



# Dual registration policy

## Approval

Approved by	Owner	Dept	Date
Governance Committee	Head of Operations	Operations	July 2023
Board			Sept 2023

## Document History

Version	Summary of Changes	Document Status	Date
v0.1	First Draft	Final	Sept 2023
v0.2			

## Review History

Reviewed by	N/A
Date of last review	
Date of next review	

## 1. Background

- 1.1. As the national governing body for gymnastics in Scotland, Scottish Gymnastics provides an over-arching framework for the network of registered clubs across the country who wish to deliver, administer, and promote the sport of gymnastics.
- 1.2. It is through the over-arching framework administered by Scottish Gymnastics that, amongst other things, the registered clubs receive a range of benefits from the organisation including:
  - 1.2.1. Access to competitions, festivals and events organised, operated, or sanctioned by Scottish Gymnastics and British Gymnastics.
  - 1.2.2. Access to support across a range of areas including, but not limited to, club operations, governance, wellbeing and safe sport, performance sport, facility development, learning & development, and education.
  - 1.2.3. Access and cover from a portfolio of insurance products specifically designed for gymnastics clubs, their coaches, staff, and members.
  - 1.2.4. Access to the Rise Gymnastics programme and award scheme.
- 1.3. Any club that has as its primary interest the delivery of and participation in gymnastics in Scotland, is eligible to apply for registration with Scottish Gymnastics.
- 1.4. It is a condition of registration with Scottish Gymnastics that the relevant club meets the minimum operating requirements, policies, rules, and regulations associated with registration with Scottish Gymnastics, and continues to abide by such policies, rules, regulations, and requirements throughout their registration with Scottish Gymnastics.
- 1.5. The Scottish Gymnastics Membership Rules set out the generic and specific rules, requirements, and benefits of registration.
- 1.6. Where there is any inconsistency between this policy and the Scottish Gymnastics Articles of Association, the provisions of the Articles shall prevail.
- 1.7. For reference the governance documents listed in this policy can be accessed here:
  - 1.7.1. [Scottish Gymnastics Articles of Association 2021.pdf](#)
  - 1.7.2. [Scottish Gymnastics membership rules 2023.pdf](#)
  - 1.7.3. [Scottish Gymnastics minimum operating requirements 2022.pdf](#)
  - 1.7.4. Any and all applicable regulations, policies and guidelines associated with membership and published by Scottish Gymnastics from time to time on its website, and any conditions applicable to their registration or class of membership.

## 2. Purpose

- 2.1. Although each registered club will be an independent entity, their governance and structure must be compatible with the governance and structure of Scottish Gymnastics for the club to be able to effectively work with Scottish Gymnastics to adopt, deliver, and promote best practice and services for the benefit of their members and the gymnastics community as a whole.
- 2.2. In that context the provision of insurance cover for registered clubs and their members is of critical importance and each Scottish Gymnastics registered club has a responsibility to ensure that neither the club or any of its members are at any time affiliated or registered with any other organisation relating to the delivery of gymnastics or take any other actions that could invalidate the terms of insurance provided by Scottish Gymnastics to registered clubs and their members.
- 2.3. Scottish Gymnastics believes that, as a membership organisation, it is also essential that all registered clubs make a fair contribution towards the running of the national governing body and the administration and promotion of the sport, recognising the benefits that the gymnastics community derives from Scottish Gymnastics.
- 2.4. The purpose of this policy is to set out how Scottish Gymnastics will address dual registration by registered clubs, to ensure that all clubs make a fair contribution to the Association and to address risks associated with dual insurance.
- 2.5. The policy sets out Scottish Gymnastics' approach dealing with dual registration concerns and the complaints and disciplinary procedures which aim to ensure Scottish Gymnastics can take timely action to ensure compliance with membership registration requirements.

## 3. Scope

- 3.1. All clubs that have registered with Scottish Gymnastics through the club registration process defined in articles 8.1.1 and 8.2 of the Scottish Gymnastics Articles of Association and section 2 of the Scottish Gymnastics membership rules shall be, for the purposes of this policy, considered to be a registered club and this policy shall apply to them.
- 3.2. This policy covers all clubs registered to Scottish Gymnastics at present and in the future irrespective of any club's legal or management structure.

## 4. Policy Statements

- 4.1. Scottish Gymnastics has a responsibility to ensure all registered clubs comply with the terms of this policy to ensure fairness, parity, and protection to the gymnastics community as a whole.
- 4.2. Scottish Gymnastics requires that every member of a registered club, including officers, deliverers and participants, registers with Scottish Gymnastics within the appropriate category of membership.

- 4.3. Other than with the prior written consent of Scottish Gymnastics, a club that is registered with Scottish Gymnastics must not at any time be (and must ensure that its members are not) directly or indirectly affiliated, associated or registered with any other organisation relating to the delivery of gymnastics. For the purpose of this section 4.3 affiliation includes without limitation:
- 4.3.1 shared ownership or control by one or more persons of the registered club and another organisation or entity (that is not a registered club) that is engaged in the delivery of any aspect of gymnastics; and
  - 4.3.2 any arrangement with another organisation or entity (that is not a registered club) that is engaged in the delivery of any aspect of gymnastics involving the sharing of assets, facilities, or other resources (including human resources).
- 4.4. Scottish Gymnastics requires each registered club to use all reasonable endeavours to ensure that every member of the registered club and every person associated with the registered club that requires membership, complies with any and all conditions of insurance imposed from time to time on them by the insurers of Scottish Gymnastics.
- 4.5. Without prejudice to section 4.4, it is a continuing obligation on each registered club that it shall not, and each registered club shall use all reasonable endeavours to ensure that every member of the registered club and every person associated with the registered club that requires membership shall not:
- 4.5.1 do anything that prejudices the ability of Scottish Gymnastics or any other person to successfully claim and recover under any insurance policies taken out by Scottish Gymnastics from time to time; or
  - 4.5.2 take out or hold dual insurance (that being the taking out and or holding more than one insurance policy that covers all or any of the risks covered by any insurance policies taken out by Scottish Gymnastics for the benefit of the registered clubs relating to the delivery of and participation in gymnastics).
- 4.6. Scottish Gymnastics requires that all registered clubs adhere to Scottish Gymnastics rules regarding the structuring and or restructuring of activities and operations, including and without prejudice to the foregoing that registered clubs must not be directly or indirectly engaged in;
- 4.6.1. The separation of the club into two or more business operations or separate business entities both delivering gymnastics, where only part of that operation or entity is registered with Scottish Gymnastics.
  - 4.6.2. The creation of two or more business operations or separate business entities with the express intention of registering one or more of those operations or business entities with an alternative organisation relating to the delivery of gymnastics.
  - 4.6.3. The creation of two or more business operations or separate business entities with the express intention of registering one or more of those operations or business entities with an alternative provider of insurance relating to the delivery of gymnastics.

- 4.6.4. The creation of two or more business operations or separate business entities with the express intention of separating the recreational and competitive elements of the club to only register part of such gymnastics delivery with Scottish Gymnastics.
  - 4.6.5. The operation of more than one gymnastics delivery operation or entity within the same physical location where the operational administrators, gymnastics deliverers or gymnastics participants that are Scottish Gymnastics members are delivering or participating in gymnastics at the same time as non-Scottish Gymnastics members, or where the deliverers or participants may be delivering or participating within both delivery operations at different times whilst being a member of Scottish Gymnastics.
  - 4.6.6. The operation at more than one physical location with the intention of not registering all of those locations with Scottish Gymnastics.
  - 4.6.7. Any activity that constitutes a breach of section 4.3.
- 4.7. Without prejudice to section 4.8 the prohibited activities listed in sections 4.5 and 4.6 shall hereby be collectively referred to as **Dual Registration**.
  - 4.8. The list of prohibited activities set out in section 4.6 is not intended to be exhaustive, but indicative of the ways a club may separate their operation or organisation with the intent of creating any form of Dual Registration.
  - 4.9. The Scottish Gymnastics board (or any such committee it delegates this power) reserves the right to fully investigate any suspected or reported breaches pertaining to Dual Registration as shown in this policy.
  - 4.10. The Scottish Gymnastics board (or any such committee it delegates this power) reserves the right to apply sanctions or additional requirements to remedy any breach of this policy or other associated regulation, policy or procedure related to Dual Registration within a timescale prescribed by the Scottish Gymnastics board or any person or committee it delegates this power to.
  - 4.11. The Scottish Gymnastics board (or any such committee it delegates this power) reserves the right to revoke the registration of a registered club if it reasonably believes the club has breached the terms, or intent of such terms, of registration or any of the requirements listed within this policy and has failed to remedy any such breach or comply with any sanctions applied within the relevant prescribed timescale pursuant to section 4.10.

## 5. Roles and Responsibilities

### 5.1. Compliance, Monitoring & Review

- 5.1.1. The Scottish Gymnastics head of operations is responsible for ensuring this policy is monitored, up to date and reflective of day-to-day practice.
- 5.1.2. This policy will be reviewed in line with the Scottish Gymnastics procedure for policies or at times when relevant changes occur.

## 5.2. Reporting & Communications

The Scottish Gymnastics head of operations is responsible for the communication of this policy to internal Scottish Gymnastics staff and the registered club community.

## 6. Interdependencies and Related Policies

- 6.1. This policy is related to a number of constitutional documents and policies including the Articles of Association, the Membership Rules, and the Minimum Operating Requirements for registered clubs. All related constitutional documents and policies should be reviewed when any changes are made to this or any other interdependent constitutional document or policy.

## 7. Impact Assessments

- 7.1. There is no specific effect resulting from this policy on groups with protected characteristics, so an equality impact assessment has not been undertaken.

## 8. Procedures

- 8.1. The procedures set out in this policy shall apply when:
  - 8.1.1. It is reasonably believed by Scottish Gymnastics that a registered club has breached any of the requirements of this policy related to the prevention of Dual Registration.
  - 8.1.2. A report is received from a club member, other member of the community or other affiliated association that a club is suspected to have breached any of the requirements related to the prevention of Dual Registration as set out in this policy.
- 8.2. These procedures do not apply to suspected, alleged, or proven breaches of Scottish Gymnastics governance, policies, or procedures by registered clubs outside of those related to Dual Registration.
- 8.3. These procedures describe:
  - 8.3.1. The process by which a suspected or alleged breach of the requirements to prevent Dual Registration will be assessed and investigated and what course of action may be determined at a preliminary stage.
  - 8.3.2. The actions that may be followed by Scottish Gymnastics before, or in place of, formal disciplinary action under this policy.
  - 8.3.3. The expectations of the actions of the registered club in working with Scottish Gymnastics to remedy the suspected or alleged breach of this policy.
  - 8.3.4. The actions, sanctions or disciplinary action that may be taken by Scottish Gymnastics in the event that it is reasonably determined that a registered club are operating Dual Registration and the registered club have:



- 8.3.4.1. failed to engage with Scottish Gymnastics; or
- 8.3.4.2. failed to reach an agreed remedial action plan for the breach; or
- 8.3.4.3. failed to action or abide by the agreed remedial action plan or the associated timescales.

## 9. Parties involved in the Dual Registration procedure

9.1. The following have the authority duly delegated by the Scottish Gymnastics board to act with regard to Dual Registration:

9.1.1. The head of operations is the first point of contact for suspected or alleged Dual Registration.

9.1.2. The Registered Club Assessment Team (RCAT) are a cross-departmental group of Scottish Gymnastics and British Gymnastics representatives with responsibility for assessing information provided by lead manager development and experience and making determinations, in accordance with the RCAT Terms of Reference set out in Annex 1:

9.1.2.1. Whether it is likely this policy is still being breached;

9.1.2.2. What sanctions should be applied in the event that the breach is not remedied by the registered club as detailed in section 8.3.4.

## 10. Procedure for suspected or alleged Dual Registration by a club

10.1. Any registered club that is suspected of, or it has been alleged that it is operating any form of Dual Registration will be referred to the development and experience department to make an initial assessment.

10.2. Within 30 days of receiving such referral, the development and experience department will allocate an individual to lead on the initial assessment based on a number of factors including but not restricted to:

10.2.1. Comparative Scottish Gymnastics membership numbers over time with primary links to the registered club;

10.2.2. Number of Scottish Gymnastics registered coaches with an active link to the registered club;

10.2.3. Proportion of registered recreational members to competitive members with primary and secondary links to the registered club;

10.2.4. Size of and/or number of venues the registered club is operating from compared to total number of Scottish Gymnastics registered coaches and members with a primary or secondary link to the registered club;

10.2.5. Assessment of the registered club's public-facing social media and website information;

10.2.6. Information provided by British Gymnastics;

10.2.7. Information provided by competition organisers at any level;





- 10.6.2.** Scottish Gymnastics will, where possible and to the extent permitted by law, provide written confirmation of the information they hold, the registration requirements of registered clubs within the terms of this policy and the policies identified in section 6.1, and the timescales for the requirements to be met by the registered club.
- 10.6.3.** If the registered club does not respond to the written communication in the required timescale or continues to refuse to engage or attend a meeting to discuss the suspected Dual Registration, the matter shall be referred to the RCAT for a decision, as outlined in section 11.1.
- 10.7. In the event the registered club, further to the meetings and outcomes outlined in section 10.5 subsequently, despite its best efforts, falls short of the monitoring points, measures or timescales, Scottish Gymnastics will engage with the registered club to:
- 10.7.1.** Evaluate the effort and progress made to that point;
- 10.7.2.** Assess the remaining actions to be completed;
- 10.7.3.** Assess the time remaining for completion;
- 10.7.4.** Identify any barriers to any of the requirements or actions.
- 10.8. Subject to the findings of the assessment outlined in section 10.7, Scottish Gymnastics may:
- 10.8.1.** Provide additional support to the registered club to ensure successful completion of agreed actions;
- 10.8.2.** Extend the timescales for successful completion of agreed actions;
- 10.8.3.** Amend the agreed actions in consultation with the registered club.
- 10.9. In the event the registered club, further to the meetings and outcomes outlined in section 10.5 subsequently fails to respond to, or make sufficient progress on the agreed actions, the monitoring points, measures, or timescales;
- 10.9.1.** Scottish Gymnastics will re-confirm in writing the requirements and agreed actions, along with the associated monitoring points, measures and timescales for completion, and further request immediate evidence of any progress made towards the requirements and agreed actions.
- 10.9.2.** If the registered club do not respond to the written communication in the required timescale or continue to fall short of requirements and agreed actions, the matter shall be referred to the RCAT for a decision, as outlined in section 11.1.

10.10. In the event the registered club initially complies with the requirements confirmed by Scottish Gymnastics and completes the agreed actions, including monitoring and timescales, and then subsequently is suspected of, or alleged to be, dual registering in the same or different way as defined in section 4, the suspected breach will be referred to the lead manager development and experience to make a further assessment as outlined in section 10.2. and a written report of the findings provided to the head of operations, who shall;

10.10.1. Dismiss the suspected or alleged Dual Registration as unfounded;

10.10.2. Direct further investigations; or

10.10.3. Confirm that this policy has been breached and refer it to the RCAT for a decision as outlined in section 11.1 and notify the registered club of the referral at that time.

## 11. Referral to Registered Club Assessment Team (RCAT)

11.1. The RCAT will review any information, reports or evidence provided by the head of operations and may take one or more of the following actions:

11.1.1. Request that further investigation is carried out;

11.1.2. Recommend that no further action be taken;

11.1.3. Request appropriate representatives of the registered club to attend an RCAT meeting to provide further detail to assist the team in the decision-making process;

11.1.4. Impose limited sanctions including, but not limited to:

11.1.4.1. Temporary restriction and or suspension of eligibility to access all or any benefits of being a registered club including:

11.1.4.1.1. eligibility to deliver Scottish Gymnastics programmes or activities;

11.1.4.1.2. eligibility to access Scottish and/ or British Gymnastics events and competitions;

11.1.4.1.3. eligibility to host Scottish and/ or British Gymnastics courses, competitions, or events;

11.1.4.1.4. eligibility to access Scottish and/ or British Gymnastics club support, including any digital or online resources, courses, learning or training;

11.1.4.1.5. eligibility to access gymnastics-related funding or financial support

11.1.4.1.6. eligibility to exercise its rights to attend and vote at general meetings of Scottish Gymnastics.

- 11.2. In addition, the RCAT may also:
- 11.2.1. Impose a first formal warning to the registered club confirming the decision made by RCAT, the expectations of Scottish Gymnastics regarding registration, and the implications of a future repeat of the breach of this policy;
  - 11.2.2. Impose a final formal warning to the registered club confirming the decision made by RCAT, the expectations of Scottish Gymnastics regarding registration, and the implications of a future repeat of the breach of this policy;
  - 11.2.3. Impose any other action the RCAT thinks is appropriate, up to but not including revocation or refusal of club registration with Scottish Gymnastics.
- 11.3. In cases where the registered club is in serious breach of this policy, or the breach has occurred on more than one occasion, or the breach has occurred subsequent to the imposition of a formal warning, or the registered club has refused to engage with Scottish Gymnastics in a meaningful way to remedy the breach of this policy, the RCAT may also recommend to the Scottish Gymnastics board:
- 11.3.1. Immediate revocation of existing club registration
  - 11.3.2. Future refusal of application for club registration with Scottish Gymnastics.
- 11.4. Once the RCAT has reached a determination, it shall advise the registered club, within 14 days of the decision, the reason for the decision and any sanctions or requirements determined
- 11.5. The registered club may appeal any sanction imposed by the RCAT, within 14 days of being formally notified of such decision, by providing a full written submission outlining the reason for the appeal together with any evidence it wishes to rely upon.
- 11.6. Any submissions in reply to an appeal shall be served upon the registered club and lodged with the board or such committee as may hear the appeal within 14 days of receipt of notice of an appeal.
- 11.7. The parties agree that such appeals will be considered by a panel consisting of not less than three members of the board of Scottish Gymnastics, or any committee comprised of at least three people with duly delegated authority from the board not involved in any capacity with the original decision.
- 11.8. Any appeal will be a review of the decision and sanctions made by RCAT rather than a re-investigation or rehearing of the information, reports or evidence provided to the RCAT.

- 11.9. The appeal panel shall convene a hearing of the appeal as soon as reasonably practicable, which may be held virtually, at which the registered club and Scottish Gymnastics may make representations. Either party may be legally represented.
- 11.10. The decision and sanctions may be reviewed provided the reason for appeal relates directly to:
- 11.10.1. New information being available that would likely change the decision made by RCAT;
  - 11.10.2. The decision made is manifestly unfair (it is believed the same decision would not be made by another panel); or
  - 11.10.3. The process has not been followed by Scottish Gymnastics,
- and the decision of the appeal panel shall be binding upon the parties.

## 12. Revocation of Scottish Gymnastics Club Registration

- 12.1. Where the RCAT has recommended revocation of existing club registration and/or refusal of any future application to Scottish Gymnastics for club registration to the board of Scottish Gymnastics and the board, or any committee with duly delegated authority, have determined the recommendation to be acted upon, the registered club shall be notified in writing within 14-days of the board's decision.
- 12.2. If a registered club ceases to be a registered club for this reason, no part of the annual registration fee will be refundable.
- 12.3. If a registered club ceases to be a registered club for this reason, it shall as soon as reasonably practicable and in any event within five days of the date of revocation:
- 12.3.1. notify all members of the registered club and those associated with the registered club, (including for this purpose the parents or guardians of each such person who is under the age of 16 years) that it has ceased or will cease to be a registered club, and that;
  - 12.3.2. any members of the registered club or those associated with the registered club who are at that time members of Scottish Gymnastics will in future need to renew such membership directly with Scottish Gymnastics; and
  - 12.3.3. provide the contact details of the four nearest Scottish Gymnastics registered clubs (by geographical location);
- 12.4. On and from the date that the registered club ceases to be a registered club:

- 12.4.1 it shall discontinue all use of Scottish Gymnastics branded materials either in physical or electronic form, including any use of any Scottish Gymnastics owned logo, branding, intellectual property, copyrights, trademarks, wordmarks, or kite marks, including the immediate removal of any such branding from social media, websites or any other digital platform operated by the registered club; and
- 12.4.2 it shall not represent itself to any person as being a registered club or otherwise having any association with accreditation by or validation through Scottish Gymnastics.
- 12.5. A club which ceases to be a registered club shall immediately cease to be a Scottish Gymnastics recognised environment and any activity carried out by that club shall immediately cease to be a Scottish Gymnastics recognised activity and, as such, that club will not be entitled to the benefit of any present or future insurance policies to which it may have been entitled as a result of being a registered club, including insurance provided directly to members of Scottish Gymnastics by virtue of their membership whilst taking part in a Scottish or British Gymnastics recognised activity in a Scottish or British Gymnastics recognised environment.

## Annex 1 – RCAT terms of reference

### British Gymnastics Registered Club Assessment Team (RCAT)

#### Terms of Reference

#### 1. Purpose

- 1.1. The Registered Club Assessment Team (RCAT) are a cross departmental group of British Gymnastics (BG) and Scottish Gymnastics (SG) representatives whose function is to assess the investigation and decision-making approach, review investigation information and make decisions in relation to all relevant suspected or alleged breaches by registered clubs of club registration policies including:
  - 1.1.1. British/ Scottish Gymnastics Articles of Association.
  - 1.1.2. Membership Rules.
  - 1.1.3. Standards of Conduct for Registered Clubs.
  - 1.1.4. Dual Registration Policy.
  - 1.1.5. Any and all applicable regulations, policies and guidelines published by British and Scottish Gymnastics from time to time on its website and any conditions applicable to Registered Clubs.
- 1.2. This includes, but is not limited to, the following areas:
  - 1.2.1. Compliance with conditions of registration.
  - 1.2.2. Compliance with all conditions of BG/ SG insurance.
  - 1.2.3. Health and Safety compliance.
  - 1.2.4. Dual registration including dual insurance.

#### 2. Membership

- 2.1. The RCAT shall comprise a quorate team from the following roles within British Gymnastics:
    - 2.1.1. Executive Director – Sport
    - 2.1.2. Executive Director – Finance & Business Operations
    - 2.1.3. Community Director
    - 2.1.4. Membership Manager
    - 2.1.5. Head of Community Delivery
    - 2.1.6. Facilities Manager
    - 2.1.7. Community Engagement Manager
    - 2.1.8. Performance Director (or appointed delegate)
    - 2.1.9. Events Director (or appointed delegate)
    - 2.1.10. Conduct and Disciplinary Manager
    - 2.1.11. Member Services Manager
    - 2.1.12. Director of Education & Workforce (or appointed delegate)
- Along with
- 2.1.13. Head of Operations from Scottish Gymnastics



- 2.2. In addition, the RCAT chair may invite any other director or department manager to contribute RCAT meetings for report discussions that relate to their area of responsibility or expertise, and also to participate in quarterly review meetings.

### 3. Terms of Reference

- 3.1. The RCAT shall receive and consider reports on suspected or alleged breaches of club registration policies as detailed in 1.1.
- 3.2. The RCAT will review any information, reports or evidence provided by the membership manager/ SG head of operations to determine whether it is likely relevant policies are being breached and may take one or more of the following actions:
  - 3.2.1. Request that further investigation is carried out;
  - 3.2.2. Recommend that no further action be taken;
  - 3.2.3. Request appropriate representatives of the registered club to attend an RCAT meeting to provide further detail to assist the team in the decision-making process;
  - 3.2.4. Impose limited sanctions including, but not limited to:
    - 3.2.4.1. Temporary restriction of eligibility to access benefits of club registration including:
      - 3.2.4.1.1. eligibility to deliver Scottish/ British Gymnastics programmes or activities;
      - 3.2.4.1.2. eligibility to access Scottish/ British Gymnastics events and competitions;
      - 3.2.4.1.3. eligibility to host Scottish/ British Gymnastics courses, competitions, or events;
      - 3.2.4.1.4. eligibility to access Scottish/ British Gymnastics club support, including any digital or online resources, courses, learning or training;
      - 3.2.4.1.5. eligibility to access gymnastics-related funding or financial support.
- 3.3. In addition, the RCAT may also:
  - 3.3.1. Impose a First Formal Warning to the registered club;
  - 3.3.2. Impose a Final Formal Warning to the registered club;
  - 3.3.3. Impose any other action the RCAT thinks is appropriate, up to but not including revocation or refusal of club registration with Scottish/ British Gymnastics.
- 3.4. In cases where the registered club is in serious breach of a policy, or the breach has occurred on more than one occasion, or the registered club has refused to engage with Scottish/ British Gymnastics in a meaningful way to remedy the breach, the RCAT may also recommend to the Scottish/ British Gymnastics board or any committee with duly delegated authority:
  - 3.4.1. Immediate revocation of existing club registration
  - 3.4.2. Future refusal of application for club registration with Scottish/ British Gymnastics.

## 4. Meetings

- 4.1. The RCAT will meet as required when there are reports of suspected or alleged breaches by registered clubs of club registration policies to be considered.
- 4.2. The team may meet in person or by telephone or video conference.
- 4.3. To be quorate, in addition to the membership manager/ SG head of operations, at least three members of the RCAT (not all from the same department) must participate in report assessment and decision making.
- 4.4. A member of the community department will co-ordinate the meetings and will ensure that appropriate additional members are present where required.
- 4.5. The meetings will be chaired by the community director or their appointed delegate.
- 4.6. A monthly meeting will usually be held to review all active reports to review progress against directions or decisions from the RCAT.
- 4.7. Key points, actions, and decisions from the meetings, along with any conflicts, will be recorded and retained for a period of at least three years from the date that the report is closed.

## 5. Responsibilities

- 5.1. Members of the RCAT must declare immediately (to the Chair) any significant prior or current relationship, connection or interest that could affect their objectivity in a report assessment and must not participate in any discussion or decision making relating to that report.
- 5.2. Where a decision has been made which has not had unanimous support by all voting members of the team, the CEO may be informed of the situation and advised of the supporting and opposing rationales to the decision and will be asked to determine which approach should be taken.
- 5.3. All case information is regarded as highly confidential and should only be disclosed outside the RCAT meetings on a strict 'need-to-know' basis.
- 5.4. The community department will provide a quarterly summary of all reports, decisions, and progress to the Board.

## 6. Amendment to Terms of Reference

- 6.1. The board (or a committee with delegated authority) may amend the terms of reference from time to time.