

THE SPORTS COUNCILS RECOGNITION APPLICATION GUIDANCE

This guidance should be read together with the accompanying documentation published by the Sports Councils, including the 'Sports Councils Recognition Policy' (the "Policy") and 'Recognition: Independent Appeals – Rules and Procedures'

INTRODUCTION

Recognition is a process used by all five Sports Councils (Sport England, Sport Northern Ireland, **sportscotland**, Sport Wales, and UK Sport). It determines a leading independent organisation, a National Governing Body ("**NGB**"), as being responsible for governing and developing, and where relevant, leading the high-performance aspects of a Sport in the UK, Great Britain or a Home Country or Countries within it. The Sports Councils also Recognise Sports and associated Disciplines.

This Recognition Application Guidance ("**guidance**") is designed to supplement the Policy and support Recognised NGBs and organisations which seek to apply for Recognition as a NGB or of a Sport or Discipline. It outlines the Criteria, processes, and expectations involved in submitting and reviewing a Recognition application, as well as the processes relating to the monitoring of Recognised NGBs (including Recognition reviews and De-Recognition). The aim of this guidance is to ensure a fair, consistent and transparent approach across all five UK Sports Councils.

Applicants are encouraged to read this guidance carefully before starting the application process to understand what is required and how decisions are made.

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1. GENERAL GUIDANCE

- 1.1. This guidance covers the following processes:
 - 1.1.1. Application for a newly Recognised NGB and Sport (and Disciplines, if applicable)
 - 1.1.2. Application by a Recognised NGB for a change of Discipline in its existing remit
 - 1.1.3. Recognition Review (including De-recognition)
- 1.2. The Recognition process for a Sport which is not currently Recognised addresses two things: whether the Sport itself should be officially Recognised, and (where the Sport is Recognised pursuant to the Recognition application) whether the applicant should be Recognised as a NGB for that Sport. To be clear, it is possible for the Sport Council(s) to determine that a Sport should

be Recognised pursuant to a Recognition application, but that the applicant should not be Recognised as a NGB for that Sport.

- 1.3. Recognition applications should only be made by a NGB for a Sport.
- 1.4. Before applying, applicants should first speak with the relevant Sports Council. The Recognition process involves just one application stage, but you should only apply if you are confident your organisation meets all the Criteria set out under the Policy.
- 1.5. Unless otherwise specified, capitalised terms in this guidance have the meaning ascribed to them in the Policy.
- 1.6. Applicant organisations should be named appropriately to the jurisdiction within which they govern.

HOW TO COMPLETE THE APPLICATION FORM

- 1.7. The guidance on 'How to Complete the Application Form' applies to the following application forms:
 - 1.7.1. 'Application Form: New National Governing Body',
 - 1.7.2. 'Application Form: Discipline Change',
- 1.8. In each case, you should type your answers in the light blue boxes. These boxes will automatically expand if you need more space.
- 1.9. If you wish to include information from your website, either copy the relevant webpage text into your application or attach a copy as a separate document. Please refrain from simply referring out to your website to respond to questions, except for the 'Affiliation' section, where you may provide a link to the relevant web page confirming your status with the international body.
- 1.10. If you wish to attach multiple separate documents to support your application, you should make clear in the relevant box on the application form which document (and the section of that document where applicable) you wish to reference, and ensure such documents are clearly titled with reference to the corresponding section of the form.
- 1.11. Please read the Accuracy and Privacy notices at the end of the application form before submitting.
- 1.12. See 'Application Form' below for more detail on the content of the relevant application.

2. PRE-APPLICATION DISCUSSION

- 2.1. The first stage of the process towards Recognition is for the applicant to contact the relevant Home Country Sports Council for an initial discussion. The Home Country Sports Council will be able to answer any questions that the applicant has about the application process and provide initial advice on the applicant's eligibility under the Policy.
- 2.2. However, while the initial discussion is intended to be helpful to the applicant in preparing for the application process, no comments made by the Home Country Sports Council in the initial discussion constitute a guarantee that the organisation will (following submission of its application) be found to meet the Criteria set out under the Policy.
- 2.3. Decisions as to whether or not an organisation meets the Criteria set out under the Policy and/or whether any Recognition application is approved, are reserved to the relevant Sports Council(s) *after* its review of the Recognition application and any relevant documentary evidence provided.
- 2.4. Following this discussion, the applicable Home Country Sports Council will provide the applicant with a copy of the relevant application form(s) to proceed with the Recognition application.

- 2.5. Contact details for the relevant Home Country Sports Council can be found on the Sports Council websites.

APPLICATION FORM

3. ABOUT YOU AND YOUR ORGANISATION

REQUIRED CRITERIA:

- 3.1. *The organisation must be an independent, not-for-profit legal entity – the organisation must evidence that it is:*
- 3.1.1. *an established incorporated legal entity (such as a company limited by guarantee) or (if an unincorporated entity) a registered charity in the relevant jurisdiction, and*
 - 3.1.2. *not-for-profit, as explicitly stated in its constitution or incorporation documentation; and*
- 3.2. *The organisation's geographic remit (as evidenced in its constitution and/or name) must match the Geographical Area in which it seeks/has Recognition. For example, if an organisation's operational remit is (or becomes) 'GB', it must apply for Recognition in Great Britain under and in accordance with this Policy.*

COMPLETING THE FORM:

- 3.3. Please ensure you include both the legal registered name of your organisation (including registration number, if appropriate) and the trading name of the organisation, if these are different.
- 3.4. The legal registered name should be the name by which the body is registered at Companies House and/or the Charity Commission, whilst the trading name is the name it is known by publicly. As part of the assessment process, we will consult Companies House and/or Charities Commission websites to verify your details.
- 3.5. Please indicate the legal status of your organisation. NGBs are usually, either:
- 3.5.1. Companies limited by guarantee.
 - 3.5.2. Companies limited by guarantee with charitable status.
 - 3.5.3. Registered charities
 - 3.5.4. Other (please give details)
- 3.6. List any existing Disciplines of the Sport governed, if applicable.

4. SPORT AND DISTINCTIVENESS

REQUIRED CRITERIA:

- 4.1. When assessing the physical activity in question, the Sports Councils will take into consideration all definitions and points in section 2 "Recognition of a Sport" in the Policy.
- 4.2. In addition to this:
- 4.2.1. Ethical considerations will be taken into account. For example, an applicant must demonstrate that there are no barriers to participation that could be viewed as an inequity of access.
 - 4.2.2. The physical activity must not be, nor involve any other activity which is, prohibited in any way by UK law.
 - 4.2.3. Where a Sport is similar to an existing Sport but has developed a significant independent cultural status, the Sports Council(s) may consider accepting it as a new Sport.
 - 4.2.4. Where the Sport is already Recognised, or is a variation of an existing Recognised Sport, the applicant must make this clear in their application.
 - 4.2.5. In the context of a Discipline change application, the Sports Council(s) will seek to understand why a newly proposed Discipline ought to be considered a Discipline of an

existing Sport, or why an existing listed Discipline ought to be removed from an existing Sport.

COMPLETING THE FORM:

- 4.3. Please describe the Sport or Discipline (as applicable) that you wish to be Recognised and/or removed (as applicable). This should include:
 - 4.3.1. Brief history: When and where the Sport or Discipline began, and how long it has been played in the UK.
 - 4.3.2. Overview of the Sport or Discipline: A summary of the physical abilities and skills that are needed to participate in the Sport or Discipline; what makes it distinct; whether it is competitive or non-competitive and team or individual; the typical duration of the Sport or Discipline; the typical number of participants; and how outcomes are decided.
 - 4.3.3. Overview of Disciplines: Where applying to become a Recognised NGB of a new Sport, the application form should set out any Disciplines governed within that Sport (if applicable). In other words, if the Sport includes various types or formats, describe them and how they differ. Where applying for a Discipline change, the application form should set out why the Discipline in question should be considered a Discipline of an existing Sport or why an existing Discipline should be removed.
- 4.4. When applying to become a Recognised NGB of a new Sport, please explain how the Sport is distinct from existing Recognised Sports. It will be important for the organisation to provide evidence to outline how the Sport is standalone in its own right and not to be considered a Discipline of an existing Recognised Sport.

5. ORGANISATION HISTORY AND GOVERNANCE STRUCTURE

REQUIRED CRITERIA:

- 5.1. *Organisations must have been formally established for at least 2 years (unless there are special circumstances, like being a new Olympic or Commonwealth Sport).*
- 5.2. *Organisations must have governance structures and procedures in place to maintain its effectiveness as an organisation and NGB.*
- 5.3. *The membership structure of the organisation must be clearly identified and appropriate to the activity in question, including a clear mechanism to ensure that members are represented and that membership terms are clear.*
- 5.4. Any application to become a Recognised NGB should therefore demonstrate that the organisation is appropriately governed and provides for the required membership structure. Further information on good governance for NGBs can be found on the Sports Council websites.

COMPLETING THE FORM:

- 5.5. Please provide a brief overview of the history of the NGB (including any relevant mergers or restructuring of Recognised NGBs) and a detailed description of the NGB's membership structure and meeting procedures, taking into consideration the relevant Criteria set out above.
- 5.6. The form requires submission of your certified or independently verified annual accounts for the last two years. These should be as up to date as possible and approved by your Board within 10 months of application submission.
- 5.7. You must also submit your AGM minutes for the last two years. These should be certified/Board approved.
- 5.8. Sports Councils will consider waiving the requirement to have been operating for at least two years where a new NGB has been formed from a merger or re-structuring of existing Recognised

NGBs. In such cases, we will require documentary evidence of the change e.g. AGM minutes of both bodies approving a merger.

- 5.9. Please provide a copy of your organisation's governing document(s). The governing document(s) should:
- 5.9.1. Be in the correct name of the applying organisation.
 - 5.9.2. Define the geographical jurisdiction in which you operate (i.e. England, Wales, Scotland, Northern Ireland, Great Britain, the United Kingdom or All-Ireland).
 - 5.9.3. 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).
 - 5.9.4. Include appropriate constitutional objects e.g. powers to govern your Sport within a specified Geographical Area.
 - 5.9.5. Include a not-for-profit statement.
 - 5.9.6. Include an open-to-all statement (or equivalent).
 - 5.9.7. 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.
 - 5.9.8. 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 associations. 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).
 - 5.9.9. Include details of meetings, roles and voting procedures, quorum levels etc.
- 5.10. Please provide the names of the current members of your Board. These should include a minimum of three non-related, non-cohabiting Board members.
- 5.11. 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).

6. POLICIES

REQUIRED CRITERIA:

- 6.1. *The organisation must have all appropriate arrangements in place demonstrating that, in the view of the relevant Sports Councils, it is a leading organisation in its Sport. The Sports Councils expect this to include:*
- 6.1.1. *a commitment statement within its governing documents relating to clean sport, and*
 - 6.1.2. *policies relating to safeguarding, equality, diversity and inclusion, handling complaints; and*
 - 6.1.3. *processes to effectively manage conflicts of interest and data protection; and where applicable*
 - 6.1.4. *provision of information relating to safety management*
- 6.2. The Sports Councils deem the minimum governance standards to include the following policy documents, commitment statements and arrangements in place, relevant to the organisation's jurisdiction:
- 6.2.1. Clean Sport commitment statement within governing documents, or Clean Sport (Anti-doping) Policy
 - 6.2.2. Safeguarding (Children and Adult Protection) Policy
 - 6.2.3. Equality, Diversity and Inclusion Policy
 - 6.2.4. Complaints Policy

- 6.2.5. Conflict of Interest Policy/Process
 - 6.2.6. Data Protection Policy/Process
 - 6.2.7. Policy/Provision of information relating to Safety Management
- 6.3. Your application should be accompanied by submission of a separate document for all of the above policies/processes/statements for your organisation and include evidence that all have been formally approved and adopted by your organisation in the form of relevant Board and/or AGM minutes.
- 6.4. The policies should include, as a minimum, the following **core elements**:
- 6.4.1. a policy statement
 - 6.4.2. clear objectives
 - 6.4.3. scope of the policy
 - 6.4.4. implementation and procedures
 - 6.4.5. monitoring and evaluation of policy
 - 6.4.6. role and (where possible) named contact responsible and how to raise concerns

POLICY GUIDANCE:

- 6.5. Applicants should note that the following guidance should be followed
- 6.6. **Clean Sport (Anti-Doping) commitment statement, or Policy**
- 6.6.1. Per the Recognition Policy, applicants are required to provide a commitment statement relating to clean sport. This may be contained, for example, within your organisation's governing documents. Alternatively, if your organisation has a Clean Sport (Anti-Doping) Policy, this may also be submitted. However, please note that a successful application should not be considered as an approval of your organisation's Clean Sport (Anti-Doping) Policy, but rather a verification of your organisation's commitment to Clean Sport (Anti-Doping).
 - 6.6.2. Include the core elements above and ensure the statement/policy addresses:
 - 6.6.2.1.1. Your organisation's commitment to promoting Clean Sport (Anti-doping)
 - 6.6.2.1.2. Your organisation's procedures for monitoring and promoting Clean Sport
- Further guidance is available from [UK Anti-Doping](#).
- 6.7. **Safeguarding (Children & Adults) Policy**
- 6.7.1. Include the core elements above and ensure the policy addresses:
 - 6.7.1.1. Information-sharing with coaches, parents, and children
 - 6.7.1.2. Recruitment and training of staff/volunteers
 - 6.7.1.3. Definitions of abuse, poor practice, and behaviour standards
 - 6.7.1.4. Processes applicable to reporting concerns and accessing support services
 - 6.7.1.5. Links to any related guidance (e.g. photography, transport, social media)
 - 6.7.1.6. Contact details for the safeguarding lead, relevant external bodies and an identified sponsor (or equivalent) for safeguarding matters at Board level
- 6.8. **Equality, Diversity and Inclusion Policy**
- 6.8.1. Include the core elements above and ensure the policy addresses:
 - 6.8.1.1. A commitment to adhere to the Equality Act 2010 (applicable only to bodies seeking Recognition within Great Britain)
 - 6.8.1.2. The protected characteristics covered by the policy
 - 6.8.1.3. Training and behavioural expectations
 - 6.8.1.4. Steps for handling equality, diversity and/or inclusion concerns

6.9. Complaints Policy

6.9.1. Include the core elements above and ensure the policy addresses:

6.9.1.1. Processes relating to raising complaints

6.10. Conflict of Interest Policy/Process

6.10.1. Include the core elements above and ensure the policy/process addresses:

6.10.1.1. The definition of a 'conflict of interest' in the context of the activity in question

6.10.1.2. Processes relating to the management of a conflict of interest

6.11. Data Protection Policy/Process

6.11.1. Include the core elements above and ensure the policy/process addresses:

6.11.1.1. The requirements of data protection law

6.11.1.2. Relevant data protection risks that arise from the Sport

6.11.1.3. Processes relating to data protection management and mitigation of risk

6.11.1.4. Processes relating to data protection breaches

6.12. Provision/Policy for Safety Management of the Sport

6.12.1. Include the core elements above and ensure the provision/policy addresses:

6.12.1.1. Any relevant risks arising from the Sport

6.12.1.2. The steps taken by the organisation to reduce the relevant risks including (as a minimum) the rules of the Sport, equipment safety and risk assessment processes

6.12.1.3. Insurance arrangements

6.12.1.4. Health & Safety guidance for venues, coaches, and participants

7. AFFILIATION

REQUIRED CRITERIA:

- 7.1. *The organisation is a member of, or is affiliated to, the UK or GB Recognised NGB and/or the Irish Recognised NGB and/or the international federation for the Sport (where there is any such organisation).*
- 7.2. The International Federation for the Sport would preferably be one that is Recognised by or connected to the International Olympic Committee or Commonwealth Games Federation.

COMPLETING THE FORM:

- 7.3. List the UK (or Irish) and international organisations for your Sport and/or Discipline (as appropriate), if such a body exists and demonstrate direct or indirect affiliation (i.e. international organisation membership is by virtue of your membership or affiliation to a specific GB or UK body),
- 7.4. Please provide evidence of this, for example:
 - 7.4.1. a letter confirming affiliation
 - 7.4.2. links to the website of the body you are affiliated to, that clearly shows your affiliation/membership
- 7.5. If you are a 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(ies) for your Sport and/or Discipline 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.

8. INFLUENCE (INCLUDING MEMBERSHIP NUMBERS)

REQUIRED CRITERIA:

- 8.1. *The organisation must have all appropriate arrangements in place demonstrating that it is a leading organisation in its Sport.*
- 8.2. *The organisation must have a clearly identified membership structure, appropriate to its Sport. Such structure must have mechanism in place to ensure that members are represented, and membership terms are clear.*
- 8.3. *The organisation must have inclusive, open-to-all policies and practices in place that reflect and represent all members of society.*
- 8.4. *The organisation must operate nationally within its Geographical Area (e.g. across all of England), and have inclusive, open-to-all policies and practices in place that reflect and represent both current and potential members of society.*
- 8.5. *Where an organisation wishes to apply to be recognised with jurisdiction including Northern Ireland, the organisation should demonstrate evidence of how an athlete from Northern Ireland could choose their country of representation for international competition for either an Ireland pathway, or a Great Britain and Northern Ireland pathway, where such options exist. They should also state where and how information about these options is publicly available or promoted.*
- 8.6. The Sport and/or Discipline must be defined by a set of rules which are accepted throughout the Sport and/or Discipline, and the NGB should be in a position to own, control or influence the rules.
- 8.7. The Sports Councils will usually Recognise just one NGB for a Sport and/or Discipline within a single, specific Geographical Area. In such circumstance, a single Sport and/or Discipline 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 areas such as national competitions and/or elite athlete development.
- 8.8. If more than one body applies to be Recognised as a NGB for a Sport and/or Discipline, and the Sports Council(s) do not believe it is of benefit to the relevant Sport and/or Discipline to Recognise more than one, the Sports Council(s) will Recognise the NGB deemed to be the most influential in the relevant Sport and/or Discipline based on the information available.
- 8.9. In circumstances where more than one NGB is able to demonstrate that it meets the Criteria, the Sports Council(s) may decide to Recognise more than one NGB within the same Geographical Area. In determining whether to grant Recognition to more than one NGB, the Sports Council(s) will (as a minimum) take the following factors into account:
 - 8.9.1. Whether Recognising more than one NGB for the Sport and/or Discipline in question is likely to benefit that Sport and/or Discipline,
 - 8.9.2. Whether Recognising more than one NGB within the Geographical Area in question is likely to better serve the overarching aims of the Sports Councils,
 - 8.9.3. Whether there is deemed to be any difference in the level of control and/or influence between the potential NGBs in relation to the Sport and/or Discipline in question based on the information available, and
 - 8.9.4. Whether the NGBs in question have demonstrated a collaborative approach to their governing of the Sport and/or Discipline.

COMPLETING THE FORM:

- 8.10. Outline your organisation's rules for the Sport and/or Discipline and how you own, control and/or influence these. Please provide as much detail as possible.

- 8.11. Explain how you are a leading governing body and well placed to govern and develop your Sport and/or Discipline within your Geographical Area. This may, for instance, include reference to:
- 8.11.1. Membership numbers – membership numbers should represent the number of individuals that your organisation can directly influence. Depending on your membership structure, this may include people who are directly members of your organisation and/or those in clubs or associations that are part of/affiliated to your organisation. If your members are divided into active and affiliate groups, please note this, as well as any other important breakdowns,
 - 8.11.1.1. UK-wide and GB-wide organisations should break down their membership numbers by each Home Country.
 - 8.11.2. Partnerships with delivery organisations (such as schools, local authorities, trust),
 - 8.11.3. Partnerships with strategic organisations (such as national specialists in the wider sporting sector),
 - 8.11.4. Where applicable, your organisation's role in managing the talent pathway for your Sport, or international squad selection (for instance, if your organisation is responsible for selecting your Home Country's squad for competition at international level, or ensuring talent is eligible to represent their country at international level),
 - 8.11.5. Where your organisation has or is expanding to reach a wider audience,
 - 8.11.6. If you are aware of any other NGB(s) operating in the same Geographical Area for your Sport, explain how your organisation's roles overlap (i.e. if there is an agreement or any collaboration between the NGBs), or identify how your organisation's role differs from other NGBs in this Geographical Area.
- 8.12. Explain how your organisation has remit across the Geographical Area it is seeking Recognition for. This ought to include reference to where your articles/ constitution/ memorandum specifies your organisation's remit, and details of your organisation's activity across the whole of the Geographical Area.
- 8.13. The application must outline any open-to-all and inclusive policies and practices that the organisation has in place (i.e. demonstrating how the organisation/Sport reflects and represents all members of society). This is separate and in addition to the Equality, Diversity and Inclusion Policy identified above. This may include, for instance, steps your organisation has taken to be more inclusive in its operation, or to promote inclusivity in your Sport.
- 8.14. UK-wide and all bodies from Northern Ireland applying to be Recognised in the jurisdiction of Northern Ireland must demonstrate how an athlete from Northern Ireland can choose their country of representation for international competition for either an Ireland pathway, or a Great Britain and Northern Ireland pathway, where such options exist. This must include stating where and how information about these options is publicly available or promoted.

9. FUTURE VISION AND DEVELOPMENT

REQUIRED CRITERIA:

- 9.1. *The organisation must have a strategic plan in place approved by its Board (or equivalent), setting out a vision and plan for its Sport and its development as NGB for the Sport.*
- 9.2. *The organisation must have plans and structures in place to grow and develop its Sport and maintain its effectiveness as an organisation, ideally following alignment to relevant and current Sport governance frameworks.*
- 9.3. The organisation must show it has a clear plan to develop as an organisation, which is approved by the Board (or highest decision-making group). This should address: plans to develop the

organisation structure; how the organisation plans to improve links with other organisations (delivery organisation, clubs, facilities, etc); how the organisation ensures it has a mix of skills on its Board (or highest decision-making body within the organisation); how the organisation reviews and monitors itself and uses this to improve.

- 9.4. The organisation must show it has a clear plan for promoting, growing and developing the Sport and/or Discipline, which is approved by the Board (or highest decision-making group). This plan should address how the organisation will seek to increase participation in the Sport and/or Discipline (beyond the existing membership) and should include ways to connect with people who participate in the Sport and/or Discipline casually as well as those participating at a more advanced level. The body should also provide development pathways for participants, coaches, officials, and volunteers.
- 9.5. If the Sport and/or Discipline involves competition, the organisation must show it has control over or influences the competition structure, allowing participants to compete at local, national, and international levels.

COMPLETING THE FORM:

- 9.6. Describe or provide a 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. When completing the form, please give clear directions where your response references supporting documents, including your strategic plan.
- 9.7. Describe or provide evidence of how your organisation demonstrates its vision for promoting the Sport and/or Discipline, including efforts to develop and grow the Sport and/or Discipline and create pathways for participants. This may be by way of a strategic, or development plan. Again, when completing the form, please give clear directions where your response references supporting documents, including your strategic plan.

10. ACCURACY OF APPLICATION

- 10.1. Please read and complete the required statement confirming the accuracy of the information you have provided as part of the application. Failure to complete the declaration will result in the application being rejected.
- 10.2. If, in considering the application, it comes to the attention of the Sports Council(s) that any part of the application or its accompanying documentation is inaccurate, notwithstanding a completed statement confirming the accuracy of the application, the Sports Council will provide the applicant with a 7-day window to respond to and correct the inaccuracy. Failure to respond and/or correct the inaccuracy may result in the application being marked as unsuccessful.

11. PRIVACY NOTICE

- 11.1. Please read and complete the required statements. Failure to complete the declaration will result in the application being rejected.
- 11.2. Applications will be shared between the Sports Councils in accordance with applicable data protection laws and regulations.
- 11.3. Please complete the details of any documents deemed as confidential, including the reason for its confidential status.

NEW OR CHANGE TO DISCIPLINE

12. CHANGE TO DISCIPLINE - GENERAL GUIDANCE

- 12.1. If an applicant wants to add or remove a Discipline from the existing structure of a Recognised Sport, they must follow the Discipline change process. This process explains how a Recognised NGB should update its status after any Discipline changes.
- 12.2. As defined, 'Discipline' refers to an activity that forms part of the development, governance and/or competitive structure of a Sport. Any addition or removal of a Discipline from the existing structure of a Recognised Sport must be made by the Recognised NGB that governs the Recognised Sport to which the Discipline relates.
- 12.3. Recognised NGBs must submit an application for a Discipline change to the relevant Sports Council if they wish to add or remove a Discipline. This allows the Sports Council to ensure the Discipline meets the Sport and Distinctiveness Criteria outlined. The Sports Council will also consider whether the Recognised NGB is the appropriate organisation to govern and develop that Discipline.
- 12.4. The Discipline change process consists of a form for the Recognised NGB to provide details of the proposed change and the nature of the Discipline in question (including its uniqueness, demand and its structure). The form is available from the Home Country Sports Council where the Recognised NGB is based.
- 12.5. A change of Discipline applies across the whole of the UK. If a UK or GB NGB exists in relation to the Discipline (or Sport to which the Discipline relates), that NGB will usually be the applicant. If no UK or GB NGB exists, any Home Country NGB may submit the Discipline change application, and, if approved, it will apply to all Home Country NGBs.

13. CHANGE TO DISCIPLINE – APPLICATION FORM

- 13.1. The Discipline change Criteria are listed here for reference. Please see the following sections for further detail on filling out the application form for a Discipline change:
 - 13.1.1. **About you and your organisation**
 - 13.1.2. **Sport and Distinctiveness**
 - 13.1.3. **Affiliation**
 - 13.1.4. **Influence (including membership numbers)**
 - 13.1.5. **Future Vision and Development**

MAINTAINING RECOGNITION

14. RECOGNITION REVIEW – GENERAL GUIDANCE

- 14.1. A Recognition review is designed to determine whether a Recognised NGB should retain its Recognised status. Recognised NGBs must continue to meet the Criteria in order to continue to maintain Recognition. They must also continue to comply with the principles set out under paragraph 5.1 of the Policy and any conditions of Recognition (where applicable).
- 14.2. Recognised NGBs that receive annual funding from a Sports Council may already undergo checks for governance as part of their funding agreement. In these instances, the Sports Council(s) may make use of relevant information already obtained as part of those checks when conducting Recognition reviews in order to avoid a duplication of information requests to the NGB. However, the Sports Councils may still request further or more up-to-date information and/or conduct Recognition reviews for specific issues that fall outside the scope of the funding checks.
- 14.3. All Recognised NGBs can be subject to Recognition reviews from time to time. The frequency of such reviews depends on the process adopted by the relevant Sports Council.

- 14.4. Recognition reviews may be part of a scheduled program applied by the relevant Sports Council or triggered by specific concerns which arise regarding a NGB or Sport.
- 14.5. A Sports Council may, at any time, require NGBs to provide specified information and/or submit key documents to demonstrate that they still meet the Criteria. This 'self-submission' process may be used as part of a filtering program to select which NGBs will undergo a more detailed Recognition review.
- 14.6. Recognition reviews will follow the same format across all Sports Councils, but each Council will decide on:
 - 14.6.1. How it runs its Recognition review program,
 - 14.6.2. How often Recognition reviews take place,
 - 14.6.3. The scope of a Recognition review, and
 - 14.6.4. Whether to use the self-submission process.
- 14.7. A Recognition review may be carried out at the discretion of the Sports Council(s). The following situations may trigger a Recognition review (this list is not exhaustive):
 - 14.7.1. **NGB Self-Declaration:** The NGB voluntarily declares that Recognition is no longer applicable or appropriate. (Following discussion and agreement between the NGB and the Sports Council(s), this could lead directly to De-recognition without a formal review.)
 - 14.7.2. **Loss of International Affiliation:** The NGB is no longer a member of the relevant UK/GB/Irish or European/International organisations.
 - 14.7.3. **Sport Split:** If a Sport is divided internationally or nationally along Discipline or organisational lines, a Recognition review may be needed for the new separate organisations.
 - 14.7.4. **Serious Concerns About the NGB:** If the Sports Council(s) have serious concerns about the NGB's operations, which call into question whether it remains fit to be a Recognised NGB. Examples of serious concerns include:
 - 14.7.4.1. The NGB not holding AGMs as required by its constitution.
 - 14.7.4.2. The NGB not responding to the Sports Council(s).
 - 14.7.4.3. Failure to provide accounts as required by the NGB's processes and the Sports Council(s).
 - 14.7.4.4. The NGB's constitution not being legally compliant or the NGB lacking necessary policies (e.g., Anti-Doping, Safeguarding, Equality, Complaints).
 - 14.7.4.5. Concerns raised by an International Federation or UK/Home Country NGB about the NGB's Recognition status.
 - 14.7.4.6. A significant breach of the NGB's own rules.
 - 14.7.4.7. Actions taken by the NGB that bring the Sport, the sports sector, or the Sports Council(s) into disrepute.
 - 14.7.4.8. The NGB is otherwise suspected of not complying with the Criteria.
 - 14.7.5. **Illegal Activity:** A statutory or legislative change that makes the Sport illegal.

15. RECOGNITION REVIEW

- 15.1. A Recognition review will be undertaken by the Home Country Sports Council where the NGB has its headquarters or registered office unless there is a reason for it to be undertaken by another Home Country Sports Council at the discretion of the Sport Council where the NGB has its headquarters or registered office.
- 15.2. For NGBs Recognised for one Home Country, the Home Country Sports Council is not required to seek the recommendation(s) of the UK Recognition Panel. The recommendation will be made by the Home Country Sports Council and shared with the Board of the Home Country Sports Council for the final decision.

- 15.3. For UK or GB Recognised bodies, the Home Country Sports Council will conduct the Recognition review and circulate its assessment to the UK Recognition Panel. The UK Recognition Panel will then collectively make a recommendation which will need to be taken to the appropriate Sports Council Boards depending on the jurisdiction of the applicant organisation. If the recommendation is for the organisation to be De-recognised, then a unanimous decision across the appropriate Sports Council Boards is required.
- 15.4. The potential outcomes from a Recognition review are:
- 15.4.1. **Continued Recognition;**
 - 15.4.2. **Conditional Recognition, requiring remedial action, with an appropriate timescale to complete;** or
 - 15.4.3. **Proceed to De-recognition.**
- 15.5. When a Recognition review is initiated, the Sports Council conducting the review will take the following steps to allow the NGB to provide information to help inform the review:
- 15.5.1. Upon commencing a Recognition Review, the relevant Sports Council will provide the Recognised NGB with a copy of the 'Information Collection Form: Recognition Review' (the "Information Collection Form") to complete and will provide the Recognised NGB with a specified date by which it should return the completed Information Collection Form.
 - 15.5.2. The Information Collection Form seeks to obtain up-to-date information that satisfies the requirements applicable to the submission of a Recognition application, as outlined below:
 - 15.5.2.1. **About you and your organisation**
 - 15.5.2.2. **Organisation History and Governance Structure**
 - 15.5.2.3. **Policies**
 - 15.5.2.4. **Affiliation**
 - 15.5.2.5. **Influence (including membership numbers)**
 - 15.5.2.6. **Future Vision and Development**
 - 15.5.3. However, the Sports Councils may request additional information and/or evidence which is not set out in the Information Collection Form based on the purpose of the Recognition review and its review of any documentation and/or representations provided.
 - 15.5.4. If the Recognised NGB feels there is any relevant information, which ought to be considered as part of its Recognition review, that does not fit under the headings of the Information Collection Form, they should make the Sports Council conducting the review aware of this information when submitting their Form. How such information is factored into the review will be decided at the discretion of the Sports Council conducting the review.

ASSESSMENT AND OUTCOMES

16. DECISION MAKING

- 16.1. Assessments will be undertaken by the Home Country Sports Council where the NGB making the application has its headquarters or registered office.
- 16.2. Decisions concerning the Recognition of a new Sport and/or Discipline will always involve all Home Country Sports Councils, and UK Sport, if the application concerns an Olympic or Paralympic Sport.

- 16.3. Such decisions must be unanimous among the Sports Council Boards (and the Board of UK Sport, if the application concerns an Olympic or Paralympic Sport). If unanimity is not reached, the application will be referred to the Chief Officers Group of the Sports Councils for further discussion. The Chief Officers will review the issues raised by each Board and make a recommendation. If consensus is reached, the Chief Officers will recommend the decision to their respective Boards for final approval. Unanimous agreement with the Chief Officers' recommendation is required for the application to be approved.
- 16.4. The UK Recognition Panel will review the assessment before making a recommendation for decision to the Home Country Sports Council Boards.
- 16.5. The Home Country Sports Council Boards (or as delegated) will review all applications based on recommendations from the UK Recognition Panel.
- 16.6. Decisions concerning the Recognition of a new NGB must be approved by the relevant Home Country Sports Council(s) (and UK Sport, if the application concerns an Olympic or Paralympic Sport). The jurisdiction of the NGB determines which Sports Council Board(s) is relevant for the purposes of approving the NGB Recognition decision:
- 16.6.1. **One Home Country jurisdiction:** The relevant Home Country Sports Council.
 - 16.6.2. **Great Britain jurisdiction:** Sport England, **sportscotland**, and Sport Wales.
 - 16.6.3. **United Kingdom jurisdiction:** Sport England, **sportscotland**, Sport Wales, and Sport Northern Ireland.
 - 16.6.4. **Olympic or Paralympic Sports and NGBs:** UK Sport, Sport England, **sportscotland**, Sport Wales, and Sport Northern Ireland.
 - 16.6.5. In the case of GB-wide, UK-wide and Olympic or Paralympic Sports and NGBs, the UK Recognition Panel will review the assessment before making a recommendation for decision to the Home Country Sports Council Boards.
- 16.7. The **new Sport and NGB** Recognition application process can result in three outcomes:
- 16.7.1. **Approved:**
If approved, the NGB will receive a letter confirming the outcome of the application, with reasons, and further information including what Recognition means (such as branding, marketing, inclusion on the Recognition list, etc.); details of the Recognition review process and any other requirements, including the need to notify Sports Councils of any changes.
 - 16.7.2. **Approved with Conditions:**
If approved with conditions, the NGB will receive a letter confirming the above and what the specific conditions of Recognition are, including reasons for imposing such conditions and a timeline for meeting those conditions.
 - 16.7.3. **Not Approved:**
Unsuccessful NGBs will receive a letter outlining the reasons for the decision with reference to any Criteria they failed to meet in their application.
- 16.8. The potential outcomes from a **Discipline change** application are:
- 16.8.1. **Approved:** the NGB will receive a letter confirming the outcome of the application, with reasons.
 - 16.8.2. **Approved with Conditions:** If approved with conditions, the NGB will receive a letter confirming the above and what the specific conditions of Recognition are, including reasons for imposing such conditions and a timeline for meeting those conditions.
 - 16.8.3. **Not Approved:** Unsuccessful NGBs will receive a letter providing reasons for the decision with reference to any Criteria they failed to meet in their application.
- 16.9. **Re-application:**
Unsuccessful applicants can reapply once they have addressed the issues that led to their previous rejection.

17. DE-RECOGNITION

- 17.1. De-recognition is a possible outcome of a Recognition review.
- 17.2. The effect of De-recognition is to remove a NGB from the list of Recognised bodies and deny them the benefits of Recognition where they no longer meet the Criteria (and/or their conditions of Recognition, where applicable) or comply with the principles set out under paragraph 5.1 of the Policy.
- 17.3. If, following the Recognition review, a decision is made to De-recognise a Recognised NGB, the Home Country Sports Council will formally notify the Recognised NGB in writing of its decision to De-recognise them, with clear reasons for its decision.
- 17.4. De-recognition of a NGB does not automatically mean that the Sport itself will be De-recognised.
- 17.5. If a NGB is De-recognised, the relevant Sports Council may reconsider their funding decisions for that NGB, if applicable.
- 17.6. A De-recognised NGB can reapply for Recognition once they have rectified the non-compliance which led to its being De-recognised. Previously having been Recognised as a NGB does not guarantee that any re-application to be Recognised as a NGB following De-recognition will be successful.

18. NEW SPORT WITH NO EXISTING NGB

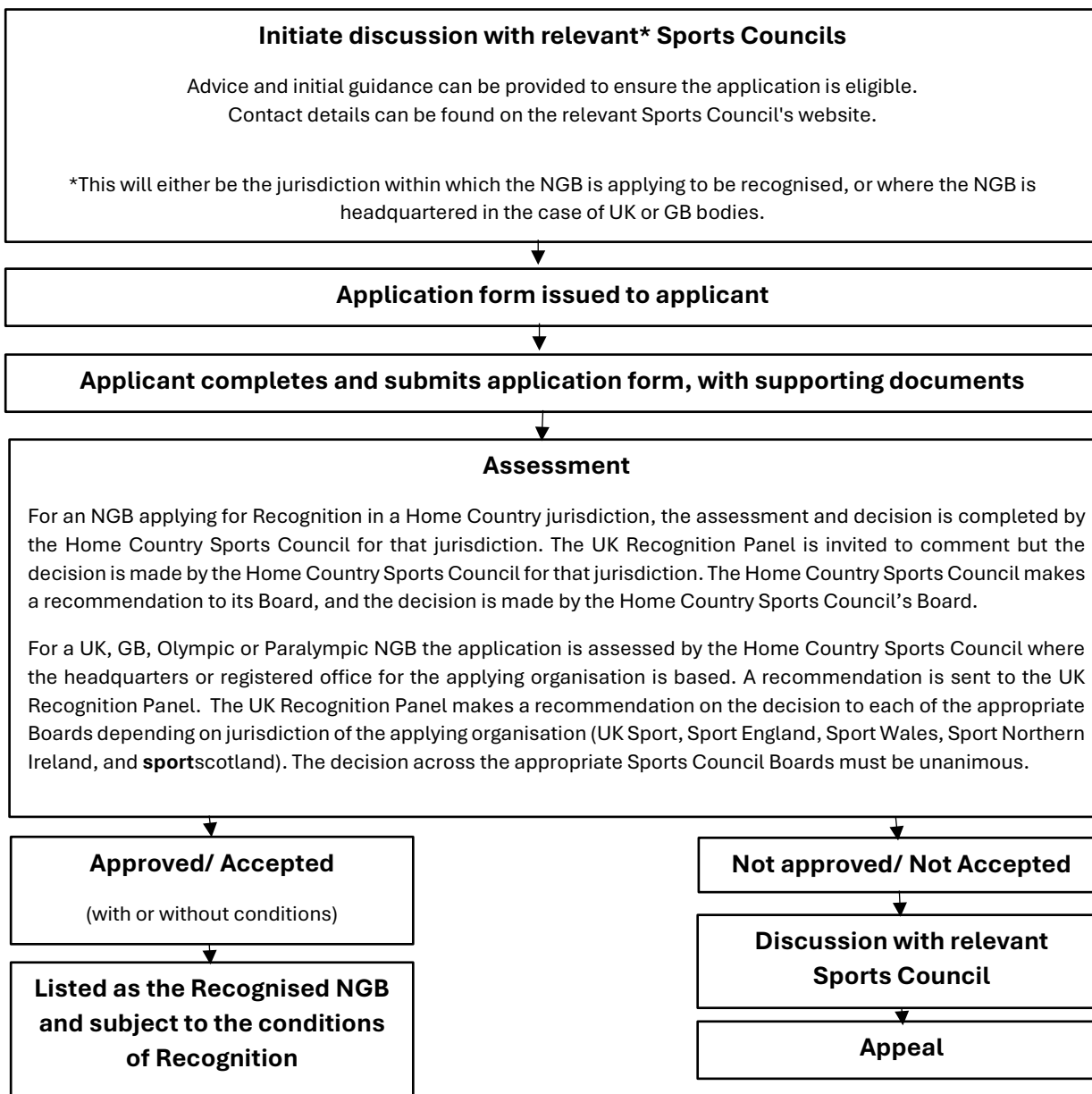
- 18.1. The Sports Councils retain the discretion to Recognise a Sport, where no NGB has made an application to the Recognition process, or where an applicant has applied as a Recognised NGB but was not deemed suitable to be Recognised for the associated Sport.
- 18.2. Where a Sport has developed significant independent cultural status, the Sports Councils may consider Recognising it as a Sport. This is particularly likely to apply to new Olympic or Commonwealth Sports.
- 18.3. Decisions relating to the Recognition of a new Sport without a Recognised NGB will always be made by unanimous agreement by all four Home Country Sports Councils (plus UK Sport where the decision relates to an Olympic or Paralympic Sport) in accordance with the process set out above.

19. POST DECISION AND APPEALS

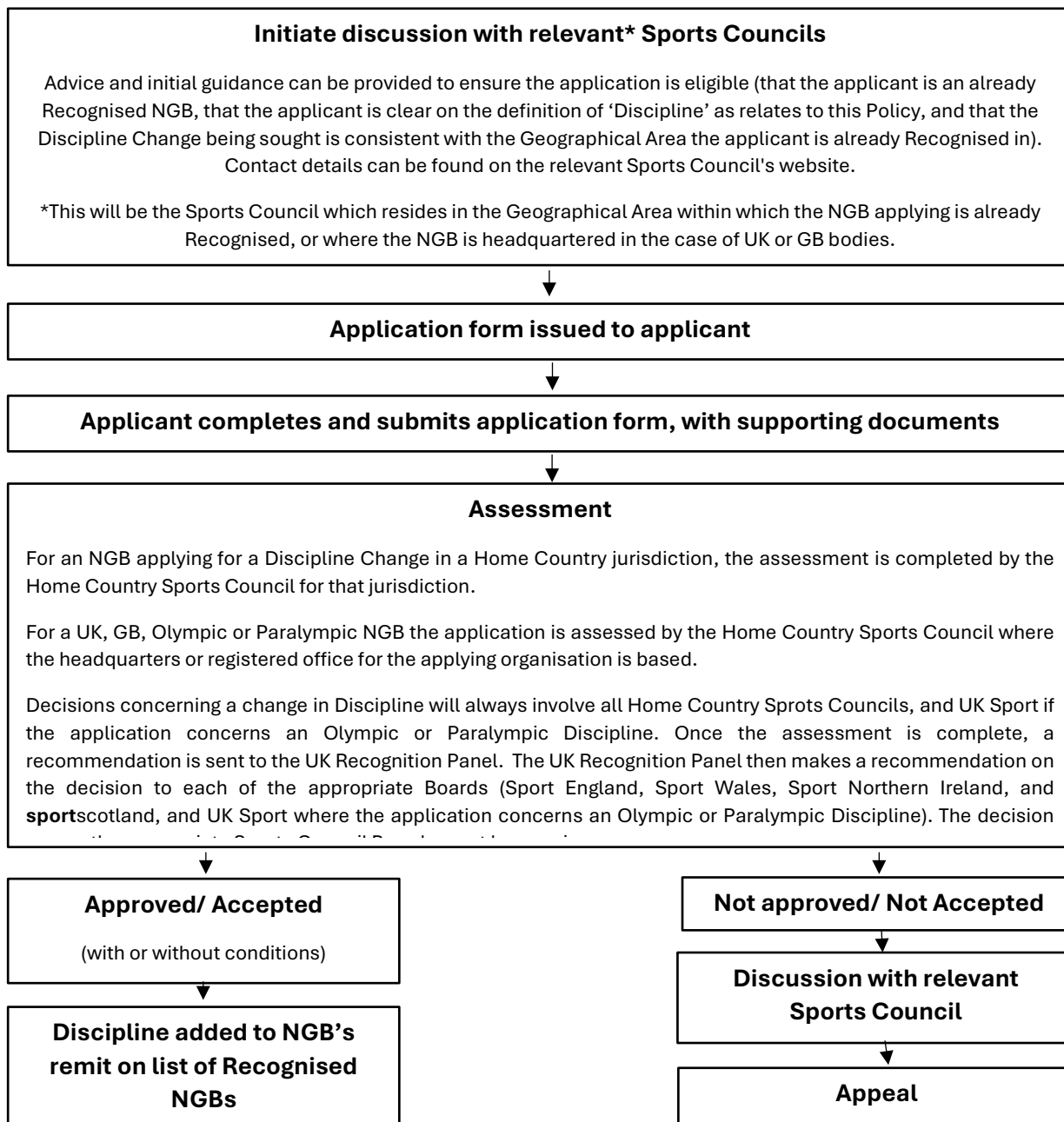
- 19.1. Following a successful application to appoint a newly Recognised NGB, Sport and/or Discipline, the relevant Sport Council(s) will publish an updated list of Recognised Sports and Recognised NGBs on its website as soon as practicable.
- 19.2. If applicants wish to be provided with further feedback on any of the decisions or processes under the Policy and this guidance, a post-decision meeting can be arranged with relevant representatives of the Home Country Sports Council.
- 19.3. Please refer to the document 'Recognition Appeals Rules and Procedure' for further information regarding appeals process.

20. APPLICATION PROCESS OVERVIEW

SPORT AND NEW NGB APPLICATION PROCESS



DISCIPLINE CHANGE APPLICATION PROCESS



RECOGNITION REVIEW PROCESS

Initiation of a Recognition review

A Recognition review is triggered either by NGB Self-Declaration, or by the Sports Council(s). A not exhaustive list of situations that may trigger a Recognition review are cited under 14.7 of this guidance.

The NGB undergoing the Recognition review will be notified by the relevant* Sports Council that a review is to take place. Where the review is triggered by NGB Self-Declaration, the NGB will notify the relevant* Sports Council of its declaration.

The Sports Council and NGB will hold an initial discussion to clarify the reason for the review and the Recognition review process.

Information Collection form issued to NGB

NGB completes and submits the Information Collection form, and supporting documents

Review

For an NGB Recognised in a single Home Country Geographical Area, the review is completed by the Home Country Sports Council for that jurisdiction. The UK Recognition Panel may be invited to comment but the decision is made by the Home Country Sports Council for that jurisdiction.

The Home Country Sports Council will then present its recommendation to its Board. The decision is made by the Home Country Sports Council's Board.

For a UK, GB, Olympic or Paralympic NGB, the review is completed by the Home Country Sports Council where the headquarters or registered office for the applying organisation is based, unless it is decided otherwise per 15.1 of this guidance.

The Home Country Sports Council will then present its findings to the UK Recognition Panel. The UK Recognition Panel then makes a recommendation on the decision to each of the appropriate Boards depending on jurisdiction of the NGB concerned (Sport England, Sport Wales, Sport Northern Ireland, and **sport**scotland, and UK Sport where the review concerns an NGB Recognised for an Olympic or Paralympic Sport). A decision to De-recognise must be unanimous across the appropriate Sports Council Boards.

Continued Recognition

(with or without conditions)

The NGB Remains Listed as a
Recognised NGB

Conditions of Recognition may
be ongoing or for a specific
timeline

De-recognition

(removal from list of Recognised NGBs)

Discussion with relevant

Option to reapply for Recognition
once they have rectified the non-
compliance which led to its being
De-recognised.

Appeal

VERSION CONTROL

This guidance supersedes all previous versions.

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