

# The Sports Councils: Recognition process

## Full application form

### Governing body and sporting activity

### For bodies that have passed the pre-application process

#### Notes to applicants

##### Introduction

- The information provided will be used by the Sports Council(s) to assess the application for recognition of a sporting body and/or activity, for applicants that are successful at the pre-application stage

##### How to complete the form

- Type your responses to the questions in the boxes below. You can expand the boxes as needed. The spaces for you to write are marked 'response' and shaded yellow
- The guidance above each box indicates the information that is required in each case, and the criteria below shows the criteria for success in each area. We have also detailed the scores below each box for transparency
- 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 in certain areas, please provide examples and evidence where you can and quantify your statements (for instance if you have trained 20 coaches in a certain area). 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
- The sections shaded grey with red text are for assessor use, please do not write in these
- Please return the completed form to [recognition@sportengland.org](mailto:recognition@sportengland.org)**

##### Geographical notes

- If you are a single Home Country governing body, applying for recognition of an activity, you will also need to include details of how the sport is run and organised in the other three home countries, and at GB/UK level. In doing this we would expect you to liaise closely with the governing bodies in the other Home Countries, and at GB/UK level, to provide a submission that is as accurate and detailed as possible. It may be that governing bodies in the other Home Countries will want to submit an application for recognition at the same time as you, in such cases, please contact your Sports Council to discuss this issue, and they will liaise with the other Sports Councils on your behalf.
- If you are a GB Governing Body i.e., one that governs the sport in England, Wales and Scotland **but not** Northern Ireland, which is applying for recognition of a sporting activity, you will also need to include details of how the sport is run and organised in Northern Ireland. In doing this we would expect you to liaise closely with the governing bodies in Northern Ireland, to provide a submission that is as detailed and accurate as possible. It may be that the governing body in Northern Ireland will want to submit an application for recognition at the same time as you; in such cases, please contact your Sports Council to discuss this issue, and they will liaise with the Sport Northern Ireland on your behalf.
- If as a GB or UK Governing Body, your responsibilities only cover GB or UK matters (e.g. organising GB elite competitions) and there are Home Country bodies in place that deal with development of your sport at grassroots level, we would expect you to liaise closely with these bodies in bringing forward your application.<sup>1</sup> It may be appropriate for these governing bodies to apply for recognition at the same time as you. If this is the case, please contact your Sports Council who will liaise with the other Sports Councils on your behalf.

##### Assessment

- The information provided will be used by the Sports Council(s) to verify and confirm your full application
- By assessing this application and the information provided, this does not mean that the Sports Council(s) have endorsed the information and policies described as acceptable or appropriate

<sup>1</sup> UK Governing Bodies are active in England, Wales, Scotland and Northern Ireland. GB Governing Bodies are active in England, Wales and Scotland

## About you and your organisation

	Response
Name of applicant governing body	
Type of organisation (charity, registered company etc) <sup>2</sup>	
Company number (if you have one)	
Name of sporting activity governed	
Form completed by (name)	
Position	
Applicant address	
Applicant telephone	
Applicant email	
Website	

## Details of supporting documentation provided

**Guidance:** please tick below the additional documents that you are providing to support your application. These can be provided in electronic copy or posted to the Sports Council at the address on the website.

Documents provided relating to question:	Mark X	Assessor
4 Sporting rules and organisation		
5 Competition structure		
6. Sporting vision and development		
7 Governing body vision and development		
8 Sporting injury risk		
9 Ethical and legal		

<sup>2</sup> Main company types in the UK

- CIC or community interest company
- Industrial and Provident Society, e.g. a Co-operative (which does include Ltd. at the end of its name) or charity
- General partnership
- LLP or Limited liability partnership
- LP or Limited partnership
- Ltd. or Cyf (Limited, or Welsh Cyfyngedig): a private company limited by shares, the shares not traded publicly
- p.l.c. or Ccc (public limited company, or Welsh Cwmni Cyfyngedig Cyhoeddus): a company whose shares may be traded publicly
- Private company limited by guarantee. Such a company must include Limited or Ltd. at the end of its name, unless it cannot distribute its profits. Guarantee companies are commonly used by not for profit organizations, which do not include Ltd. at the end of their names.
- Unlimited company (or Welsh Anghyfyngedig). A company either with or without a share capital whose members or shareholders do not benefit from limited liability should the company ever go into formal liquidation. Unlimited companies are exempted from filing accounts with the Registrar of Companies for public disclosure, subject to a few exceptions
- Sole proprietorship/Sole trader

## 1. Governing body jurisdiction

**Guidance:** please provide a statement describing the geographical area in which you operate and your relationships with other Home Country, Ireland and UK/GB level governing bodies in the same sporting activity and with the international federation or organisation

Response	Assessor*

\*Assessment: **Pass:** where the answer is fully compliant with criteria, **Fail:** where the answer is not compliant with criteria

In assessing your application it is important that the Sports Councils understand how your sport is organised in terms of the National Governing Bodies that work in the UK. Some sports are organised with a UK or GB Governing Body in place that has in its membership national governing bodies in the Home Countries, other sports will only have Home Country Governing Bodies or just a single UK or GB Governing Body.

Please use the table below to show how the governing body structure of your sport exists and operates within the various territories of the UK and Ireland (and to show where you are working with the Governing Bodies for your sport in other territories)

- Use the first line to show the territories where you operate and govern the sport
- Use the second line to name the governing bodies that operate within these territories (where you do not govern)
- Use the third to explain your relationship with these other bodies

Response	England	Scotland	Wales	Northern Ireland	Republic of Ireland	GB	UK	Assessor
Operate (mark X where you operate)								
Name of body (where you do not operate)								
Your relationship with the body (member of, affiliated to, no relationship)								

**Criteria:** The governing body must be able to demonstrate the extent of its jurisdiction and its relationships with Home Country and UK/GB level governing bodies in the same sporting activity, and with the international federation or organisation.

## 2. Governing body influence

**Guidance:** please explain why you are the leading body for the sporting activity, with independent influence over the way it is governed. This could include:

- More members or participants than other governing bodies
- The fact that you are the only governing body within your territory
- If there are other governing bodies that are not part of the structure that you have described above, then please list these, explain your relationship with them and demonstrate why you are in a better position to govern the sport than they are.

Response	Assessor*

\*Assessment: **Pass:** where the answer is fully compliant with criteria, **Fail:** where the answer is not compliant with criteria

*Criteria: The governing body must demonstrate that it is the leading body for the sporting activity and does influence throughout 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*

*Where other bodies operate within the same jurisdiction the applicant should demonstrate that it is better placed than others to govern and develop the sport*

### **3. Sporting uniqueness**

**Guidance:** 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

Response	Assessor*

\*Assessment: Pass: where the answer is fully compliant with criteria, Fail: where the answer is not compliant with criteria

*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.*

### **4. Sporting rules**

**Guidance:** Please describe the rules in place for the sporting activity and the role you play in influencing, enforcing and developing the rules for your sport. You should describe who is responsible for publishing the rules and amending them, and the role you play in this process, e.g. if an international governing body organises competitions, describe the routes open to you (e.g. by your membership of the governing body), to influence competition.

Response	Assessor*
<b>Additional documents provided</b>	<b>Mark X</b>
Rules	

\*Assessment: Pass: where the answer is fully compliant with criteria, Fail: where the answer is not compliant with criteria. Consider where the sporting rules are in place but the applicant has no role in the production or enforcement of these rules

*Criteria: The sporting activity must be defined by a set of rules which are accepted throughout the sport, and the governing body should be in a position to own, control or influence the rules*

### **5. Competition structure**

**Guidance:** Please describe the competition structure for you sport, within schools, local/county/regional, national and international levels and the role you play at each of these levels

Response	Assessor*
Schools/colleges	
Local/county/regional	
National (Home Country)	
National (UK and GB)	
International	

<b>Additional documents provided</b>	<b>Mark X</b>	
E.g. calendar of events, timetable of major competitions etc (describe below)		

\*Assessment: **Pass**: where the answer is fully compliant with criteria, with examples at two or more of the stages (school, local, national etc), **Fail**: where the answer is not compliant with criteria. **Consider** where there is some structure in place but with less than two examples above.

**Criteria:** Any activity where competition is possible, the applicant must demonstrate that it has established, controls and/or influences the competition structure that enables participants to compete at local, national or international level

## **6. Sporting vision and development**

**Guidance:** Please describe how you work to develop and grow your sport in the following areas, noting which areas relate to current activity and where there are plans or aspirations in place:

- Developing talent from initial participation where appropriate to elite/talent
- Coaches training, development and structure
- Officials training and development
- Developing volunteers or other workforce
- Improving opportunities in schools and other education
- Increasing participation, through members, casual participants within the wider community
- Specific posts within the organisation with a responsibility for development for instance development director in sports seeking to raise participation or performance director in sports aspiring to national or international competition

Where appropriate, please append plans in these areas, providing evidence to help us understand the extent of this work (for instance if you are working with a certain number of schools, clubs, or coaches), in the geographic areas for which you are seeking governing body recognition.

If you are not doing any work in these areas please explain why

<b>Response</b>		<b>Assessor*</b>
Developing talent/elite		
Coaching		
Officials		
Volunteers/workforce		
Schools/colleges		
Increasing participation in the community		
<b>Additional documents provided</b>		<b>Mark X</b>
Strategic plan or specific plans relating to the above areas (describe below)		

\*Assessment: **Pass**: where the answer is fully compliant with criteria, with examples within three or more of the areas above (talent, coaching etc), **Fail**: where the answer is not compliant with criteria. **Consider** where there is a limited answer, with examples in two or fewer of the areas above

**Criteria:** The governing body must demonstrate that it has a vision for the promotion of the sporting activity which is signed off by the Governing Body's Board, 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 to development for participants, coaches, officials and volunteers and seek to create links with informal participants.

## **7. Governing body vision and development**

**Guidance:** Please describe how you are working to develop and grow your organisation so it can better govern your sport, in the geographical areas where you are seeking recognition.

Note which initiatives relate to current activity and where there are plans or aspirations in place: This could include:

- those elements of your strategic plan which relate specifically to the development of your organisation
- the way you are working to improve your organisation's links with clubs, facility operators, other sporting bodies, both within and outside your sport

In terms of your internal organisation, the evidence you provide should show:

- How to you ensure you have a satisfactory mix of skills on the Board (or access to these skills where needed)
- What financial and accounting procedures you employ
- How you manage your internal information and other data (such as personal data, membership lists etc)

Where appropriate, please include documents or evidence, for instance:

- Organisational structure chart
- Development plans or strategy

Response		Assessor*
Organisational development		
Improving links		
Mix of skills		
Financial and accounting procedures		
Data protection and management		
<b>Additional documents provided</b>	<b>Mark X</b>	
Financial projections		
Organisational structure		
Development plan (s)		
Other (please describe below)		

\*Assessment: **Pass**: where the answer is fully compliant with criteria, with examples within five or more of the areas above (talent, coaching etc), **Fail**: where the answer is not compliant with criteria. **Consider** where there is a limited answer, with examples in four or fewer of the areas above

*Criteria: The governing 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 the organisation's effectiveness as a governing body for its sport.*

## **8. Sporting injury risk**

**Guidance:** please describe what risks exist for participants when playing the sport, and the safeguards if any, that reduce risk by the individual. This may include safeguards within the rules of the activity, or advice, guidance, procedures and rules which are published and or promoted by you or other governing bodies in the sport. This could include a copy of your risk policy or recommendation to participants about insurance.

This question is particularly relevant for:

- Sporting activities where participants are required to take out insurance
- Sporting activities with specialist equipment
- Sporting activities where there is a risk of falls or drowning

Response		Assessor*
<b>Additional documents provided</b>	<b>Mark X</b>	

Risk policy or insurance guidance for participants (describe below)		

\*Assessment: **Pass**: where the answer is fully compliant with criteria, with supporting documentation (or where there is low or no risk), **Fail**: where the answer is not compliant with criteria, or the answer is so limited that it does not provide a clear explanation of how the governing body manages or mitigates risk

*Criteria: Where a sporting activity presents a risk of injury, the applicant should demonstrate that it has taken measures to minimise and control risk to participants*

## 9. Ethical and legal

**Guidance:** use this section to note any ethical or legal issues here, for instance barriers to participation. You should aim to show how you make sure that you operate in an inclusive way. Please append any relevant documentation (for instance accessibility statement or policy)

<b>Response</b>		<b>Assessor*</b>
<b>Additional documents provided</b>	<b>Mark X</b>	
Accessibility document		
Other document (describe below)		

Assessment: Pass or fail

*Criteria: Ethical considerations will be taken into account when considering the sporting activity application. For example, it must be demonstrated that there are no barriers to participation that could be viewed as an inequity of access, and that the sporting activity is one which the Sports Councils, in its discretion, would wish to be associated with. The activity also must be one that is not prohibited in any way by UK law. Where the sports councils feel there are ethical or moral issues involved in the playing of an activity, which mean they would not wish to be associated with it, such issues will be taken into consideration.*

## 10. Accuracy of application

- Please mark (X) this box to indicate that the information you have provided is true and correct to the best of your knowledge

## 11. Privacy notices

### Data Protection

- Please mark (X) this box to indicate that you have read and understood how the Sports Councils will process your information, including personal information, and that the Sports Councils may share it with other people or bodies, as described in the Privacy Notices on the Recognition webpages.

### Freedom of Information

- Please mark (X) this box to indicate that you have read and understood that the Home Country Sports Councils are subject to Freedom of Information legislation and may be obliged to disclose your information to other people, as described in the Privacy Notices on the Recognition webpages.

Some of the information I have supplied or will be supplying is confidential and I have identified this on the table below.

Document name	Question/clause/ paragraph number	Reason for confidentiality

## Full application assessment

Section	Score	Guidance
1 Governing body jurisdiction		Pass or Fail
2 Governing body influence		Pass or Fail
3 Sporting uniqueness		Pass or Fail
4 Sporting rules		Pass, Fail or Consider
5 Competition structure		Pass, Fail or Consider
6 Sporting vision and development		Pass, Fail or Consider
7 Governing body vision and development		Pass, Fail or Consider
8 Sporting injury risk		Pass or Fail
9 Ethical and legal		Pass or Fail
10 Accuracy of application		Pass or Fail
11 Privacy notices		Pass or Fail
<b>Overall</b>		

### Scoring instruction:

Pass in all questions = Pass

Fail in any question = Fail

Where there are questions that score "Consider", go back to the applicant for more information, to help move the question to pass (suggest allow 15 working days for a response, but at the discretion of the assessor).

Failing that

- 3 or 4 Considers = Fail
- 2 or fewer Considers = Pass

Assessing Officer name

Signature

Date

### Recommendation to the Home Country Sports Councils and UK Sport

*To be completed only following consideration by the UK Recognition Panel*

NB if this is a reject decision then indicate the time period after which the applicant can re-apply

Panel Chair's name

Signature

Date