

## Policy statement

# Sports councils' policy for the recognition of sporting activities and associated national governing bodies of sport

Prepared by: UK Recognition Panel

Date: October 2010<sup>1</sup>

## Introduction

1. This paper presents detail on the policy and process of recognition which is managed by the four Sports Councils and UK Sport. The policy was refreshed during 2010 and the paper presents:
  - Definition of recognition;
  - Rationale for the change in policy undertaken in 2010;
  - Principles of the recognition policy;
  - Overview of the recognition process; and
  - Appendices providing further detail on the recognition process.
2. The recognition process was refreshed to provide more clarity and consistency to applicants, sports participants and the Sports Councils.
3. The refreshed recognition process has two stages, with a quick pre-application that allows more efficient evaluation and rejection of sports that do not meet the basic criteria, which will save time for applicants and assessors. The process also introduces a regular Recognition Review process (every four years<sup>2</sup>) which aims to improve governance within the sports environment.
4. The previous recognition process was stopped by the Sports Councils during August 2010 with the new process in place and open from October 2010.<sup>3</sup> Unless stated otherwise, referrals to recognition refer to the refreshed process, introduced in October 2010.

## What is recognition?

5. Recognition is a process shared by all five Sports Councils (SC) which determines:
  - Those organisations which govern recognised sporting activities on a United Kingdom (UK) or Great Britain (GB) or Home Country (HC) basis; and
  - The sporting activities and bodies they are willing to consider supporting and working with - recognition is requirement for many funding streams, but does not in itself bring a right to Sports Council funding.
6. National Governing Bodies (NGBs) of sport are typically private organisations which govern a particular sport through the common

<sup>1</sup> Amended April 2011 to reflect small inconsistencies in the previous version

<sup>2</sup> Recognition Review will be undertaken on a four year cycle, although some Sports Councils may opt to use a more frequent timescale

<sup>3</sup> Applicants who are already in the process will be able to submit applications under the previous process until 30<sup>th</sup> September 2010

consent of the sport itself. Recognition is an acknowledgement of this situation and does not in itself confer additional authority or rights.

### Rationale for change

7. The process has been revised to address the limitations in the previous recognition process,
  - Lack of clear communication and clarity about what recognition means;
  - A lengthy process which was time consuming for the applicant and sports councils;
  - No measures previously in place to monitor whether sports bodies continue to meet the requirements of recognition and no control over sports bodies introducing new disciplines. This presented a risk to Sports Councils through association with these bodies; and
  - The previous process allowed recognition of sporting activities without a governing body, which presented governance risks as there is no body responsible for development of the sport, sporting injury risk and so on.
8. The previous process was stopped in August 2010, through notices on Sports Council websites and emails to current applicants.

## Aims and benefits of recognition

### Aims of recognition

9. The aim of recognition is to identify sporting activities, and a single lead NGB structure (or joined up structure)<sup>4</sup> at UK or GB or Home Country level that satisfies published criteria on governance related issues and structures. Sports Councils will maintain a comprehensive list of recognised NGBs and sporting activities.
10. The recognition process has been revised with the overall objective of improving the structures and governance of National Governing Body (NGB) organisations and for those organisations to confirm that they continue to meet published minimum criteria to remain recognised.

### Benefits of recognition

11. The new process aims to emphasise the benefits to NGBs and sports participants
  - For NGBs:
    - Association with their respective Sports Councils, for instance through the use of the Sports Council logos on the NGB website
    - For many funding programmes, recognition is the first eligibility criterion for applicants;
    - Improved governance with a regular Recognition Review process in place;
    - Clarity of reporting lines within the NGB structure; and

<sup>4</sup> We would aim to work towards having a single lead NGB at Home Country level in the long term. If that is not possible, then a joined up structure with clarity on lines of communication/responsibility will be acceptable

- A more straightforward application process with a shorter pre-application and decision process.
  - For sports participants and other stakeholders:
    - Detail on the organisations with which the Sports Councils choose to have dialogue with for a particular sport;
    - Clarity on the NGB structure and how the body operates and governs its sport, with some consistency in terms of the Recognition application and Recognition Review requirements (for instance geographical jurisdiction, development plan, competition structures etc); and
    - Improved governance, sharing of good practice and an emphasis on sporting development should also contribute to the quality of the sporting experience for participants.
12. There are also benefits for Sports Councils, through improved governance and ongoing dialogue with the NGBs, as well as efficiencies through a more streamlined two stage application process.

## Principles of the new recognition policy

13. The following are the core principles of recognition:
- Sports Councils will maintain and promote a UK-wide policy on recognition and act collectively;
  - The decision on what is a sporting activity will be based on the 1993 European Sports Charter;
  - Each Sports Council will be responsible for its own strategic decisions on which organisations it decides to support and how it implements the detail of the Recognition Review process, although the principles and minimum standards will be consistent;
  - As Sporting Activities can cover a number of different disciplines, when applications are received for Governing Bodies which also combine a new Sporting Activity, we will consider whether this would be better placed to be a discipline of an existing Sporting Activity;
  - Each Home Country Sports Council has the authority to recognise its own National Governing Body for a recognised sporting activity, but normally using the same criteria as for any UK or GB NGB;
  - Where a Governing Body is de-recognised for any reason, this will not normally result in the de-recognition of the sporting activity unless the de-recognition is linked to both aspects of recognition;
  - An applicant who has submitted a full application which is rejected, or a Body which is de-recognised through this process will have a right of appeal against the decision; and
  - NGBs will also be required to advise their appropriate Sports Councils in advance of any intended change in the disciplines within their sports and gain approval for such changes (additions or deletions).<sup>5</sup>

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<sup>5</sup> Process to be developed

- The policy has been developed and is supported by the five Sports Councils and will be implemented consistently as far as possible<sup>6</sup>.

### Exclusions in recognition status

14. There are certain limitations of recognition:
- Recognition status does not mean that an organisation is fit or eligible to receive Sports Council funding
  - Recognition status does not mean that the Sports Councils have approved the internal structures of the organisation or take any responsibility for its operations
  - The Recognition Review process is a check that NGBs continue to meet recognition criteria and does not equate to Sports Council endorsement of the NGBs or their activities
  - The comprehensive list of recognised sporting activities and NGBs will be updated periodically and circumstances may change which are not reflected in the list straightaway.

## Overview of recognition process

### Roles and responsibilities

15. The UK Recognition Panel comprises nominated Officer(s) from each of the five Sports Councils (Sport England, sportscotland, UK Sport, Sport Wales and Sport Northern Ireland).<sup>7</sup> This Panel has authority to approve pre-applications, as explained further below. Further detail is provided in the Terms of Reference.<sup>8</sup>
16. Full applications will be managed by the UK Recognition Panel with a recommendation made to the Sports Council Boards for approval.

### The process

#### Pre-application

17. Applications will combine requests for recognition of sporting activities and NGB to govern that activity. Applications solely for the recognition of sporting activities will no longer be accepted.
18. The only exception to the above, is where a sporting activity is already recognised, but there is no recognised NGB, in such cases an application solely for recognition of an NGB will be accepted
19. A pre-application will be required to determine whether the submission of a full application can be justified.
20. Pre-applications will normally be assessed by the Home Country in which the applicant has its headquarters or registered office.<sup>9</sup>

<sup>6</sup> In exceptional circumstances the detailed interpretation and delivery may vary slightly, according to the strategies and policies approved by the Sports Council Boards and the environments in which they operate

<sup>7</sup> There will be one nominated officer per Council considering each application, although they will be likely to consult with other colleagues within their organisations to form a view. There may be one nominated officer per Sports Council or this role may be shared between several officers

<sup>8</sup> Detail in Appendices

<sup>9</sup> An exception to this may be in applications from All Ireland bodies, whose headquarters are located in Dublin

Decisions on pre-applications and whether applicants will be progressed to full application will be taken by the UK Recognition Panel.

### Full application

21. Full applications will be normally assessed by the Home Country in which the applicant has its headquarters or registered office.<sup>10</sup>
22. A recommendation will be made by the UK Recognition Panel, prior to going for decision to the Sports Council Board(s).
  - i) Full applications that involve the recognition of a UK wide NGB will require unanimous decision by all four Sports Councils
  - ii) UK Sport will also be involved where an Olympic or Paralympic NGB or sport is being considered
  - iii) Full applications that involve the recognition of a GB wide governing body will require the unanimous agreement by the English, Scottish and Welsh Sports Councils
  - iv) Full applications that involve the recognition of a Home Country governing body will only require the agreement of the appropriate Sports Council

### Recognition Review

23. A Recognition Review will be carried out on a periodic basis (every four years) to ensure that the NGB can demonstrate that it should retain its recognition status
24. NGBs that are in receipt of core/programme funding or investment from one or more of the Sports Councils are described as 'partnership NGBs' for the purposes of this process. These partnership NGBs will normally be subject to more rigorous regular assurance checks, and so will not be required to take part in the Recognition Review process described here<sup>11</sup>
25. More detail on the application process and approval is described in the appendices.

## FURTHER INFORMATION

- Appendix 1: Pre-application process
- Appendix 2: Full application process
- Appendix 3: Challenge process
- Appendix 4: Recognition Review
- Appendix 5: Change of discipline
- Appendix 6: Process flowchart
- Appendix 7: UK Recognition Panel Terms of Reference

<sup>10</sup> An exception to this may be in applications from All Ireland bodies, whose headquarters are located in Dublin

<sup>11</sup> These are not always annual checks, but all Sports Councils operate a regular assurance or review on the sports bodies that are described as 'partnership NGBs' in this document

## APPENDICES

### Appendix 1: Pre-application process

#### Purpose

Each organisation which expresses an intention to apply for recognition will be required to go through a pre-application process. The purpose of the pre-application process is to evaluate whether the organisation has a genuine case for full consideration for recognition, and to filter out those applications which will not meet the most basic requirements.

#### Format

A standard application form and guidance notes will be available on the Sports Council websites from 1<sup>st</sup> October 2010, and applicants will complete these and submit in electronic copy.<sup>12</sup> At this stage the Sports Councils are unlikely to request a formal meeting with applicants, although this is at the discretion of the Sports Councils.<sup>13</sup>

#### Criteria

The following criteria will apply to pre-application, all of which must be satisfied:

- **Sporting activity:** Where a new sporting activity is being considered it 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 aimed at expressing or improving physical fitness and mental well-being forming social relationships or obtaining results in competition at all levels."

As guidance, 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.
- **Essential purpose:** The purpose of the activity must be solely for sport, as defined above, and not a means to another end.
- **Organisation history:** The organisation must normally have been in operation for a minimum of two years as evidenced by two years of certified or appropriately signed off accounts and the minutes of the most recent two AGMs<sup>14</sup>
- **Governance structure:** The organisation must have a constitution or memorandum and articles of association, that is relevant to the jurisdiction in which it operates, and demonstrates that the NGB is operating across the jurisdiction that it is applying to represent, and is independent of undue influence from other bodies. The constitution

<sup>12</sup> Applicants can scan the whole forms or just the signature pages. The forms will not be available on UK Sport website

<sup>13</sup> The form itself will contain wording to encourage applicants to speak to the relevant Sports Council prior to submitting a pre-application

<sup>14</sup> Accounts could be certified, audited or approved by the applicant 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.

should meet minimum standards for the relevant Home Country Sports Councils and should include statements on anti-doping, child protection and equality<sup>15</sup>

- **Affiliation:** The governing body can demonstrate that it is affiliated to the UK (or Irish) governing body for its sport, and the sport's 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.
- **Membership numbers:** The organisation must be able to evidence a current membership level (individual members) in excess of the following thresholds (dependent on the jurisdiction).<sup>16</sup>
  - UK: 1,650
  - Britain: 1,500
  - England: 750
  - Scotland: 500
  - Wales: 250
  - Northern Ireland: 150
- Suggested ways of evidencing membership levels are provided in the guidance notes to the application form and could include:
  - Counts of members taken from membership database
  - Informed estimates, based on the number of clubs and typical number of 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
- Sports Councils may waive this requirement in exceptional circumstances, for instance for Commonwealth Games or Paralympic sports, or sports that have demonstrated significant growth and have plans to grow further. This will be at the Sports Councils' discretion and with the approval of the UK Recognition Panel

### Assessment and next steps

The application will be assessed by the relevant Sports Council which will make a recommendation to the UK Recognition Panel.

- Successful applicants will be invited to proceed to the full application stage
- Unsuccessful applicants will receive a rejection notification which will detail which criteria the application did not meet. Unsuccessful pre-applicants will be permitted to reapply after a time period has elapsed. This time period will be determined by the Panel, depending on the extent of work needed to improve the application.

<sup>15</sup> See Pre-Application Form for minimum standards

<sup>16</sup> The Pre-Application Form notes that the Sports Councils and UK Recognition Panel reserve the right to pass sports bodies where membership levels are below the threshold in exceptional circumstances as outlined above

### Disputed pre-application decisions

Unsuccessful applicants who consider that their application has been rejected for reasons that contravene the criteria should address their complaint to the SC that assessed the application assessment, who will then manage the dispute.<sup>17</sup>

## Appendix 2: Full application process

### Purpose

Applicants who pass the pre-application stage will be invited to submit a full application. Prior to the submission, the Sports Council will require the applicant to meet with them to talk through the full application process and to describe the requirements in detail.

### Format

A standard application form and guidance notes will be given to the applicant after the meeting. A sample copy of the form for information will be available on the SC websites, and applicants will complete these and submit in electronic format, as with the pre-application form.

### Criteria

The full application assesses the sporting activity as well as the governing body, based on the criteria below.

- **Governing body jurisdiction:** 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.
- **Governing body influence:** The NGB should also demonstrate that it is the prevalent governing body within the relevant jurisdiction, to show that it is best placed to govern and develop the sport
- **Sporting uniqueness:** 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, SCs may consider accepting it. This is particularly likely to apply to established sports that are already recognised.
- **Sporting rules:** The sporting activity must be defined by rules where appropriate, or where this is not appropriate, the applicant must provide a clear definition of what the activity is and evidence that this definition is comprehensively accepted within that jurisdiction
- The governing body must show that it has control or influence over the sporting rules, either as owner of the rules, or through its membership or affiliation to the rule defining body (or other mechanism that may exist within the sport)
- **Competition structure:** Any activity where competition is possible, the applicant must demonstrate that it has established, controls and/or

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<sup>17</sup> However if a dispute is lodged in respect of a pre-application that is turned down on the grounds of a new sporting activity, we may consider taking this to an independent appeal. This will be at the discretion of the Panel

influences the competition structure that enables participants to compete at local, national and international level<sup>18</sup>

- **Sporting vision and development:** The governing body must demonstrate that it has a vision for the promotion of the sporting activity, 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.
- **Governing body vision and development:** The body should also be able to demonstrate that it has a clearly defined strategy for the development of its organisation
- **Sporting injury risk:** Where a sporting activity presents risk of injury, the applicant should demonstrate that it has taken measures to minimise and control risk to participants<sup>19</sup>
- **Ethical and legal considerations:** Ethical considerations will be taken into account when considering the sporting activity part of the application. For example, it must be demonstrated that there are no barriers to participation, including access to premises, facilities and services, and that the sporting activity is one which the Sports Councils, in their discretion, would wish to be associated with.<sup>20</sup> The activity also must be one that is not prohibited in any way by UK law.

### Assessment and next steps

The application will be assessed by the relevant Sports Council and a recommendation will be made to the UK Recognition Panel. The final decision will be made by the relevant SC Boards.

- Successful applicants will be informed of their success using a standard letter (which can be customised by the SC) which will include
  - Confirmation of what recognition means (branding, marketing, being part of the recognition list etc)
  - Detail of Recognition Review process and expected timings
  - Other requirements: including the requirement to notify SCs about any change of discipline
- Unsuccessful applicants will receive a rejection notification which will detail which criteria the application did not meet. Unsuccessful applicants will be permitted to reapply after a time period has elapsed. This time period will be determined by the Panel, depending on the extent of work needed to improve the application.
- In some cases we may conditionally approve an application if there is one small matter to resolve, with a time limit for this to be actioned determined by the relevant Sports Council.

<sup>18</sup> In some cases there will not be competition opportunities at all levels (for instance sports with limited international take-up), and the scoring criteria takes this into account

<sup>19</sup> See the Full Application form for more guidance on sports that could be considered to have higher risk

<sup>20</sup> For example, the NGB Constitution should be compliant with equality law

### Appeal process

Unsuccessful applicants will be able to appeal, under an independent appeals process that will be operated centrally and funded by the SCs. The reason for using an independent body is that the appeal will be against a decision by the Sports Council Boards.<sup>21</sup>

## Appendix 3: Challenge process

The implementation of this process is subject to approval by the Chief Officers. A challenge process could occur:

- Where two bodies are applying at the same time to be recognised as the governing body for a particular sport
- Where a governing body applies to compete with an already recognised governing body
- Where there is a challenge on the discipline, for instance a governing body seeks to introduce a discipline which is already part of another governing body's remit

In the first case, both bodies will be required to submit an application and each will be assessed on its own merits. The Home Country Sports Council may consider it appropriate to encourage the two bodies to work together to submit a joint application, or may consider one body better equipped to govern the sport.

In the other two cases, the challenging governing body will be required to submit an application covering the same information as in the pre-application. They will also need to submit a business case detailing the justification for them to be considered the prevalent governing body for that sport, and if appropriate, the reasons why the incumbent body is less able to represent the sport.

This will be considered by the relevant Sports Council and a decision taken by the UK Recognition Panel. If the Panel opts to proceed, then the challenger will go into a more detailed application process, similar to the full application process, with the incumbent NGB offered the opportunity to take part in this process to retain its recognition status.<sup>22</sup> Appeals will be managed at pre-application or full application as outlined above.

## Appendix 4: Recognition Review process

The implementation of this process is subject to approval by the Chief Officers. Once a Governing body has been granted recognition status this will be subject to a Recognition Review. In addition, existing recognised Governing bodies on the comprehensive recognition list will also be subject to review to ensure that they still meet the criteria.

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<sup>21</sup> Detail of appeals process to be approved by the Chief Officers. It is proposed to use an independent body to manage the appeals which is how these have been managed previously

<sup>22</sup> Guidance to be developed

Partnership NGBs have a regular assurance process in place, operated by the relevant Sports Councils and so will not be subject to this process.

Non-Partnership NGBs will be required to undertake a Recognition Review, every four years, to check that they still meet recognition criteria.<sup>23</sup> The compliance by a non-funded Governing body with the recognition criteria will normally be undertaken by correspondence in the first instance. The Sports Councils reserve the right to carry out a management audit or other method of assessing compliance.

The basic Recognition Review process will be based on the information provided for recognition, with sports bodies required to confirm these details and submit up to date documents. The key components of the basic Recognition Review include elements of the pre and full application requirements, covering:

- NGB structure
- Sporting activity and disciplines
- Membership numbers
- Sporting vision and development
- Governing body vision and development
- Affiliation
- Governance structure

NGBs will be required to keep their contact details up to date, so that SCs can identify who to contact for Recognition Review.

#### Assessment and next steps

The assessment will be undertaken by the Sports Council that recognises the NGB, or where a body is recognised by more than one NGB, a lead Sports Council will be allocated to the NGB.<sup>24</sup>

The outcome of the review of the recognition status of a Governing body will result in either:

- Re-affirmation of the status of recognised Governing body
- A conditional re-affirmation highlighting any criteria where concerns have been identified and a requirement for an action plan to address them, together. NGBs will also be provided with a timescale to address these issues, or to respond to the outcome

#### De-recognition

The implementation of this process is subject to approval by the Chief Officers. Very rarely the Sports Council may decide that a Governing body should be de-recognised or that it should be asked to apply for recognition again by application. Where a Governing body is de-recognised it will attract a right of appeal, using the full application process as a basis.

<sup>23</sup> Recognition Review will be undertaken on a four year cycle, although some Sports Councils may opt to use a more frequent timescale

<sup>24</sup> NGBs allocated to Sports Councils proportionally, with UK Sport only managing Recognition Review for Olympic or Paralympic bodies.

The detail of the de-recognition process will be finalised as a second phase of work, once the new process has been introduced, and the following will apply:

- The de-recognition process will be a phased process, allowing Sports Councils to take steps to support the governing bodies, for instance giving a time period for NGBs to address areas of concern, before taking action (for instance removing the NGB from the SC Recognition list).
- In the case of Partnership NGBs, the regular assurance process will usually have measures to address areas of concern and so this process will only apply to sports bodies that are not core/programme funded/invested.
- De-recognition of an NGB will not result in de-recognition of a sporting activity, unless the de-recognition is linked to both aspects of recognition.

## Appendix 5: Change of discipline

The implementation of this process is subject to approval by the Chief Officers. Recognition is based on the governing body and the sporting activity. Within each sporting activity is a range of sporting disciplines. The policy will now require bodies to apply to the relevant sports councils for any additions or deletions to the list of disciplines within a recognised sport. This will enable the Sports Councils to ensure that the disciplines within each activity adhere to the European Sports Charter.

The change of discipline process will comprise a simple form where applicants will provide the proposed change to their disciplines and an explanation for this change, referring to sporting activity and demand for the sport.<sup>25</sup>

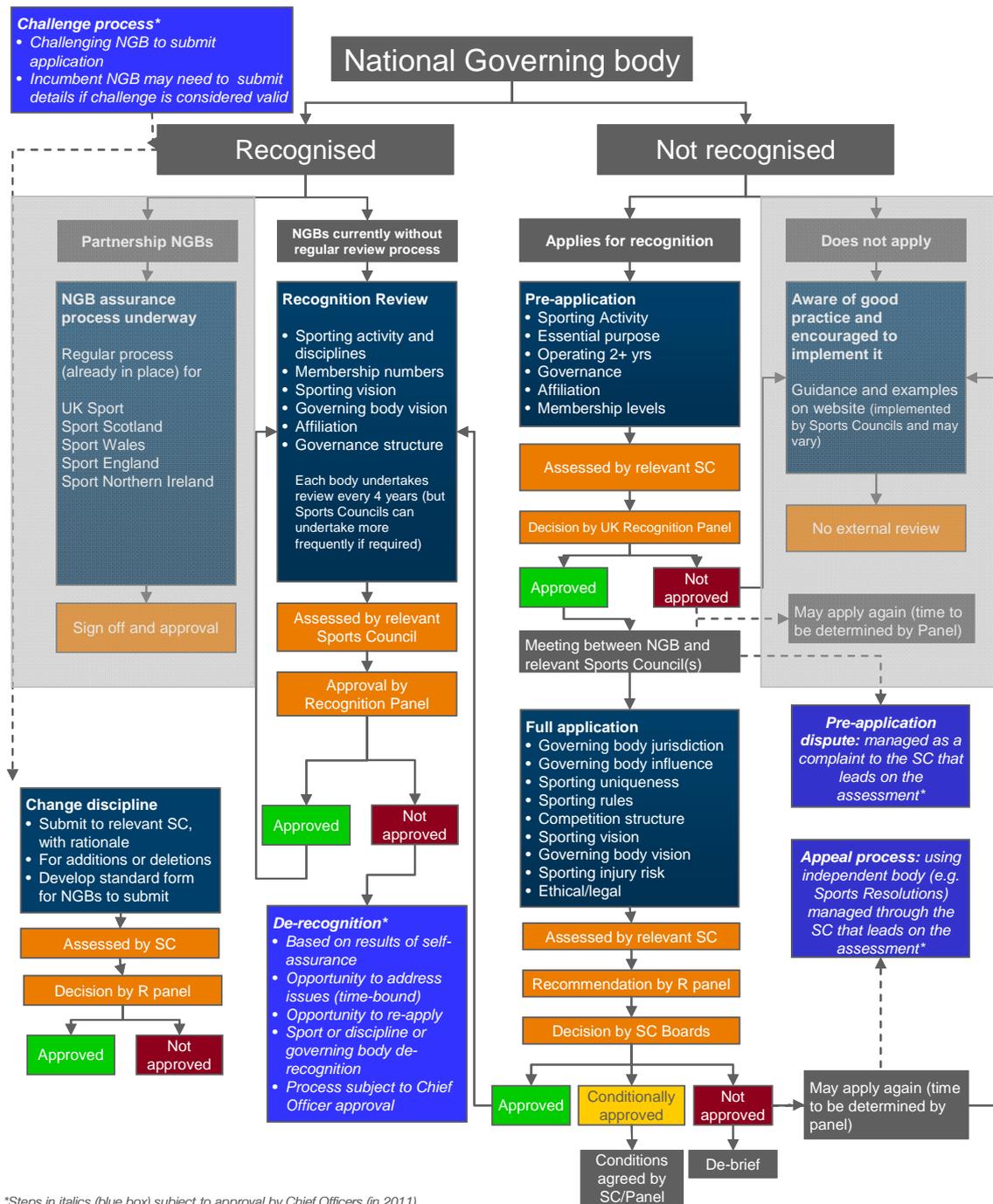
## Appendix 6: Process flowchart

The diagram below outlines the process for recognition, including the key approval steps.

For completeness this diagram also includes those Partnership NGBs, whose governance and assurance is usually managed separately within the Sports Councils and bodies who are not recognised and do not choose to go through the process (these are greyed out).<sup>26</sup>

<sup>25</sup> Guidance to be developed and rolled out during 2011

<sup>26</sup> NB Sport Northern Ireland does not have an annual assurance process for funded bodies



## Appendix 7: UK Recognition Panel Terms of Reference

### Introduction

The UK Recognition Panel (the Panel) has been established to manage the recognition process for sporting activities and National Governing Bodies.

### Membership

The UK Recognition Panel comprises nominated Officer(s) from each of the five Sports Councils (Sport England, sportscotland, UK Sport, Sport Wales and Sport Northern Ireland). There will be one nominated officer per Council considering each application, although they will be likely to consult with other colleagues within their organisations to form a view. There may be one nominated officer per Sports Council or this role may be shared between several officers. If the nominated member is changed then the other members should be notified, so that it is clear who will be representing each Sports Council on application decisions.

The current members of the Panel are:

Organisation	Member
Sport Wales	Ann Bevan
Sport England	Richard Clarkson
Sport Northern Ireland	Jill Poots
sportscotland	Calum Wood
UK Sport	Peter Smith

As the Panel meetings rotate between Sports Council, the meeting will be chaired by the officer from the host Sports Council, and another member nominated to take minutes.

### Reporting

The Panel will provide minutes of meetings and panel members will circulate them to colleagues as appropriate. The Panel also reports:

- To the Chief Officers of the Sports Councils (via the Chief Officers meeting) for policy decisions
- To the Sports Council Boards (via each Panel member) for approval of recognition decisions.

### Responsibilities

The Panel has responsibility for:

- Developing and implementing the recognition policy and process
- Managing applications for new NGBs and sporting activities
- Managing the Recognition Review process
- Developing, implementing and managing the de-recognition process

In terms of specific rights:

- This Panel has authority to approve pre-applications, without recourse to the SC Boards. This is effectively the power to reject applications that do not meet basic criteria
- The Panel will then recommend approval or rejection for full applications which will then be signed off by the SC Boards
- The Panel has the authority to approve Recognition Review process, and to determine steps for NGBs to take to maintain Recognition status where they do not meet criteria
- However de-recognition of an NGB or de-recognition will be signed off by the SC Boards (as in the case of a full application). This is expected to be a rare occurrence

- Change of discipline or challenge will also go to SC Boards for approval.

### Rights

The Panel may:

- Co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience;
- Procure specialist ad-hoc advice at the expense of the Sports Councils, subject to budgets agreed by the SC Boards.

### Meetings

The Panel will meet at least twice a year, although they may convene fewer or additional meetings as they deem necessary or undertake meetings by video conference or conference call. Meetings will be held to:

- Develop/implement policy
- Discuss recognition full applications
- Discuss Recognition Review process

The Panel can make a decision on pre-applications by email (with one vote per Sports Council) and do not need to meet physically.

For application decisions, the UK Sport representative will only vote in respect of applications that concern Olympic or Paralympic NGB/sporting activity applications.

A minimum of 3 members of the Panel will be present for the meeting to be deemed quorate (e.g. for a change to policy etc).

The Committee may ask any other colleagues from the SCs or other organisations to attend to assist it with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.