to help deliver the Taff Tidy world record attempt to clean up the river Taff.
- Members of BASIS and staff taken part in Carbon Literacy training.

2. Calculate Our Emissions

To manage our emissions, we need to regularly monitor and record our emissions. This data capture plan is how we plan to measure and record our emissions going forward. The Sustainability Champion is responsible for collecting and recording the data as well as publishing the annual emissions report.

Action	Target	Timeframe	Responsible	Cost
Maintain databases to calculate our total Scope 1,2 & 3 emissions.	Collect and maintain carbon emissions.	ASAP	Sustainability Champion	£
Create log database for air condition usage.	Collect Scope 1 emissions statistics	ASAP	Sustainability Champion	£
Create log database for air condition usage.	Collect Scope 1 emissions statistics	ASAP	Sustainability Champion	£
Create questionnaire to collect carbon statistics and	Collect energy usage of all	Next 12 months	Lead booker of event	£

send to venues before holding events.	2025/26 WSA events			
Create staff questionnaire on energy usage while working from home.	Collect work from home statistics	ASAP	Sustainability Champion	£

3. Transport

A large source of GHG emissions comes from transport- petrol and diesel consumption from employee commuting to work and events. Therefore, we will focus our reduction efforts on this sector.

Action	Key Performance Indicators	Timeframe	Responsible	Cost
Employee/Client Travel				
Conduct a member travel survey to better understand how members travel to each event.	Event travel study conducted	Short term	Sustainability team and lead event organiser	£
Create You.Smart.Thing route planners for each journey and the commute to work	Encourage and increase number of staff taking public transport to and for work events.	ASAP	Sustainability team	£

Develop and implement a sustainable travel policy for both business travel which aligns with the sustainable transport hierarchy. For instance, a sustainable travel policy may include: 1) Commitment to the sustainable travel hierarchy for business travel and commuting where possible 2) Details of any benefits or incentives in place (e.g. cycle to work scheme, higher reimbursement rates for preferred methods of business travel) 3) Staff obligations when planning business travel (e.g. an obligation to check all public transport routes, list of 'eco-friendly' hotels to book from or what to look out for when booking a more sustainable hotel). Ensure the developed policy is effectively communicated with staff.	Sustainable transport policy created	Short term	Business development manager	£
Via the sustainable travel policy, where active or public transport is not possible, encourage carpooling by encouraging communication between employees and volunteers travelling to the same destination.	Carpool policy created	Medium term	Business development manager	£
Implement a salary sacrifice scheme to encourage uptake of EV cars by staff	Salary sacrifice scheme implemented	Short term	Human Resources, sustainability team, staff, external consultants	£-££
Transportation and Distribution within the Value Chain				

Work with Sport Wales registry to identify the supply chain of office equipment the business uses and purchase.	Collect the supply chain of office equipment statistics.	Mid-Term	Sustainability Champion	£
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4. Energy & Water Efficiency

Large source of the business GHG emissions comes from the energy usage used in the office and from working from home. We're committed to increasing our energy efficiency and reducing the carbon output of our equipment.

Action	Key Performance Indicators	Timeframe	Responsible	Cost
Engage with landlords on leased operational buildings, energy efficacy and collect primary data for consumption.	Number of discussions had with landlord regarding type of energy usage and sustainable building procedures.	ASAP	Sustainability champions	£
Reminding staff to turn off equipment and last member of team leaving the office go around and ensure all unessential electricals are turned off.	Leaving no office equipment on standby	ASAP	Whole WSA Team	£
When purchasing new office equipment researching and comparing devices to the average UK wattage.	All office equipment under UK average wattage for device	ASAP	Sustainability Champion	£-££
Conduct an annual energy usage review every quarter	Energy audit completed Annual energy consumption	Every quarter	Sustainability champion	£

Staff training initiatives held to communicate to staff how their own behaviour can assist in reducing energy use, both at home and in operational buildings. This could include signposting staff to relevant resources and Government support available to improve their home energy efficiency when working from home.	Number of staff training sessions held Annual energy consumption	Short term	Human Resources, facilities manager, staff	£
Create data base and record all water cooler tanks purchased and consumed.	Collect water usage statistics	Short term	Sustainability lead	£

5. Waste

We produce minimal waste from our work as we aim to reuse products as much as possible. Any damaged materials are recycled accordingly. We will focus efforts on reducing waste generated at our office.

Action	Key Performance Indicators	Timeframe	Responsible	Cost
Engage with landlord to review waste management producers.	Waste management strategy created	Short term	Sustainability team and building staff	£
Ensuring that staff are following best practice is essential to achieving high recycling rates/reduced waste. Offer expanded guidance on best waste practices and hold training sessions.	Number of staff training sessions held Recycling rates	Short term	Sustainability team, external trainers, staff	£-££
Set up a plan to record how much waste we send to be recycled/ disposed of and set annual targets to reduce this.	Waste reduction targets set	Short term	Sustainability team	£

Review amount of items that go unused and then wasted, such as food or textiles, and work to purchase only what is needed. Increase the amount of items that are reused internally.	Waste audit undertaken Amount of waste generated	Short term	Sustainability team, contracts/procurement team	£
Ensure that staff have the understanding of how to make electronic notes and that paper is only used for documents that cannot be dealt with digitally.	Number of staff using digital processes Amount of paper materials procured/recycled	Short term	Sustainability champion	£
If internal reuse of some items is not feasible as the business no longer has the need, they could be exchanged with other businesses or donated to schools or charities to avoid perfectly functional items being sent to waste.	Reuse feasibility study conducted	Short term	Sustainability Champion	£
Explore opportunities for members to repair/recycle donated goods which are not fit for sale/use.	Repair/Recycle Feasibility study completed	Medium term	Sustainability champion	£-££

6. Procurement

Due to the nature of our business, we don't use many or specialists' materials and products but where we can, we will aim to prioritise locally sourced, sustainable materials.

Action	Key Performance Indicators	Timeframe	Responsible	Cost
Encourage re-use principles for items such as furniture, IT equipment, and office supplies, amongst others.	Reuse policy implemented	Medium term	Business development manager	£

Engage with Sports Wales registry to review products materials that is used	Collect product material information	ASAP	Sustainability Champion	£
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Declaration & Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).



Name: Andrew Howard

Position: Chief Executive Officer

Date: 01 April 2025

Next review date: 01 April 2026