

The Sports Councils: Recognition process

Applicant Guidance 2017

'The aim of recognition is to identify sporting activities, and a single lead NGB structure ideally (or joined up structure with clear lines of communication and responsibility at the very least) operating at UK, GB or Home Country level that satisfies published criteria on governance related issues and structures. In Northern Ireland an organisation may operate on an All-Ireland or Ulster Provincial basis, (Sports Councils 'Recognition Policy 2017)

General Guidance

- This 'Applicant Guidance' should be read in conjunction with the 'Sports Councils' Recognition Policy 2017' which can be found on each of the Sports Councils websites, along with other information relating to the recognition process.
- Recognition applications should only be made by the national governing bodies (NGB) for a sport. **Regional or county associations, clubs or individuals should not apply.**
- This recognition process applies for recognition of a sport as well as you as the national governing body of that sport.
- The recognition process is in two-stages; a **'pre-application' stage followed by a 'full application' stage**. The stages should be viewed as a single process. Unless you are confident your organisation can meet all the criteria (for pre-application and full application) then you should not submit any applications and time should be spent meeting the criteria. Only then should a pre-application be made to the Sports Council.
- After successfully completing the pre-application stage of the process, applicants will be invited to meet with the respective Sports Council to discuss their full application. From the date of this meeting, applicants have 12 months to submit the full application. After the 12 month deadline, if a full application is not received, the pre-application pass will be cancelled and applicants will need to begin the process again.
- Throughout the process, reference is made to the geographical jurisdictions of the Home Countries, Great Britain (GB) and United Kingdom (UK). For the avoidance of doubt and confusion, the Sports Councils consider the jurisdictions to be the following:
 - Home Country – England, Scotland, Wales or Northern Ireland in the singular or combination
 - GB – England, Scotland and Wales together
 - UK – England, Scotland, Wales and Northern Ireland together
 - British – England, Scotland, Wales and Northern Ireland together

Applicant organisations should be named appropriately to the jurisdiction within which they govern.

Pre-Application Guidance

- The information provided in your pre-application will be used by the Sports Council(s) to determine whether applicants can proceed to the **full application process**.
- The pre-application is the **first of a two stage process**, ultimately leading, if successful, to recognition of the sport and organisation by the Sports Council(s).
- **All the criteria** in your pre-application will be scored strictly on a PASS or FAIL. You must meet all the criteria in order for your pre-application to be APPROVED. You must also provide all the documents and evidence requested. Failure to do so will mean your pre-application will not be approved.
- **If your organisation does not currently meet all the pre-application criteria, to save time for your organisation, it would be more appropriate to invest resource in making the appropriate changes or developing your organisation in line with the below guidance, and then, only making an application when you feel your organisation is in a position to pass both pre and full criteria.**
- If, having read all of the supporting guidance below and, after discussion with the Sports Council (s), you feel your organisation fully meets all the criteria and will achieve a PASS on each item, then please progress and complete an application form.

Applications should not be completed without prior discussion with the appropriate Sports Council (s). Contact details can be found on the Sports Council website.

How to complete this form

- Type your responses to the questions in the light blue boxes provided. The boxes will expand automatically as needed.
- If you wish to refer to information on your website, please copy the text into your application, or append it as a separate document. Please do not answer questions by simply stating 'see our website' in general terms. The exception to this is for the 'Affiliation' question (letter d), where a link to the page or section of the international body's website containing confirmation of your status, is an acceptable way to evidence affiliation.
- If you are sending in supporting documentation please ensure that it is titled to reference the section of the form it relates to and the narrative references the attached document(s).
- Please note the Data Protection and Freedom of Information notices at the end of the pre-application form

About you and your organisation

- Please complete the details about your organisation.
- Please ensure you include both the legal registered name of your organisation and the trading name of the organisation, if these are different. If they are the same, please answer the same in both boxes. For companies or charities, the legal registered name should be the name by which the company is registered at Companies House and/or the Charity Commission, whilst the trading name is the name it is known by publicly.
- Please provide the relevant registration number e.g. for Companies House or Charities Commission, if appropriate.

- As part of the assessment process, we will consult Companies House and/or Charities Commission websites to verify your details.
- Please indicate the legal status of your organisation. NGBs are usually, either:
 - Companies limited by guarantee
 - Companies limited by guarantee with charitable status
 - Registered charities
 - Unincorporated bodies or associations
 - Other (if other, please give details)
- Throughout the process, reference is made to the geographical jurisdictions of the Home Countries, Great Britain (GB) and United Kingdom (UK). For the avoidance of doubt and confusion, the Sports Councils consider the jurisdictions to be the following:
 - Home Country – England, Scotland, Wales or Northern Ireland in the singular or combination
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 - UK – England, Scotland, Wales and Northern Ireland together
 - British – England, Scotland, Wales and Northern Ireland together

Applicant organisations should be named appropriately to the jurisdiction within which they govern.

a) Sporting Activity

CRITERIA: We will assess whether or not your sport meets the definition of sport contained in Council of Europe’s European Sports Charter – revised 2001, which is as follows:

“Sport means all forms of physical activity which, through casual or organised participation aim at expressing or improving physical fitness and mental well-being, forming social relationships or obtaining results in competition at all

- For the purposes of recognition, the Sports Councils will only consider the human physical skill and effort involved in playing the sport. Any physical effort and skill required to prepare for the sport to take place (e.g. preparation of playing fields, animal husbandry, travelling to and from a place where the sport is played) will not be taken into consideration for the purposes of recognition. The purpose of the activity must be solely for sport, as defined above, and not a means to another end. By this we mean that the activity is carried out with sport as the primary objective and not secondary purpose e.g. gardening typically involves exertion, however the physical activity in gardening is expended to ensure the upkeep and appearance of a garden or growing of vegetable crops, whilst the physical activity expended in playing football is for no other reason than the game of football itself.
- Further to this, ethical considerations will be taken into account. For example, it must be demonstrated that there are no barriers to participation that could be viewed as an inequity of access. The activity also must be one that is not prohibited in any way by UK law.
- Please describe the sport that you wish to have recognised.

This should include:

- A short history of the sport – when was it first played, where did it originate from, how long has it been played in the UK?
- A brief description of the sport – is it a competitive team or individual game, or a non-competitive pursuit; how long does the sport normally last, how many people are on each 'side', how are winners or losers decided?
- A description of the physical effort and skills required to play the sport
- If the sport comprises of different disciplines within the main activity, please describe these and how they differ from each other.

b) Organisation history

CRITERIA: The organisation must normally have been in operation for a minimum of two years as evidenced by certified or appropriately signed off accounts for the last two financial years and the minutes of the last two years' AGMs.

- This must be evidenced by submission of your certified or independently verified annual accounts for the last two years. These should be as up-to-date as possible and ideally signed off within 10 months of pre-application submission.
- This must also be evidenced by submission of your AGM minutes, for the last two years.
- The only instances where the Sports Councils will consider waiving the requirement to have been operating for at least two years is where a new national governing body has been formed from a merger or re-structuring of existing recognised national governing bodies. In such cases, we will require documentary evidence of the change e.g. AGM minutes of both bodies approving a merger.

c) Constitutional structure

CRITERIA: The governing body should have a constitution or memorandum and articles of association relevant to the jurisdiction in which it operates and for which it is applying (i.e. England, Wales, Scotland or Northern Ireland). The NGB must list the jurisdictions which it is applying for. The NGB should show robust management and governance procedures in accordance with the Recognition Applications and Guidance Notes and in accordance with good practice promoted by the Sports Councils. A full list of Board members needs to be provided and board composition needs to be clear.

Constitution or Memorandum and Articles of Association

- Your pre-application and supporting documents should show us that your organisation is appropriately governed. Further information on good governance for NGBs can be found on the Home Country Sports Council websites
- Please provide a copy of your organisation's governing document. Your organisation's governing document should:
 - Be in the correct name of the applying organisation
 - Define the geographical jurisdiction in which you operate (i.e. England, Wales, Scotland, Northern Ireland, Great Britain, the United Kingdom or All-Ireland).
 - Be up-to-date and the latest version (including being up-to-date with the versions on Companies House, if you are a registered company and/or Charities Commission, if a registered charity)
 - Include appropriate constitutional objects e.g. powers to govern your sport within a specified geographical area
 - If your organisation is a charitable organisation, include a not-for-profit statement
 - If your organisation is a charitable organisation, include a dissolution clause that is charitable in nature e.g. on winding up of the organisation, does not distribute any surplus funds amongst members but agrees to give or transfer them to other community sport non-profit making organisations.
 - Describe your organisation's membership structure. You should make it clear if your membership is made up of individuals or if it is comprised of clubs or association. You should also describe the rules for membership, including how members can join and the openness of your membership policy. We will also expect your constitution to allow members to influence and decide upon how and by whom your organisation is run e.g. by attending and voting at your AGMs. (When assessing this, we will make reference to how a 'member' of your organisation is defined in your constitution – see section 6 below).
 - Include details of meetings, roles and voting procedures, quorum levels etc....

Board members

- Please provide the names of the current members of your board. These should include a minimum of three non-related, non-cohabiting board members.
- We expect the names of current board members/directors to match the details held on Companies House and/or Charities Commission (for registered companies/charities)
- This may mean you need to update your details at Companies House/Charities Commission prior to submission.

d) Affiliation

CRITERIA: The governing body can demonstrate that it is affiliated to the UK (or GB or Irish) NGB for its sport, and the international governing body for the sport (where these exist). As guidance, this would preferably be an international federation that is recognised by or connected to the International Olympic Committee or Commonwealth Games Federation.

- You must demonstrate direct or indirect affiliation to the UK (or Irish) or international governing body for your sport (as appropriate to the sport), if such a body exists.
- Please list the international organisations for your sport, that you are a member of or are affiliated to. Please provide evidence of this e.g.
 - a letter confirming affiliation
 - links to the website of the body you are affiliated to, that clearly shows your affiliation/membership
- If you are Home Country body that is not a member of an international body but is, instead a member of a GB or UK body or bodies for your sport, please list those bodies. You must also list the international body or bodies for your sport that this overall GB or UK body is a member of e.g. your affiliation to an international body by virtue of your membership or affiliation to a specific GB or UK body.

e) Governing body influence

CRITERIA: The NGB must demonstrate that it is the leading body for the sporting activity within its jurisdiction, that it has influence throughout the sporting activity, and that it is working in co-operation with other organisations within its sport, or that other organisations have minimal influence within the sport.

- The sporting activity must be defined by a set of rules which are accepted throughout the sport, and the NGB should be in a position to own, control or influence the rules.
- **Only one organisation can be recognised for a specific jurisdiction** i.e. this allows for one UK wide NGB, one English body, one Welsh body, one Scottish body and one Northern Irish body or one all Ireland body, where all exist, to be recognised alongside one another. Where other NGBs operate within the same jurisdiction the applicant should demonstrate that it is better placed than others to govern and develop the sport. If an organisation applies to be recognised as the NGB for a sport for which there is already a recognised NGB in its jurisdiction then this section of the pre-application form will be critical. The NGB will need to demonstrate that it has more influence and should be the recognised NGB for the jurisdiction and if appropriate will need to detail the reasons why the incumbent NGB is less able to represent the sport.
- You must demonstrate you are the leading governing body for the sport, within your specific geographical jurisdiction.
- The Sports Councils' policy is to only recognise one NGB for a sport within a single, specific geographical jurisdiction. A single sport could, therefore, have as many as five recognised NGBs e.g. four responsible for governing the sport in each Home Country and the fifth being a UK-wide body with responsibilities for such areas as the national competitions or elite athlete development.
- However, situations can arise where more than one unrecognised NGB operates in the same geographical jurisdiction. In such instances, the Sports Councils will look to recognise the most influential NGB. Where it is apparent that no NGB has any greater influence than another, the Sports Councils may choose not to recognise an NGB.
- You should use this section of the pre-application form to demonstrate that your organisation is best placed to govern and develop your sport in the geographical jurisdiction in which you operate.
- If another NGB or NGBs are operating in the same geographical jurisdiction, you should use this section in particular, to show us how your organisation is better

placed than other NGBs to govern and develop your sport in that geographical jurisdiction and why we should recognise you and not any other NGB. This applies whether or not the other NGB is already recognised by us or not.

- Under the 1998 Belfast Agreement, people from Northern Ireland have the right to identify themselves and be accepted as Irish or British or both. UK and all bodies from Ireland, applying to be recognised in the jurisdiction of Northern Ireland, are expected to provide evidence of agreement or arrangements which are in place to ensure an athlete's right to choose their country of representation are accommodated and that the Agreement is being adhered to.

Regarding completing this section of the application form;

- Please clearly state the geographical jurisdiction in which your organisation operates.
- Please outline your organisation's set of rules for the sport and how you own, control or influence these.
- Please make the case for why your organisation is the most influential NGB for your sport in the geographical jurisdiction. If there is more than one NGB, you need to describe why your organisation is better positioned than any other NGBs to govern your sport and why you should be recognised and not another NGB. In doing this, you could consider areas such as:
 - Membership numbers showing your organisation has more members than any other NGB for your sport
 - Evidence to suggest your organisation is the only NGB within your geographical jurisdiction and your organisation's role in influencing, enforcing and developing the rules of the sport

f) Membership numbers

CRITERIA: The NGB must be able to evidence a current membership level (individual members) in excess of the following thresholds (dependent on the jurisdiction):

- **UK-wide body** **1650 individual members**
- **GB-wide body** **1500 individual members**

If your organisation's jurisdiction is restricted to one of the Home Countries, the thresholds are:

- **England-only body** **750 individual members**
- **Scotland-only body** **500 individual members**
- **Wales-only body** **250 individual members**
- **NI-only body** **150 individual members**

- For the purposes of these criteria a member will be considered to be '***an individual who has the right to directly or indirectly influence the way the organisation is run and who runs it. This can be their influence on decision making in the organisation, and their right to have their opinions heard, either directly to you as a National Governing body or via affiliated member organisations***'.
- These number thresholds should relate to the number of individual members the NGB has direct influence over. Depending on how your membership is structured,

these individuals may be members directly of your organisation or members of clubs or associations that are, in turn, members of your organisation.

- UK-wide and GB-wide NGBs must breakdown their member numbers by each Home Country, although please note it is not necessary for UK- or GB-wide NGBs to meet the specific member thresholds for each Home Country (i.e. a 'shortfall' of members on one Home Country may be compensated for by exceeding the threshold for another). If your members are split between active and affiliate members, please note this and any other relevant segmentation of members.
- Please also show which members can be considered to be current, i.e. they pay a regular subscription, receive regular communication or other method of showing that the numbers provided reflect a robust assessment of the current membership base.
- Please note: Sports Councils may waive the threshold requirement but only in **exceptional circumstances**. This will only be considered on rare occasions and where the sports have demonstrated significant growth and have clear plans for future growth or for Olympic/Paralympic or Commonwealth Games sports. This will be at Sports Council discretion. Unless your organisation can evidence membership numbers that exceed the thresholds stated it is unlikely that your organisation will meet these criteria and, therefore, we encourage you not to apply. If you feel your organisation should be considered under discretionary assessment, based on the details above, please call the Sports Council in question and confirm, prior to submission of any pre-recognition application.
- Please provide evidence of this. This might take the form of one, or a combination of, the examples below:
 - Counts of individual members taken from your membership database
 - Informed estimate, based on the number of clubs and typical members per club
 - Letters from your member clubs or associations confirming the number of individuals they have in their membership
 - An estimate based on the revenues from membership fees earned per year, divided by the typical cost per member
- Examples we **will not** accept as evidence to support individual member numbers are: number of Facebook likes or group members, number of website hits, or number of competition entries. These may include multiple entries for single individuals and don't necessarily demonstrate membership of the organisation.

g) Accuracy of application

- Please complete the required statements. Failure to complete the declaration will result in the application being unsuccessful.

h) Privacy notices

- Please complete the required statements. Failure to complete the declaration will result in the application being unsuccessful.
- Please complete the details of any documents deemed as confidential.

Once you are satisfied that the pre-application form fulfils **all** of the criteria detailed above, please return to the appropriate Sports Council for assessment and decision.

The Sports Councils: Recognition process

Full Application-Applicant Guidance

General guidance

This applicant guidance should be read in conjunction with the 'Sports Councils' Recognition Policy 2017.

The recognition process is a two-stage process, beginning with the 'pre-application' stage and is followed by the 'full application' stage.

FULL Applications should not be completed without prior approval at PRE-APPLICATION stage from the appropriate Sports Council.

Applicants can only progress to this FULL APPLICATION stage once PRE-APPLICATION has been approved and the organisation has met with the appropriate Sports Council to discuss the next steps.

Full Application Guidance

- The information provided in this application will be used by the Sports Council(s) to determine whether applicants meet the full application criteria and if they do so, will become a recognised sport and NGB with the UK Recognition Panel and the home nation Sports Councils.
- This is the final stage of a two stage process leading, if successful, to recognition of the organisation by the Sports Council(s).
- After successfully completing the pre-application stage of the process, applicants will be invited to meet with the respective Sports Council to discuss their full application. From the date of this meeting, applicants have 12 months to submit the full application. After the 12 month deadline, if a full application is not received, the pre-application pass will be cancelled and should applicants wish to continue with an application they will need to begin the process again.
- Evidence for all criteria and submission of all stated documents requested is compulsory. Incomplete applications will be marked as a NOT APPROVED
- Criteria in this full application are marked as either PASS, or FAIL.
- All criteria must be marked with a PASS to enable the assessor to recommend the sport and NGB be fully recognised. Any FAIL marks will mean the full application is not recommended for recognition.
- If you feel your organisation will not currently meet all the FULL APPLICATION criteria, to save time for your organisation, it would be more appropriate to invest resource in making the appropriate changes or developing your organisation in line with the below guidance, and then, only making a FULL application when you feel your organisation is in a position to pass.
- If, having read all of the supporting guidance below and, after discussion with the Sports Council (s), you feel your organisation fully meets all the criteria and will achieve a PASS on each item, then please progress and complete an application form.

How to complete this form

- Type your responses to the questions in the light blue boxes provided. The boxes will expand automatically as needed.
- If you are referring to information that is on your website, please copy the text of this into your application, or append as a separate document. Please do not give an answer such as 'see our website' in general terms.
- Where you are describing your work, please provide examples and evidence to quantify your statements. This will help the assessor understand the scale of your work.
- Please note the data protection and freedom of information notices at the end of this form.

a) Governance Structure

CRITERIA: The organisation should meet minimum governance standards for the relevant Home Country Sports Councils and should be able to evidence statements on anti-doping, safeguarding, equality, complaints and conflicts of interest that are relevant to the Home Countries for which it is applying for jurisdiction in.

Where a sporting activity presents a risk of injury, the organisation should demonstrate that it has taken measures to minimise and control risk to participants and has in place appropriate policies to manage the risk (this may include public liability insurance where appropriate).

If any details regarding your organisation's governance structure have changed since the approval of your PRE-APPLICATION, it is your responsibility to inform your Sports Council prior to FULL APPLICATION. This includes changes to your legal entity, trading arrangements or governing documents. You may be required to submit new evidence or documentation to support the changes.

- Your application and supporting documents should show us that your organisation is appropriately governed.
- The Home Country Sports Councils deem the minimum governance standards to include the following policy documents, relevant to the organisation's jurisdiction;
 - Anti-Doping Policy
 - Child Protection and Safeguarding Vulnerable Adults Policy
 - Equality and Diversity Policy
 - Complaints, Disciplinary or Grievance Policy
 - Conflict of Interest Policy
- Your application should be accompanied by submission of a separate policy document for all of the above policies for your organisation.
- The policies should include, as a minimum, the following:
 - a) a policy statement
 - b) clear objectives
 - c) scope of the policy
 - d) implementation and procedures
 - e) monitoring and evaluation of policy.

- The policies should include details of the person within your organisation who is responsible for this area and would deal with any issues raised.
- Your application should be accompanied by evidence that all the policies have been formally approved and adopted by your organisation in the form of relevant Board/AGM minutes.
- The policy documents provided should cover the following areas:

Anti-Doping Policy

The policy should include, as a minimum, the following;

- a) a policy statement
- b) clear objectives
- c) scope of the policy
- d) implementation and procedures
- e) monitoring and evaluation of policy.
- The policy should include details of the person within your organisation who is responsible for this area and would deal with any issues raised.
- More information on anti-doping policies and procedures can be found at the UK Anti-Doping website <http://www.ukad.org.uk/>

Child Protection and Safeguarding Vulnerable Adults Policy

The policy should include;

Policy Statement

- Include a description of the organisation, what it does and how children and vulnerable adults are involved.
- Include a commitment from senior management to safeguarding and protecting children and vulnerable adults.
- Include references to relevant legislation.

Objectives

- Include clear objectives for child protection and safeguarding vulnerable adults in your sport.

Scope

- Include details on the scope of the policy e.g. who it applies to within your organisation. It should apply to all people working (paid and unpaid) in your sport.

Implementation and procedures

- Describe how child protection and safeguarding information is communicated to all parties including coaches, parents and children.
- Encourage positive staff/volunteer behaviour:
 - Identify safe recruitment procedures for all staff/volunteers in contact with children and vulnerable adults.
 - Include a staff/volunteer induction that includes the safeguarding policy/procedures.
 - Describe safeguarding training requirements for roles.
- Provide clear guidelines:
 - including definitions of the four primary categories of abuse, bullying and poor practice.

- including information on the additional vulnerabilities of some children and vulnerable adults.
- clarifying expected standards of behaviour, with breaches linked to complaints, disciplinary or grievance procedures.
- for responding to child protection and safeguarding concerns (about the behaviour of staff/volunteers, and those arising in the community e.g. at home, school etc....)
- Include or signpost to information about support services.
- Link to or include other practice guidance e.g. events, photography, transport, social media, anti-bullying as appropriate.

Monitoring and evaluation of policy

- Include details of when the policy was adopted by the Board/AGM.
- Include details of a schedule of review or a date for review of the policy.
- Include details of any amends made to the policy to keep in line with current legislation.

Responsibility

- Identify a person responsible for child protection and safeguarding in your organisation.
- Include details about how they can be contacted if there is a concern.
- Include contact details for sources of support (Children's Social Care, Local Authority Designated Office – LADO, and Police).

Equality and Diversity Policy

The policy should include;

Policy Statement

- Include a description of the organisation, what it does and how equality and diversity are important.
- Include a commitment from senior management to equality.
- Include references to relevant legislation e.g. organisation's requirements under the Equality Act 2010.

Objectives

- Include clear objectives for equality in your sport.

Scope

- Include details on the scope of the policy e.g. who it applies to within your organisation. It should apply to all people working (paid and unpaid) in your sport.
- Include details of the equality areas the policy covers e.g. as a minimum, the areas covered in the equality legislation – age, ethnicity, gender, disability, sexual orientation, gender reassignment, faith, marital status, pregnancy/maternity. The best examples also include factors such as socio-economic status and caring responsibilities.

Implementation and procedures

- Describe how equality information is communicated to all parties including coaches, members, participants etc....
- Encourage positive staff/volunteer behaviour:

- Include a staff/volunteer induction that includes the equality policy.
- Describe equality training requirements for roles.
- Provide clear guidelines:
 - including definitions of the types of behaviour covered e.g. discrimination, harassment & victimisation etc....
 - clarifying expected standards of behaviour, with breaches linked to complaints, disciplinary or grievance procedures.
 - for responding to equality concerns.

Monitoring and evaluation of policy

- Include details of when the policy was adopted by the Board/AGM.
- Include details of a schedule of review or a date for review of the policy.
- Include details of any amends made to the policy to keep in line with current legislation.

Responsibility

- Identify a person responsible for equality in your organisation.
- Include details about how they can be contacted if there is a concern.
- Include contact details for sources of support e.g. Citizens Advice.

Complaints, Disciplinary or Grievance Policy

The policy should include, as a minimum, the following:

- a policy statement
- clear objectives
- scope of the policy
- implementation and procedures
- monitoring and evaluation of policy.

The policy should include details of the person within your organisation who is responsible for this area and would deal with any issues raised.

Conflict of Interest Policy

The policy should include, as a minimum, the following:

- a) a policy statement
- b) clear objectives
- c) scope of the policy
- d) implementation and procedures
- e) monitoring and evaluation of policy.

The policy should include details of the person within your organisation who is responsible for this area and would deal with any issues raised.

Safety Management of the Sporting Activity

In addition to the above policy documents, where the sport presents a risk of injury to the participant, the organisation should demonstrate it has taken measures to minimise and control the risk to participants. Applicants should describe the risks that exist and the safeguards in place to reduce the risks

- The organisation should also demonstrate appropriate policies and procedures are in place to manage the risk. This could include;
 - Extracts from Rules of the sport

- Advice and guidance issued to participants, venues, coaches etc....
- Description of use of specialist equipment
- Health and Safety policy
- Risk policy
- Risk Assessment policies and procedures
- Public Liability Insurance arrangements

b) Uniqueness

CRITERIA: The sporting activity must not be a variation of an existing recognised sporting activity. Where a sporting activity is similar to another but has developed a significant independent cultural status, we may consider accepting it. This is particularly likely to apply to established sports that are already recognised.

- Please outline how the sport is unique. It will be important for the organisation to provide evidence to outline how the sport is standalone in its own right and not considered a discipline of another recognised sport.
- Please help us to understand why there needs to be a separate recognised governing body for this sport, and why you cannot be considered a discipline of another sport that is already recognised. For example, if your sport bears close similarities to an existing recognised sport, please explain why it is not possible for your sport and your organisation to be part of the existing recognised governing body or bodies.

c) Organisation vision and development

CRITERIA: The NGB should be able to demonstrate that it has a clearly defined strategy for the development of its organisation and the structures in place to maintain its effectiveness as an NGB for its sport.

- Please provide a strategic plan for your organisation that includes plans for development of the NGB internally and how it will develop and grow as an organisation so it can better govern the sport.
- This criterion is NOT about developments to the sport and should focus on the current plans and aspirations of the organisation to better it's self.
- Please provide evidence in the following areas;
 - Organisational Development
 - Structure of the organisation e.g. organisational chart showing reporting procedures
 - How you are improving links with clubs, facility operators, other sporting bodies both internally and externally
 - How your organisation ensures it has a satisfactory mix of skills on the Board (or highest decision making body within the organisation).
 - The robustness of the organisation's financial and accounting procedures e.g. payment signoff protocols, annual account production, reserves policy
 - How your organisation manages internal information and data e.g. data protection practices
 - How your organisation reviews and monitors itself e.g. learning from governance issues arising and amendments made accordingly

d) Sporting development

CRITERIA: The governing body must demonstrate that it has a vision for the promotion of the sport, which is signed off by the organisation's Board (or highest decision-making body), for example, in terms of its development and levels of participation, serving the whole sport, not merely its membership base and creating links with informal participants. It must be able to demonstrate pathways for participants, coaches, officials and volunteers and seek to create links with informal participants.

In any sport where competition is possible, the organisation must demonstrate that it has established controls and/or influences the competition structure that enables participants to compete at local, national and international level.

- Please provide a copy of your organisation's vision for the sport. Please provide evidence e.g. Board meeting minutes where this has been approved by the Board.
- Please provide evidence for how your organisation demonstrates its vision for the promotion of the sport. This should include how you work to develop and grow the sport and provide pathways for those within your sport.
- Please provide evidence in the following areas. Evidence should include detail on the scale of work e.g. how many of each group are you working with and where are they situated geographically;
 - How you currently work to increase participation, how you plan to do so in future.
 - How you currently work to develop officials, how you plan to do so in future
 - How you currently work to develop talent, how you plan to do so in future.
 - How you currently work to develop coaches, how you plan to do so in future
 - How you currently work to develop the volunteer workforce, how you plan to do so in future
 - How you currently work in schools and educational establishments, how you plan to do so in future
- Outline any specific posts within your organisation who are responsible for development of the sport e.g. Development Manager/Director and their remit within the sport.

e) Accuracy of application

- Please complete the required statements. Failure to complete the declaration will result in the application being marked as unsuccessful.

f) Privacy notices

- Please complete the required statements. Failure to complete the declaration will result in the application being marked as unsuccessful.
- Please complete the details of any documents deemed as confidential.

Once you are satisfied that the full application form fulfils **all** of the criteria detailed above, please return to the appropriate Sports Council for assessment and decision.

The Sports Councils: Recognition process

Recognition Review-Applicant Guidance

How to complete this form

- Type your responses to the questions in the light blue boxes provided. The boxes will expand automatically as needed.
- If you wish to refer to information on your website, please copy the text into your application, or append it as a separate document. Please do not answer questions by simply stating 'see our website' in general terms. The exception to this is for the 'Affiliation' question (letter d), where a link to the page or section of the international body's website containing confirmation of your status, is an acceptable way to evidence affiliation.
- Please note the Data Protection and Freedom of Information notices at the end of the pre-application form

About you and your organisation

- Please complete the details about your organisation.
- Please ensure you include both the legal registered name of your organisation and the trading name of the organisation, if these are different. If they are the same, please answer the same in both boxes. For companies or charities, the legal registered name should be the name by which the company is registered at Companies House and/or the Charity Commission, whilst the trading name is the name it is known by publicly.
- Please provide the relevant registration number e.g. for Companies House or Charities Commission, if appropriate.
- As part of the assessment process, we will consult Companies House and/or Charities Commission websites to verify your details.
- Please indicate the legal status of your organisation. NGBs are usually, either:
 - Companies limited by guarantee
 - Companies limited by guarantee with charitable status
 - Registered charities
 - Unincorporated bodies or associations
 - Other (if other, please give details)
- Throughout the process, reference is made to the geographical jurisdictions of the Home Countries, Great Britain (GB) and United Kingdom (UK). For the avoidance of doubt and confusion, the Sports Councils consider the jurisdictions to be the following:
 - Home Country – England, Scotland, Wales or Northern Ireland in the singular or combination
 - GB – England, Scotland and Wales together
 - UK – England, Scotland, Wales and Northern Ireland together
 - British – England, Scotland, Wales and Northern Ireland together

Applicant organisations should be named appropriately to the jurisdiction within which they govern.

g) Sporting Activity

CRITERIA: We will assess whether or not your sport meets the definition of sport as contained in Council of Europe's European Sports Charter 1992 (as revised in 2001) which is as follows:

“Sport means all forms of physical activity which, through casual or organised participation aim at expressing or improving physical fitness and mental well-being, forming social relationships or obtaining results in competition at all

- For the purposes of recognition, the Sports Councils will only consider the human physical skill and effort involved in playing the sport. Any physical effort and skill required to prepare for the sport to take place (e.g. preparation of playing fields, animal husbandry, travelling to and from a place where the sport is played) will not be taken into consideration for the purposes of recognition. The purpose of the activity must be solely for sport, as defined above, and not a means to another end. By this we mean that the activity is carried out with sport as the primary objective and not secondary purpose e.g. gardening typically involves exertion, however the physical activity in gardening is expended to ensure the upkeep and appearance of a garden or growing of vegetable crops, whilst the physical activity expended in playing football is for no other reason than the game of football itself.
- Further to this, ethical considerations will be taken into account. For example, it must be demonstrated that there are no barriers to participation that could be viewed as an inequity of access. The activity also must be one that is not prohibited in any way by UK law.
- Please describe the sport that you wish to have recognised. This should include:
 - A short history of the sport – when was it first played, where did it originate from, how long has it been played in the UK?
 - A brief description of the sport – is it a competitive team or individual game, or a non-competitive pursuit; how long does the sport normally last, how many people are on each 'side', how are winners or losers decided?
 - A description of the physical effort and skills required to play the sport
 - If the sport comprises of different disciplines within the main activity, please describe these and how they differ from each other.

h) Organisation history

CRITERIA: The organisation must normally have been in operation for a minimum of two years as evidenced by certified or appropriately signed off accounts for the last two financial years and the minutes of the last two years' AGMs.

- This must be evidenced by submission of your certified or independently verified annual accounts for the last two years. These should be as up-to-date as possible and ideally signed off within 10 months of pre-application submission.
- This must also be evidenced by submission of your AGM minutes, for the last two years.
- The only instances where the Sports Councils will consider waiving the requirement to have been operating for at least two years is where a new national governing body has been formed from a merger or re-structuring of existing recognised national governing bodies. In such cases, we will require documentary evidence of the change e.g. AGM minutes of both bodies approving a merger.

i) Constitutional structure

CRITERIA: The governing body should have a constitution or memorandum and articles of association relevant to the jurisdiction in which it operates and for which it is applying (i.e. England, Wales, Scotland or Northern Ireland). The NGB must list the jurisdictions which it is applying for. The NGB should show robust management and governance procedures in accordance with good practice promoted by the Sports Councils. A full list of Board members needs to be provided and board composition needs to be clear.

Constitution or Memorandum and Articles of Association

- Your pre-application and supporting documents should show us that your organisation is appropriately governed. Please provide a copy of your organisation's governing document.
- Your organisation's governing document should:
 - Be in the correct name of the applying organisation
 - Define the geographical jurisdiction in which you operate (i.e. England, Wales, Scotland, Northern Ireland, Great Britain, the United Kingdom or All-Ireland).
 - Be up-to-date and the latest version (including being up-to-date with the versions on Companies House, if you are a registered company and/or Charities Commission, if a registered charity)
 - Include appropriate constitutional objects e.g. powers to govern your sport within a specified geographical area
 - If your organisation is a charitable organisations, include a not-for-profit statement
 - If your organisation is a charitable organisations, include a dissolution clause that is charitable in nature e.g. on winding up of the organisation, does not distribute any surplus funds amongst members but agrees to give or transfer them to other community sport non-profit making organisations.
 - Describe your organisation's membership structure. You should make it clear if your membership is made up of individuals or if it is comprised of clubs or association. You should also describe the rules for membership, including how members can join and the openness of your membership policy. We will also expect your constitution to allow members to influence and decide upon how and by whom your organisation is run e.g. by attending and voting at your AGMs. (When assessing this, we will make reference to how a 'member' of your organisation is defined in your constitution – see section 6 below).
 - Include details of meetings, roles and voting procedures, quorum levels etc....

Board members

- Please provide the names of the current members of your board. These should include a minimum of three non-related, non-cohabiting board members.
- We expect the names of current board members/directors to match the details held on Companies House and/or Charities Commission (for registered companies/charities)

- This may mean you need to update your details at Companies House/Charities Commission prior to submission.

j) Affiliation

CRITERIA: The governing body can demonstrate that it is affiliated to the UK (or GB or Irish) NGB for its sport, and the international governing body for the sport (where these exist). As guidance, this would preferably be an international federation that is recognised by or connected to the International Olympic Committee or Commonwealth Games Federation.

- You must demonstrate direct or indirect affiliation to the UK (or Irish) or international governing body for your sport (as appropriate to the sport), if such a body exists.
- Please list the international organisations for your sport, that you are a member of or are affiliated to. Please provide evidence of this e.g.
 - a letter confirming affiliation
 - links to the website of the body you are affiliated to, that clearly shows your affiliation/membership
- If you are Home Country body that is not a member of an international body but is, instead a member of a GB or UK body or bodies for your sport, please list those bodies. You must also list the international body or bodies for your sport that this overall GB or UK body is a member of e.g. your affiliation to an international body by virtue of your membership or affiliation to a specific GB or UK body.

k) Governing body influence

CRITERIA: The NGB must demonstrate that it is the leading body for the sporting activity within its jurisdiction, that it has influence throughout the sporting activity, and that it is working in co-operation with other organisations within its sport, or that other organisations have minimal influence within the sport.

The sporting activity must be defined by a set of rules which are accepted throughout the sport, and the NGB should be in a position to own, control or influence the rules.

Only one organisation can be recognised for a specific jurisdiction i.e. this allows for one UK wide NGB, one English body, one Welsh body, one Scottish body and one Northern Irish body or one all Ireland body, where all exist, to be recognised alongside one another. Where other NGBs operate within the same jurisdiction the applicant should demonstrate that it is better placed than others to govern and develop the sport. If an organisation applies to be recognised as the NGB for a sport for which there is already a recognised NGB in its jurisdiction then this section of the pre-application form will be critical. The NGB will need to demonstrate that it has more influence and should be the recognised NGB for the jurisdiction and if appropriate will need to detail the reasons why the incumbent NGB is less able to represent the sport.

- You must demonstrate you are the leading governing body for the sport, within your specific geographical jurisdiction.

- The Sports Councils' policy is to only recognise one NGB for a sport within a single, specific geographical jurisdiction. The policy does allow for more than one NGB to be recognised for a sport, providing their responsibilities do not overlap. A single sport could, therefore, have as many as five recognised NGBs e.g. four responsible for governing the sport in each Home Country and the fifth being a UK-wide body with responsibilities for such areas as the national competitions or elite athlete development.
- However, situations can arise where more than one NGB operates in the same geographical jurisdiction. In such instances, the Sports Councils will look to recognise the most influential NGB. Where it is apparent that no NGB has any greater influence than another, the Sports Councils may choose not to recognise an NGB.
- You should use this section of the pre-application form to demonstrate that your organisation is best placed to govern and develop your sport in the geographical jurisdiction in which you operate.
- If another NGB or NGBs are operating in the same geographical jurisdiction, you should use this section in particular, to show us how your organisation is better placed than other NGBs to govern and develop your sport in that geographical jurisdiction and why we should recognise you and not any other NGB. This applies whether or not the other NGB is already recognised by us or not.
- Under the 1998 Belfast Agreement, people from Northern Ireland have the right to identify themselves and be accepted as Irish or British or both. UK and all bodies from Ireland, applying to be recognised in the jurisdiction of Northern Ireland, are expected to provide evidence of agreement or arrangements which are in place to ensure an athlete's right to choose their country of representation are accommodated and that the Agreement is being adhered to.

Regarding completing this section of the application form;

- Please clearly state the geographical jurisdiction in which your organisation operates.
- Please outline your organisation's set of rules for the sport and how you own, control or influence these.
- Please make the case for why your organisation is the most influential NGB for your sport in the geographical jurisdiction. If there is more than one NGB, you need to describe why your organisation is better positioned than any other NGBs to govern your sport and why you should be recognised and not another NGB.

In doing this, you could consider areas such as:

- Membership numbers showing your organisation has more members than any other NGB for your sport
- Evidence to suggest your organisation is the only NGB within your geographical jurisdiction and your organisation's role in influencing, enforcing and developing the rules of the sport

I) Membership numbers

CRITERION: The NGB must be able to evidence a current membership level (individual members) in excess of the following thresholds (dependent on the jurisdiction):

- **UK-wide body** **1650 individual members**
- **GB-wide body** **1500 individual members**

If your organisation's jurisdiction is restricted to one of the Home Countries, the thresholds are:

- **England-only body** **750 individual members**
 - **Scotland-only body** **500 individual members**
 - **Wales-only body** **250 individual members**
 - **NI-only body** **150 individual members**
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- For our recognition purposes, a member will be considered to be **'an individual who has the right to directly or indirectly influence the way the organisation is run and who runs it. This can be their influence on decision making in the organisation, and their right to have their opinions heard, either directly to you as a National Governing body or via affiliated member organisations'**.
 - These number thresholds should relate to the number of individual members the NGB has direct influence over. Depending on how your membership is structured, these individuals may be members directly of your organisation or members of clubs or associations that are, in turn, members of your organisation.
 - UK-wide and GB-wide NGBs must breakdown their member numbers by each Home Country, although please note it is not necessary for UK- or GB-wide NGBs to meet the specific member thresholds for each Home Country (i.e. a 'shortfall' of members on one Home Country may be compensated for by exceeding the threshold for another). If your members are split between active and affiliate members, please note this and any other relevant segmentation of members.
 - Please also show which members can be considered to be current, i.e. they pay a regular subscription, receive regular communication or other method of showing that the numbers provided reflect a robust assessment of the current membership base.
 - Please note: Sports Councils may waive the threshold requirement but only in **exceptional circumstances**. This will only be considered on rare occasions and where the sports have demonstrated significant growth and have clear plans for future growth or for Olympic/Paralympic or Commonwealth Games sports. This will be at Sports Council discretion. Unless your organisation can evidence membership numbers that exceed the thresholds stated it is unlikely that your organisation will meet this criteria and, therefore, we encourage you not to apply. If you feel your organisation should be considered under discretionary assessment, based on the details above, please call the Sports Council in question and confirm, prior to submission of any pre-recognition application.
 - Please provide evidence of this. This might take the form of one, or a combination of, the examples below:
 - Counts of individual members taken from your membership database

- Informed estimate, based on the number of clubs and typical members per club
- Letters from your member clubs or associations confirming the number of individuals they have in their membership
- An estimate based on the revenues from membership fees earned per year, divided by the typical cost per member
- Examples we **will not** accept as evidence to support individual member numbers are: number of Facebook likes or group members, number of website hits, or number of competition entries. These may include multiple entries for single individuals and don't necessarily demonstrate membership of the organisation.

a) Governance Structure

CRITERIA: The organisation should meet minimum governance standards for the relevant Home Country Sports Councils and should be able to evidence statements on anti-doping, safeguarding, equality, complaints and conflicts of interest that are relevant to the Home Countries for which it is applying for jurisdiction in.

Where a sporting activity presents a risk of injury, the organisation should demonstrate that it has taken measures to minimise and control risk to participants and has in place appropriate policies to manage the risk (this may include public liability insurance where appropriate).

If any details regarding your organisation's governance structure have changed since the approval of your PRE-APPLICATION, it is your responsibility to inform your Sports Council prior to FULL APPLICATION. This includes changes to your legal entity, trading arrangements or governing documents. You may be required to submit new evidence or documentation to support the changes.

- Your application and supporting documents should show us that your organisation is appropriately governed.
- The Home Country Sports Councils deem the minimum governance standards to include the following policy documents, relevant to the organisation's jurisdiction;
 - Anti-Doping Policy
 - Child Protection and Safeguarding Vulnerable Adults Policy
 - Equality and Diversity Policy
 - Complaints, Disciplinary or Grievance Policy
 - Conflict of Interest Policy
- Your application should be accompanied by submission of a separate policy document for all of the above policies for your organisation.
- The policies should include, as a minimum, the following:
 - a) a policy statement
 - b) clear objectives
 - c) scope of the policy
 - d) implementation and procedures
 - e) monitoring and evaluation of policy.
- The policies should include details of the person within your organisation who is responsible for this area and would deal with any issues raised.

- **Your application should be accompanied by evidence that all the policies have been formally approved and adopted by your organisation in the form of relevant Board/AGM minutes.**
- The policy documents provided should cover the following areas:

Anti-Doping Policy

- The policy should include, as a minimum, the following:
 - a) a policy statement
 - b) clear objectives
 - c) scope of the policy
 - d) implementation and procedures
 - e) monitoring and evaluation of policy.
- The policy should include details of the person within your organisation who is responsible for this area and would deal with any issues raised.
- More information on anti-doping policies and procedures can be found at the UK Anti-Doping website <http://www.ukad.org.uk/>

Child Protection and Safeguarding Vulnerable Adults Policy

- The policy should include;

Policy Statement

- Include a description of the organisation, what it does and how children and vulnerable adults are involved.
- Include a commitment from senior management to safeguarding and protecting children and vulnerable adults.
- Include references to relevant legislation.

Objectives

- Include clear objectives for child protection and safeguarding vulnerable adults in your sport.

Scope

- Include details on the scope of the policy e.g. who it applies to within your organisation. It should apply to all people working (paid and unpaid) in your sport.

Implementation and procedures

- Describe how child protection and safeguarding information is communicated to all parties including coaches, parents and children.
- Encourage positive staff/volunteer behaviour:
 - Identify safe recruitment procedures for all staff/volunteers in contact with children and vulnerable adults.
 - Include a staff/volunteer induction that includes the safeguarding policy/procedures.
 - Describe safeguarding training requirements for roles.
- Provide clear guidelines:
 - including definitions of the four primary categories of abuse, bullying and poor practice.
 - including information on the additional vulnerabilities of some children and vulnerable adults.

- clarifying expected standards of behaviour, with breaches linked to complaints, disciplinary or grievance procedures.
- for responding to child protection and safeguarding concerns (about the behaviour of staff/volunteers, and those arising in the community e.g. at home, school etc....)
- Include or signpost to information about support services.
- Link to or include other practice guidance e.g. events, photography, transport, social media, anti-bullying as appropriate.

Monitoring and evaluation of policy

- Include details of when the policy was adopted by the Board/AGM.
- Include details of a schedule of review or a date for review of the policy.
- Include details of any amends made to the policy to keep in line with current legislation.

Responsibility

- Identify a person responsible for child protection and safeguarding in your organisation.
- Include details about how they can be contacted if there is a concern.
- Include contact details for sources of support (Children's Social Care, Local Authority Designated Office – LADO, and Police).

Equality and Diversity Policy

- The policy should include;

Policy Statement

- Include a description of the organisation, what it does and how equality and diversity are important.
- Include a commitment from senior management to equality.
- Include references to relevant legislation e.g. organisation's requirements under the Equality Act 2010.

Objectives

- Include clear objectives for equality in your sport.

Scope

- Include details on the scope of the policy e.g. who it applies to within your organisation. It should apply to all people working (paid and unpaid) in your sport.
- Include details of the equality areas the policy covers e.g. as a minimum, the areas covered in the equality legislation – age, ethnicity, gender, disability, sexual orientation, gender reassignment, faith, marital status, pregnancy/maternity. The best examples also include factors such as socio-economic status and caring responsibilities.

Implementation and procedures

- Describe how equality information is communicated to all parties including coaches, members, participants etc....
- Encourage positive staff/volunteer behaviour:
 - Include a staff/volunteer induction that includes the equality policy.
 - Describe equality training requirements for roles.
- Provide clear guidelines:

- including definitions of the types of behaviour covered e.g. discrimination, harassment & victimisation etc....
- clarifying expected standards of behaviour, with breaches linked to complaints, disciplinary or grievance procedures.
- for responding to equality concerns.

Monitoring and evaluation of policy

- Include details of when the policy was adopted by the Board/AGM.
- Include details of a schedule of review or a date for review of the policy.
- Include details of any amends made to the policy to keep in line with current legislation.

Responsibility

- Identify a person responsible for equality in your organisation.
- Include details about how they can be contacted if there is a concern.
- Include contact details for sources of support e.g. Citizens Advice.

Complaints, Disciplinary or Grievance Policy

- The policy should include, as a minimum, the following:
 - a) a policy statement
 - b) clear objectives
 - c) scope of the policy
 - d) implementation and procedures
 - e) monitoring and evaluation of policy.
- The policy should include details of the person within your organisation who is responsible for this area and would deal with any issues raised.

Conflict of Interest Policy

- The policy should include, as a minimum, the following:
 - a) a policy statement
 - b) clear objectives
 - c) scope of the policy
 - d) implementation and procedures
 - e) monitoring and evaluation of policy.
- The policy should include details of the person within your organisation who is responsible for this area and would deal with any issues raised.

Safety Management of the Sporting Activity

In addition to the above policy documents, where the sport presents a risk of injury to the participant, the organisation should demonstrate it has taken measures to minimise and control the risk to participants. Applicants should describe the risks that exist and the safeguards in place to reduce the risks

- The organisation should also demonstrate appropriate policies and procedures are in place to manage the risk. This could include;
 - Extracts from Rules of the sport
 - Advice and guidance issued to participants, venues, coaches etc....
 - Description of use of specialist equipment
 - Health and Safety policy
 - Risk policy

- Risk Assessment policies and procedures
- Public Liability Insurance arrangements

b) Organisation vision and development

CRITERIA: The NGB should be able to demonstrate that it has a clearly defined strategy for the development of its organisation and the structures in place to maintain its effectiveness as an NGB for its sport.

- Please provide a strategic plan for your organisation that includes plans for development of the NGB internally and how it will develop and grow as an organisation so it can better govern the sport.
- This criterion is NOT about developments to the sport and should focus on the current plans and aspirations of the organisation to better itself.
- Please provide evidence in the following areas;
 - Organisational Development
 - Structure of the organisation e.g. organisational chart showing reporting procedures
 - How you are improving links with clubs, facility operators, other sporting bodies both internally and externally
 - How your organisation ensures it has a satisfactory mix of skills on the Board (or highest decision making body within the organisation).
 - The robustness of the organisation's financial and accounting procedures e.g. payment signoff protocols, annual account production, reserves policy
 - How your organisation manages internal information and data e.g. data protection practices
 - How your organisation reviews and monitors itself e.g. learning from governance issues arising and amends made accordingly

c) Sporting development

CRITERION: The governing body must demonstrate that it has a vision for the promotion of the sport, which is signed off by the organisation's Board (or highest decision-making body), for example, in terms of its development and levels of participation, serving the whole sport, not merely its membership base and creating links with informal participants. It must be able to demonstrate pathways for participants, coaches, officials and volunteers and seek to create links with informal participants.

In any sport where competition is possible, the organisation must demonstrate that it has established controls and/or influences the competition structure that enables participants to compete at local, national and international level.

- Please provide a copy your organisation's vision for the sport. Please provide evidence e.g. Board meeting minutes where this has been approved by the Board.
- Please provide evidence for how your organisation demonstrates vision for the promotion of the sport. This should include how you work to develop and grow the sport and provide pathways for those within your sport.
- Please provide evidence in the following areas. Evidence should include detail on the scale of work e.g. how many of each group are you working with and where are they situated geographically;
 - How you currently work to increase participation, how you plan to do so in future.
 - How you currently work to develop officials, how you plan to do so in future

- How you currently work to develop talent, how you plan to do so in future.
- How you currently work to develop coaches, how you plan to do so in future
- How you currently work to develop the volunteer workforce, how you plan to do so in future
- How you currently work in schools and educational establishments, how you plan to do so in future
- Outline any specific posts within your organisation who are responsible for development of the sport e.g. Development Manager/Director and their remit within the sport.

d) Accuracy of application

- Please complete the required statements. Failure to complete the declaration will result in the application being marked as unsuccessful.

e) Privacy notices

- Please complete the required statements. Failure to complete the declaration will result in the application being marked as unsuccessful.
- Please complete the details of any documents deemed as confidential.

Once you are satisfied that the full application form fulfils **all** of the criteria detailed above, please return to the appropriate Sports Council for assessment and decision.