



SPORTS RECOGNITION POLICY



GOVERNMENT OF BERMUDA

Department of Sport and Recreation

INTRODUCTION

The Department of Sport and Recreation is seeking to ensure that sport activities in Bermuda are offered by organizations that operate in a safe and effective manner, provide high quality programming and develop their sport. The Sport Recognition Policy assists the Department in identifying and recognizing sport organizations that will meet these requirements and who can partner with the government to develop a high functioning and effective sport system.

The Department is guided by three (3) principles in its involvement in Sport, (a) the need to provide opportunities for those who wish to take part in sport and recreation; (b) the need to ensure that policies for those activities are coordinated so as to provide the facilities and programmes for maximum participation; and (c) the need to assist our sportsmen and sportswomen to fulfil their potential.

The Department of Sport and Recreation provides financial and advisory support to National Sport Governing Bodies (NSGB's) to assist them with the further development of their organizations. Department assistance is also provided to maximize sports participation for the community and to encourage the pursuit of athletic excellence amongst our elite athletes.

To be eligible for support, all National Sporting Governing Bodies must meet the criteria within this *Sport Recognition Policy*.

1. Definition of Sport

Sport is a game, competition, or activity that requires physical and mental skill, involves formal rules where an individual or team competes against another or for enjoyment. It will also have the following additional characteristics:

- a) It requires tactics and strategies;
- b) It is competitive involving two or more participants engaging for the purpose of competitively evaluating their personal performance;
- c) It requires trained coaching personnel with specific skills related to the activity.

2. Role of Recognised NSGBs

A NSGB is an organization that governs and administers a sport on a national basis. All NSGB's must demonstrate that it has an appropriate constitutional structure and control the environment of its sport. A recognised NSGB is responsible for the following:

- a) Promote its sport;
- b) Manage the rules and regulations of its sport, including anti-doping, child protection and equality;
- c) Prepare and implement a vision and strategic plan for its sport and determine how it will be implemented locally and internationally;
- d) Implement a governance framework for its sport;
- e) Encourage and grow participation;
- f) Develop coaches, athletes, officials and participants;
- g) Organise and host competitions.

Recognised NSGB's are organisations which have shown they have achieved a position of pre-eminence within their sport and have the required level of organisation and governance.

Common Activities of a Recognized National Sport Governing Body

Control & Regulate	Administer	Develop	Influence
<ul style="list-style-type: none"> • Governs sporting activity • Established constitutional structure and organizational history • Regulates & controls members through rules • Develops & manages rules and practices for the sport • Governed by the members for the members 	<ul style="list-style-type: none"> • Oversees the competition structure • Establish policies & procedures for child protection and equality • Organizational vision, strategy and structure in place 	<ul style="list-style-type: none"> • Has established membership • Plans in place to retain or increase participation and membership • Equal opportunities for access • Establish talent development pathways for participants, coaches, officials and volunteers 	<ul style="list-style-type: none"> • Recognized by International Federation • Partnerships with delivery organizations such as schools, clubs and/or community groups

3. Definition of Recognition

Recognition is a process shared by Sports Officers at the Department of Sport and Recreation which acknowledges the status of the NSGB as a private organisation which governs a particular sport through the common consent of the sport itself. The aim of the recognition process is to identify a single lead NSGB structure which governs a sport at local and international level.

NSGB recognition from the Department is not a guarantee of funding and neither does it mean that the Department have approved or accredited the quality of its programmes. The Department of Sport and Recreation will continue to work with the Association of National Sporting Governing Bodies (ANSGB) to develop the recognition process to ensure that those bodies that are recognised NSGBs have implemented reasonable levels of organisational and governance structures.

4. Aims, Benefits & Criteria of Recognition

Aims of Recognition

The aim of recognition is to identify sporting activities, via a sole NSGB, or via a collaborative NSGB that is organized

with clear lines of communication and responsibility at the very least. The recognized NSGBs must operate at local and or international level, satisfy criteria on governance related issues and structures, as set out in the Recognition Application. The Department of Sport and Recreation will maintain a comprehensive list of recognised NSGBs and sports. The comprehensive list of recognised sports with disciplines will be updated on April 1st yearly.

Benefits of Recognition

The benefits of recognition for NSGBs include the following:

- a) Obligation to regularly review governance structures and to ensure that standards are compliant with the established recognition process.
- b) Clarity on the NSGB structure and how the body operates and governs its sport.
- c) Access to potential funding and government sporting facilities.
- d) Sharing of good practice and an emphasis on sporting development, which should also contribute to the quality of sporting experience for participants.
- e) Continued dialogue with the NSGBs through the annual recognition review process.

Criteria for Recognition

The following are the criteria for recognition and/or assistance by the Department of Sport and Recreation:

- a) The NSGB must be a properly constituted body with open membership, creating opportunities for all citizens and residents of Bermuda.
- b) Where there is an International Federation for that sport seeking recognition, the constitution of the NSGB must be consistent with the rules of the world body.
- c) The activity meets the criteria for sport as defined in the Sport Recognition Policy 2018.
- d) The NSGB is recognized as the sole organizing body by its International Federation for all aspects of the sport in Bermuda, including its disciplines and events.
- e) The NSGB has a written constitution, by-laws and objects, including an executive and/or management structure that are democratically elected and/or voted on and adopted by the membership.
- f) The NSGB must provide financials to management at AGM to ensure fiscal obligations for the organization are met.
- g) The NSGB must be in compliance with Bermuda Sport Anti-Doping Authority (**BSADA**).
- h) The NSGB is committed to providing its members with technically and ethically sound sport coaching programmes and content based on the National Sports Policy.
- i) The NSGB must demonstrate evidence of organizing and hosting competitions.
- j) The NSGB must demonstrate evidence of junior programming.
- k) The NSGB must demonstrate that it has a plan for the promotion, development and levels of participation serving the entire sport, not just its membership base. Furthermore, clear pathways must be established for participants, coaches, officials, and volunteers.

5. Conditions of Recognition

To be granted and maintain recognized status, a NSGB must ensure that it continues to meet the recognition review criteria which is as follows:

- a) Submission of Minutes of their Annual General Meeting to the Department.
- b) Submission of “mid-year report” discussing progress **(financial reporting for NSGBs receiving a grant over \$50k)**
- c) Submission of “yearend report” highlighting progress/development & financials **(for all recognised NSGBs and NSGBs awarded Department grant under \$50k)**
- d) The NSGB must demonstrate evidence of junior programming.
- d) Must support all Department/ANSGB initiatives **(eg. Sports awards, Sports conference, NJSAP etc.)**

6. Sport Recognition Process Overview

Request Application Form—Contact the Department of Sport and Recreation to obtain an application form.

Complete Application Form—Complete and send application form back to the Department of Sport and Recreation

Application Assessment & Decision—Analyses and decisions on all completed applications will be made by the Department of Sport and Recreation.

Approved

Approved with conditions for more information

Not Approved

Invited to briefing meeting: This particular meeting will be used to brief NSGBs about the conditions of recognition for the year ahead and inform them which category they have been classified.

Invited to briefing meeting: This particular meeting will be used to inform potential NSGBs about additional information required by the Department before a decision is made.

Approved

Not Approved

Become listed as the recognised NSGB and subject to conditions of recognition.

7. Application Criteria

- a) **Sporting Activity:** Provide the name of the sport and it must meet the aforementioned definition of sport.
- b) **Organisation History:** The NSGB has to have been in operation for a minimum of two (2) years as evidenced by certified or appropriately signed off accounts for the last two financial years and minutes of the last two years' AGMs.
- c) **Constitution Structure:** The NSGB shall have a constitution, show robust management and governance procedures in addition to providing a list of board members.
- d) **Affiliation:** The NSGB shall demonstrate it is affiliated (or in the process of becoming affiliated) to the international governing body for its sport.
- e) **Influence:** The NSGB must demonstrate it is the leading body for the sporting activity on island. Additionally, the sporting activity must be defined by a set of rules which are accepted throughout the sport and the NSGB should be in a position to own, control or influence rules.
- f) **Membership Numbers:** The NSGB must be able to evidence a current membership level. (eg. Informed estimates, count of members, estimate based on membership fee revenue)
- g) **Junior Development:** NSGB must demonstrate evidence of junior programming.
- h) **Competition:** The NSGB must demonstrate evidence of organizing and hosting competitions.
- g) **Sporting Development:** The NSGB must demonstrate that it has a plan for the promotion, development and levels of participation serving the entire sport, not just its membership base. Furthermore, clear pathways must be established for participants, coaches, officials and volunteers.

Additional Information (if required)

- a) **Governance Structure:** The NSGB should meet minimum governance standards and should be able to evidence statements on anti-doping, equality, complaints & possible conflicts of interest.
- b) **Organisation Vision & Development:** The NSGB should be able to demonstrate that it has a clearly defined

strategy for the development of its organisation and has structures in place to maintain its effectiveness as a NSGB for its sporting activity.

8. Application Decision

There are three (3) outcomes to the application process:

- a) **Approved:** Approved NSGBs will be informed of their approval status via the Department's standard letter which includes:
 - i) Confirmation of what recognition means (being part of the recognition list, existing stipulations that must be adhered etc.)
 - ii) Detail of recognition review process
- b) **Approved with conditions:** All of the application criteria has been satisfied to an extent, but additional information is required in order for the Department to make a conclusive decision on status. After additional documentation is submitted, a decision will be made on the status of the NSGB.
- c) **Not Approved:** NSGBs which are not approved will receive a rejection notification which will detail which criteria the application did not meet. Unsuccessful applicants will be permitted to re-apply the following year.

9. Recognition Review

The purpose of a recognition review is designed to ensure that a NSGB should retain its recognised status. It is a condition of recognition that all NSGBs should continue to meet the recognition review criteria. The process of recognition reviews will be conducted yearly as part of an approach to ensure NSGBs are meeting standards and to provide opportunities for aspiring sporting organizations to achieve recognition status.

A recognition review can also take place at the discretion of the Department of Sport and Recreation. Listed below are situations which may lead to a recognition review being carried out:

- a) **NSGB self-declaration:** The NSGB volunteers that recognition is no longer relevant or appropriate. (Once discussed this may then move directly to de-recognition with no formal review)
- b) **Loss of international affiliation:** The NSGB no longer has membership of the International Federation.

- c) **Split of a sport:** Where there is a split of a sport along discipline or organisational lines this may result in the need for a recognition review of new separate organisations.
- d) **Application from a NSGB for a sport with an existing recognized NSGB** Where an organisation applies for recognition and there is a NSGB already recognised for the sport, this may lead a recognition review of the existing recognised NSGB.
- e) **Serious Concerns about the NSGB**
 - i) NSGB not holding AGMs
 - ii) NSGB not responding to contact by the Department
 - iii) NSGB fails to meet conditions of recognition
 - iv) NSGB makes significant breach of its own rules
 - v) International Federation raises concerns about NSGB
 - vi) Action taken by NSGB brings the sport into disrepute.

10. Sports Classifications

There shall be the following classifications categories of the sports recognition:

- a) **Category I Sports:** This category includes NSGBs whose sports are traditionally seen as a National Sport or an Olympic Sport with a competitive nature..

They must:

- i) Meet all **Criteria for Recognition** above, including all requirements of the **Definition of Sports**.
- ii) Have International Federation affiliation.
- iii) Participate annually in an international competition sanctioned by the International Governing Body.
- iv) Has senior and junior programming; with athletes who are competing annually internationally.
- v) Host local competitions.

- b) **Category II Sports:** This category includes bodies whose activities are seen as competitive but with a recreational focus.

They must:

- i) Meet all the requirements of the definition of sport and all the requirements of the aforementioned criteria for recognition.
- ii) Have International Federation affiliation.
- iii) Participates in international competition
- iv) Has senior and junior programming
- v) Host local competitions.

- c) **Category III Sports:** This category includes bodies whose activities are seen as competitive but with a recreational focus.

They must:

- i) Meet all the requirement of the definition of sport and all the requirements of the aforementioned criteria for recognition.
- ii) Have a youth development program
- iii) Host local competitions for their sport and/or competes internationally.

- d) **Category IV Sports:** This category includes bodies whose activities are seen as sports/activities with a recreational focus. These National Recreational Bodies (NRBs) may be rendered discretionary recognition by the Director of Sport and Recreation, upon the approval of the requirements.

They must:

- i) Meet most of, if not all the requirements of the definition of sport.
- ii) Meet most of, if not all the requirements include in the criteria for recognition.
- iii) Has youth or senior programming.
- iv) Host local competition.

CONCLUSION

This Sport Recognition Policy is presented as a guide to sports organizations regarding the criteria that must be met in order to be recognized as a National Sport Governing Body or National Recreational Body by the Bermuda Government. It illustrates the criteria to determine the sport viability and the level of support each organization is eligible to receive. It also advises the National Sport Governing Bodies of the standards which must be met to retain or improve their current classifications.

Sport Organizations should ensure, before applying for recognition, that they have met all the requirements for the category of recognition that they seek. It is imperative that they produce documents in conjunction with their application which confirms that they are the sole organizing body for the sport they represent and that they have an open membership available to all.



Department of Sport & Recreation

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