

The Sports Councils: Recognition process: Pre-application form Governing body and sporting activity

Notes to applicants

Introduction

- The information provided will be used by the Sports Council(s) to determine whether applicants can proceed into the full application process

How to complete this 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. For applications to progress from pre-application to full application you need to provide answers that pass the criteria for all questions
- Where you provide additional documents, please mark in the response box with an 'X', if you do not, then please mark N/A (not applicable)
- 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. The exception to this is for the Affiliation question (number 4), where a link to the page or section of the international body's website that contains confirmation of your status, will be an acceptable way to demonstrate affiliation
- 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, so please do not write in these
- Please return the completed form to recognition@sportengland.org**

Assessment

- 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

About you and your organisation

	Response
Name of applicant governing body	
Type of organisation (charity, registered company etc) ¹	
Company number (if appropriate)	

¹ 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

	Response
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 address on the website

Documents provided	Mark X	Assessor
Question 2: Certified financial accounts (past two years)		
Question 2: Minutes of AGM (past two years)		
Question 3: Constitution OR memorandum and articles of association		
Question 3: Other policy documents		
Question 4: Affiliation document(s)		
Question 5: Membership document(s)		
Question 7: Privacy statements read and ticked		

1. Description of the sporting activity

Guidance: Please describe the sporting activity that you wish to have recognised. You should include

- the disciplines within the main activity (e.g. cycling is recognised as a sport and comprises a range of disciplines including BMX, mountain biking, road racing, cycle speedway etc)
- description of the physical activity involved
- the physical skills required to play the activity
- the physical effort involved in playing the activity
- how and when the sport originated and how long it has been played in the UK

You should also include an assessment of the main strategies and tactics involved in the activity and the mental challenge it presents to participants.

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 meet the definition of sport contained in the Council of Europe’s European Sports Charter 1993, which is:

“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 levels.”

For the purposes of recognition, the Sports Councils will only consider the human physical skill and effort involved in playing the activity. Any physical effort and skill required to prepare for the activity to take place (e.g. preparation of playing fields, animal husbandry, travelling to and from a place where the activity is played) will not be taken into of consideration for the purposes of recognition.

2. Essential Purpose

Guidance: Please describe the overall purpose of the activity, sporting or otherwise.

Response	Assessor*

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

Criteria: the purpose of the activity must be sporting and not a means to another end. Please refer to the Council of Europe's European Sports Charter 1993, for more detail on our definition of sporting activity, which is part of the pre-application process.² 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.

3. Organisation history

Guidance: Describe how long the organisation applying for recognition has been operating. This must be evidenced by two years of certified or appropriately signed off accounts and the minutes of the most recent two AGMs³

Response	Assessor*
Additional documents provided	Mark X
Certified accounts (2 years)	
Minutes of AGM (2 years)	

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

Criteria: the organisation must have been operating for at least two years. The sports councils will consider waiving this requirement in cases where a new organisation(s) is formed from existing recognised national governing bodies, providing this is evidenced through the submission of material relevant to the organisational change, e.g. AGM minutes approving the merger

4. Governance structure: including constitution or memorandum and articles of association

Guidance: Please provide a copy of your constitution or memorandum and articles of association.

The Charity Commission provides advice and documentation in this area, including model governing documents for smaller and larger charities. These can be found on the Charity Commission website <http://www.charitycommission.gov.uk/registration/mgds.asp>. This is of course not the only constitution that would be appropriate and there are other model constitutions that both the Charity Commission and other organisations produce. Other guidance could be obtained from the Community Interest Company <http://www.cicregulator.gov.uk/guidance.shtml> or the Financial Services Authority <http://www.fsa.gov.uk/pages/index.shtml>

These documents typically include statements on:

² "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 levels." For the purposes of recognition, the Sports Councils will place an emphasis on the human physical activity when the sporting activity takes place and not activity in preparation for the sporting activity, or on its conclusion.

³ Accounts could be certified, audited or approved by the NGB Board. The Sports Councils will consider waiving the two year AGM requirement in cases where a new organisation(s) is formed from the merger or separation of existing recognised national governing bodies, providing this is evidenced through the submission of any relevant to the organisational change.

- objects, which should show that the organisation’s purpose is to govern, promote and deliver the sport
- application of income and property
- dissolution
- membership (and openness of membership policy)
- meetings, roles of officers and voting procedure
- democratic structure

We would also ask you to provide documents or policies relating to the following, with evidence that they have been formally approved by your Board (e.g. Board or AGM minutes)

- anti-doping
- child protection
- equality and diversity
- complaints procedure
- conflict of interest policy
- membership rules

Please also provide us with the names of the current members of your Board. There must be at least three members who are not related to each other or co-habiting

Please append other relevant documents and mark in the table below where you have included the areas outlined above

Documents provided	Mark X	Assessor
Constitution appended (or memorandum and articles) including the elements outlined above		
Other policy documents		
Anti-doping policy		
Child protection policy		
Equality and diversity		
Complaints, disputes or grievance procedure		
Conflict of interest policy		
Membership rules		
Board members		

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

Criteria: The governing body should have a constitution or memorandum and articles of association relevant to the jurisdiction in which it operates (i.e. England, Wales, Scotland or Northern Ireland). The governing body should show robust management and governance procedures in accordance with good practice promoted by the Sports Councils.

5. Affiliation

Guidance: Please list the national and international sporting organisations that you are a member of or affiliated to. Please provide evidence of this (for instance a letter confirming affiliation, or a link to the website of the body you are affiliated to)

Response	Assessor*
Additional documents provided	Mark X
Affiliation documents	

*Assessment: Pass: where the answer is fully compliant with criteria, or where there is no body to affiliate to, Fail: where the answer is not compliant with criteria

Criteria: The organisation must demonstrate direct or indirect affiliation to the UK (or Irish) or international governing body for the sport (as appropriate to the sport), if such a body exists. As guidance, this would preferably be an international federation that is recognised by or connected to the International Olympic Committee, International Paralympic Committee or Commonwealth Games Federation.

6. Membership numbers

Guidance: provide details of your current (or latest available) individual membership levels.

The following will be accepted as evidence for this: (one or more of):

- Counts of members taken from membership database
- Informed estimate, based on the number of clubs and typical members per club
- A letter from a related body, confirming the number of members or affiliated members
- An estimate based on the revenues from membership fees earned per year, divided by the typical cost per member

Please breakdown the members, by UK, England, Scotland, Wales, Northern Ireland as appropriate. If your members are split between active and affiliate members, please note this.

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.

Response	Assessor*
Additional documents provided	Mark X
Membership documents	

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

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

- UK: 1,650
- Scotland: 500
- Britain: 1,500
- Wales: 250
- England: 750
- Northern Ireland: 150

Where membership levels are below these thresholds but you feel you have a compelling case (for instance a sport that is developing and has shown significant growth in the past two years), please provide details in the box above. The Sports Councils and UK Recognition Panel reserve the right to pass sports bodies where membership levels are below the threshold in exceptional circumstances, or for sports that are recognised by the International Paralympic Committee

7. 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

8. 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 (detailed on 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

Pre-application assessment

Section	Score	Guidance
1 Sporting activity		Pass or fail
2 Essential purpose		Pass or fail
3 Organisation history		Pass or fail
4 Constitution		Pass or fail
5 Affiliation		Pass or fail
6 Membership numbers		Pass or fail (or below threshold but passed)
7. Accuracy statement		Pass or fail
9 Privacy and FOI		Pass or fail
Overall result		Pass or fail

Scoring instruction:

All questions are pass or fail, with no 'grey area' with the potential exception of membership levels which could pass at a point below the threshold at the assessor's discretion. If this is the case then the assessor should indicate in the box above and treat point 6 as a '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