
Supervision Decisions Committee (SDC)

Terms of Reference

Purpose

1. The IFR's Board has established the Supervision Decisions Committee (SDC) as a committee of the Board. Its purpose is to exercise certain regulatory powers on behalf of the Board, as set out in the Football Governance Act 2025 (the Act) and described in the SDC Functions section below.

SDC Functions

1. Under Schedule 2, paragraph 20(1) of the Act, certain functions of the Board may be delegated by it only to a committee established by the Board. These functions include making determinations on owner and officer suitability assessments under Part 4 of the Act.
2. The SDC has been established to make decisions in relation to IFR owner and officer suitability assessments under Part 4 of the Act following recommendations from the IFR's Supervision function. The SDC will also be responsible for certain approvals and decisions required under Part 5 of the Act. This document sets out:
 - a. the functions delegated to the SDC and the process for SDC decision-making; and
 - b. the functions and decisions which may or must be escalated by the SDC to the Regulatory Decisions Committee (RDC) as a separate committee of the IFR's Board, as well as the process for this.
3. The SDC will also make any relevant associated statutory or other decisions, or take any other steps required, for the purposes of effectively exercising its functions (including decisions related to extensions of time for IFR functions delegated to the SDC).
4. As a committee of the Board, the SDC is acting with delegated authority from the Board.

Membership

5. The membership of the SDC will be comprised of:
 - a. The Director of Supervision (Chair);
 - b. The Deputy Director of Supervision (a Deputy Chair);
 - c. The Chief Executive Officer (a Deputy Chair);
 - d. The Deputy Director of Policy; and
 - e. The IFR's Supervision Senior Managers.
6. The SDC may be constituted by different members for different decisions, subject to the SDC always having a quorum.

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7. SDC meetings will also be attended by additional IFR staff or other persons as necessary for the purposes of facilitating the work of the committee.
 8. The SDC will be provided with a secretariat function by the IFR Supervision team, with governance oversight from IFR Governance.

Meetings

9. The SDC will meet monthly. It will also meet as required to fulfil the functions set out above. The Chair or a Deputy Chair of the SDC may convene additional meetings as they deem necessary.
10. To be quorate, each meeting of the SDC must include:
 - a. its Chair or a Deputy Chair (who will chair the meeting); and
 - b. at least two other members (which may include a Deputy Chair where the Chair is present).
11. The SDC will seek to make decisions by consensus rather than by formal vote. Where the chair of the meeting considers that no consensus has been reached, and the decision has not been deferred, the chair may put the decision to a vote. Each member of the SDC present (whether joining in-person, via video or telephone) is entitled to vote on matters under consideration. Unless stated otherwise in these Terms of Reference, decisions will be made by majority vote. The chair of the meeting will have the casting vote in the event of a tie.
12. The SDC will work with IFR staff as necessary to ensure that it has all the information it requires to be able to make its decisions.

Conflicts

14. SDC members will have regard to the IFR's policy on conflicts of interests.
 15. SDC members must disclose all potential conflicts of interest to the SDC's Chair (or, in their absence, a Deputy Chair) for consideration. They may determine, following consultation with the IFR's Head of Governance, whether they deem a potential conflict of interests to require the SDC member to be removed from participation in a particular decision. Where the person with the potential conflict is the SDC's Chair, the IFR's General Counsel will determine whether the Chair should be removed from participation in a particular SDC decision.
 16. Where a member is removed from participation, the SDC may proceed to make the relevant decision(s) without that member, subject to the SDC being quorate.
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17. Where a member of SDC has been directly involved in the initial assessment made by the IFR's supervision team in relation to a matter, or in making the recommendation to the SDC, that member will not be permitted to participate in SDC decision-making in relation to that matter.
 18. The SDC secretariat will record and document all disclosures of potential conflicts of interest and any steps taken to manage them.

Records of Decisions

19. A pipeline of ongoing cases, recommendations and decisions will be maintained and presented at the monthly meetings.
20. Minutes, including appropriate records of the decisions taken by the SDC will be recorded and retained.
21. These products will act as the basis for a monthly report which will be submitted to RDC for information.

Electronic Business

22. For a decision to be made by electronic business:
 - a. The procedure for taking decisions by electronic business must be followed.
 - b. A response must be received from members sufficient to constitute a quorum for the purposes of SDC meetings.
23. The procedure for taking decisions by electronic business is:
 - a. Papers will be produced clearly setting out the recommendations to SDC, options considered together with any supporting analysis necessary.
 - b. The chair will agree a timeline for a decision to be taken. This will include sufficient time for SDC to read papers, seek clarification on the issues raised and to confirm their decision.
 - c. The Secretariat will circulate the papers to SDC electronically and set out the timeline decided.
 - d. Questions or points of clarification should be directed to the Secretariat who will arrange for a response to be drafted and circulated to all members in line with the agreed timeline.
 - e. Members should confirm their decision by the deadline indicated in the timeline.
 - f. Once this deadline has passed, the decision will be confirmed by the SDC.
 - g. Decisions made by electronic business will be made in the same way as decisions made at SDC meetings (as described in paragraph 12 above).

Part 4 Decision Making Routes

24. Following the receipt of recommendations from the IFR's Supervision function in relation to the suitability of individuals for the purposes of Part 4 of the Act, the SDC may:
- Make a positive determination in relation to the individual (and to authorise the giving of notice by the IFR to the individual and to the club);
 - Decide that it is unable to make a positive determination in relation to the individual (and to authorise the giving of notice by the IFR to the individual and to the club that the IFR is minded to make a negative determination); or
 - Propose to escalate the matter to the RDC without making a decision (which is a decision at the discretion of the SDC Chair or, in the Chair's absence, a Deputy Chair).
25. In all cases, prior to making its decision, the SDC may require additional investigations and analysis to be conducted by the IFR's staff as it considers appropriate. This may include seeking information from third parties.

Relationship with RDC in relation to Part 4 Decisions

26. Where the SDC decides that it is unable to make a positive determination in relation to an individual (and therefore the IFR issues a notice to the individual and club, under section 31 or section 36 of the Act, that it is minded to make a negative determination), the case will be transferred to the RDC to make the final suitability determination, following receipt of the final determination recommendation from the IFR's Supervision function. In all cases, prior to making its decision, the RDC may require additional investigations and analysis to be conducted by the IFR's staff as it considers appropriate. This may include seeking information from third parties.
27. Where the Chair or Deputy Chair of the SDC proposes to escalate a matter to the RDC without making a decision, following agreement by the Chair of the RDC, the case will be transferred to the RDC to progress as it sees fit and to make any required decisions.
28. The SDC may provide the RDC with any updates, recommendations and other information as it considers appropriate as part of transferring cases to the RDC.
29. The SDC will seek to progress its assessment and make its decisions expediently, having in mind that the RDC will require sufficient time to fulfil its functions. Where the SDC proposes to escalate a matter to the RDC without making a decision (for example, because the SDC considers that a determination may carry significant reputational or other risks to the IFR or the IFR's objectives), this will be done at an early stage before significant engagement in the matter by the SDC.

Part 5 Decision Making Routes

30. Following the receipt of recommendations from the IFR's Supervision function in relation to the decisions to be taken by the IFR under sections 46, 47, 48 and 49 of the Act, the SDC will be

responsible for exercising the IFR's functions under those sections (including making any decisions required to be made by the IFR).

31. In all cases, prior to making its decision, the SDC may require additional investigations and analysis to be conducted by the IFR's staff as it considers appropriate. This may include seeking information from third parties.

Relationship with RDC in relation to Part 5 Decisions

32. The Chair or a Deputy Chair of the SDC may also elect to escalate any of its functions under Part 5 of the Act to the RDC as it considers appropriate prior to making a decision. Where the Chair or a Deputy Chair of the SDC proposes to escalate a matter to the RDC without making a decision, following agreement by the Chair of the RDC, the case will be transferred to the RDC to progress as it sees fit and to make any required decisions. Where the SDC proposes to escalate a matter to the RDC without making a decision, this will be done at an early stage before significant engagement in the matter by the SDC.

Reporting

Reporting to SDC

33. The SDC Secretariat will use information from the Regulatory System (typically in the form of a monthly report collated by the IFR's Supervision function) to identify upcoming or outstanding decisions, under both Part 4 and Part 5 of the Act, which require SDC input. This will be used to plan and coordinate a pipeline of SDC decisions.

Monthly reporting to RDC

34. The SDC will provide monthly reports to the RDC providing information on the volume and types of SDC decisions. The content of these reports will be determined by SDC but will likely include:
- Supervision overview (high level data overview)
 - Individual case overviews (where necessary)
 - Decision outcomes and rationale

Meetings between SDC and RDC

35. Quarterly meetings between members of the SDC and members of the RDC may be held for in-depth discussions, such as identifying trends or reviewing sample cases. It will also provide

opportunity for more complex/long standing cases to be analysed and discussed where it is felt appropriate to do so.

Review of Terms of Reference

36. In line with the IFR's Governance Framework, from time to time the Board will review the SDC's performance and terms of reference. The SDC Chair may recommend any changes they consider necessary to the Board for approval.