



SPÓRT ÉIREANN
SPORT IRELAND

2018

International Carding Scheme

Athlete/NGB Guidelines

1. What is the International Carding Scheme

Through Sport Ireland the International Carding Scheme will provide direct financial support to athletes for training and competition programme.

It is fundamentally a criteria based scheme however sport specific criteria is not the only deciding factor. There are 9 areas that must be satisfied in order to be considered for inclusion in the 2017 International Carding Scheme. Reaching a sport specific performance criteria does not equal funding as it must also be an Olympic & Paralympic discipline.

2. Eligibility

Sport Specific Performance Criteria

Athletes, who meet the relevant criteria for participation in the Scheme and are affiliated with an NGB in Ireland that has agreed Sport Specific Performance Criteria with the High Performance Unit of Sport Ireland, should contact their NGB to submit an application on their behalf, for assistance under the 2018 International Carding Scheme.

Three general classification categories will be used to determine the levels of support for which athletes may be eligible:

- Podium (Olympic/Paralympic medal zone athletes)
- World Class (Olympic/Paralympic finalists)
- International (Qualification for the Olympics/Paralympics)

NGB Endorsement of Application

Each application must be endorsed by the relevant NGB before being submitting to Sport Ireland. Each NGB must confirm that the correct Sport Specific Performance Criteria has been achieved by each athlete. The NGB does this by signing the declaration page at the back of the application form. Applications forms received without the endorsement of the NGB will not be considered for the 2018 International Carding Scheme.

NGBs are required to take a more active role in educating athletes on the International Carding Scheme on the 9 areas that application forms are considered under the scheme. See section 4 for more details.

All application forms must be submitted to Sport Ireland on or before the official closing date for consideration. Any application forms received after this date will not be considered and returned to the NGB. The closing date is January 8th, 2018 at 5pm.

Any application forms that are received where athletes have not achieved the Sport Specific Performance Criteria will not be processed and returned to the respective sport. There will be no appeal mechanism.

There is no opportunity for athletes to enter the scheme after the official deadline.

3: Application Process

Procedure for Applications

- Sport Ireland will make the application form and supporting documentation available to specific NGBs participating in the Scheme
- It is the responsibility of all NGBs to ensure that the application form, the Athlete and NGB Guidelines and Sport Specific Performance Criteria documents are made available to athletes within their membership who may be eligible to apply under the Scheme.
- It is the responsibility of all Athletes to ensure that they have met the Sport Specific Performance Criteria to be eligible to apply to the International Carding scheme.
- All sections of the application forms must be completed. Incomplete forms will be returned to your NGB.
- Evidence of other grants and sponsorship must be provided.
- Prior to submission the athlete and NGB should meet to discuss and agree the Programme outlined in the application form. The Programme includes agreement on the competition targets for the coming year, which should show progression from the previous years' targets.
- Any alterations to the Programme outlined in the application form must be agreed in advance between athlete and NGB. This information should then be communicated through quarterly monitoring and evaluation process.
- It is essential that a full competition and training programme is included with every application form with detailed and realistic performance targets for each event.
- Athletes must personally sign their application forms (typed names will not be accepted under current auditing guidelines), and make sure that all areas are fully completed. Failure to do so will result in the athlete's application form being returned to the NGB.
- Once this work is completed the NGB should sign the application form and return it to Sport Ireland for consideration.

4: Assessment Process

Sport Ireland's Carding Sub Committee will evaluate each application, having consideration of the following:

1. Criteria achieved
2. Stage of development
3. The programme and linkage to NGB HP programme (senior programme only)
4. Role of athlete within NGB HP Strategy and Performance Plan
5. Targets set in the programme and likelihood of achievement
6. Medal potential on Olympic/Paralympic pathway
7. Progression of the athlete within the Scheme
8. Past performance record
9. Five year rule

The Five Year Rule explained

Sport Ireland may, on a case-by-case basis, review the eligibility of athletes who have for a cumulative period of five years, at any category received financial and/or other support from Sport Ireland pursuant to the terms of the Scheme. The purpose of the review is to determine whether financial and/or other support will continue to be made available to such athletes. In conducting such review Sport Ireland will have regard to the athletes':

- progression within their sport over the last five years
- progression in the Scheme over the last five years
- current status in their sport
- ability to progress in their sport over the coming years
- medal potential of athlete on Olympic/Paralympic pathway

If Sport Ireland, after carrying out a review of an athlete at the application stage, concludes that funding (and/or any other form of support) should cease in respect of that athlete Sport Ireland will notify both the athlete and the relevant NGB, in writing, of its decision.

5: NGB Requirements/Obligations

Application Process

NGBs are requested to:

1. Provide all the necessary documentation to athletes that have obtained the Sport Specific Performance Criteria to apply
2. Sport Ireland requests that the NGB meets with each eligible Athlete and brief each athlete on the 9 Assessment areas for participation on the scheme
3. Ensure that each application form is completed accurately and fully, and that all the necessary information is supplied by the applicant;
4. All necessary supporting documents had been attached- proof of other income/sponsorship
5. Retain a copy of each application submitted for future reference and auditing purposes
6. Forward only those applications where the criteria specified under the Scheme are fulfilled; and
7. Certify the application by an appropriate member of the NGB.

Please note that application forms will only be considered if:-

- (a) Received in Sport Ireland on or before the official closing date;
- (b) Submitted on the official 2018 Application Form;
- (c) Certified by the athlete for senior applications;
- (d) Certified on behalf of the appropriate recognised NGB; and
- (e) The Criteria has been met and confirmed by each NGB.

6: Appeals Process

Athletes do not have the right to lodge an appeal if they have not achieved the Sport Specific Performance Criteria of their sport.

Athletes may only appeal decisions of Sport Ireland Carding Sub Committee made in respect of or under the Scheme regarding the following:

- non-inclusion on the Scheme,
- level of investment allocation and
- carding category allocation

The appeal must be made on the appropriate appeal form.

The appeal form will be made available to NGBs after the announcement of the 2018 allocations. Such appeals must be made by the athlete via their NGB. A representative of the NGB must endorse the appeal application and send to Sport Ireland Appeals Secretary on the athletes behalf.

By the NGB doing this they are confirming that the athlete wishing to appeal has achieved the criteria and has completed the carding application fully.

The Appeals Secretary will liaise directly with NGBs and not athletes.

An independent panel will be set up by Sport Ireland to consider the case. Any decision of the panel in relation to such an appeal shall be final and binding, and no further appeal may arise thereafter.

If an athlete believes a decision made regarding him/her has been based on incomplete or incorrect information, or is unjust, he or she is encouraged to contact Sport Ireland.

Amendments

Sport Ireland may from time to time vary, amend or revoke the Conditions of Participation of the Scheme.

7: Monitoring Procedures of Athletes Progress

Once an athlete is successfully included in the 2018 International Carding Scheme the monitoring of athletes progress and performance will be undertaken on a quarterly basis. Sport Ireland will communicate with each NGB to review each athlete's performance in accordance with the Programme outlined in the application. Possible outcomes may include the following:

- The review will find the athlete to be performing satisfactorily and the quarterly payment will be made; or
- The review will find the athlete may not be performing satisfactorily but that the quarterly payment should be made. The NGB will issue a letter advising the athlete of this position and warning about the possibility of non-payment of future quarterly payments; or
- If the review finds the athlete has not been performing satisfactorily or that there is insufficient information for Sport Ireland and relevant NGB to complete the evaluation. Payments to the athlete may be suspended pending further evaluation and may be withheld for such a period as Sport Ireland considers appropriate. The NGB will issue a letter to the athlete in question advising them of the review outcome.
- Once an athlete has been approved within a specific category within any carding year, there will be no opportunity for that athlete to change categories within that year. ***It should be noted that failure to comply with the Conditions of Participation of the Scheme may result in forfeiture of all or part of the investment allocation.***

Eligible athletes are required to return in advance of the quarterly evaluations between Sport Ireland and NGB, the following items;

Quarter 1 (Evaluation Date- End March/Payment Date - April)

- Return a current, comprehensive and accurate athletes' whereabouts form, following the date of notification of inclusion on Sport Ireland's Registered Testing Pool when notified.
- Provide a valid tax details for all investment allocations over €10,000

Quarter 2 (Evaluation Date- End June/Payment Date- July)

- If included on Sport Ireland's Registered Testing Pool, return of the second athletes' whereabouts form by March 15th 2018

Quarter 3 (Evaluation Date- End September/Payment Date- October)

- If included on Sport Ireland's Registered Testing Pool, return of the third athletes' whereabouts form by June 15th 2018

Quarter 4 (Evaluation Date-End November/Payment Date- December)

- If included on Sport Ireland's Registered Testing Pool, return of the fourth athletes' whereabouts form by September 15th 2018

8: Payment of Financial Investment

The *maximum* levels of direct financial investment available under the 2018 Scheme are;

Category	Individual
Podium (up to maximum)	€40,000
World Class (up to maximum)	€20,000
International (up to maximum)	€12,000

The possible capping of Carding allocations will be contingent on availability of Sport Ireland funding. This will be applicable to relays, crews, boats and teams. The allocated amount will be agreed between the NGB and Sport Ireland.

It should be noted that once an athlete has been approved for a specific category within a given carding year, there will be no opportunity for that athlete to change categories within that year or for the NGB to apply to Sport Ireland for an additional allocation for that athlete under the Carding Scheme.

The allocation of investment in individual athletes is assessed on a case by case basis having regard to the overall budget available, the year the criteria was achieved, the overall programme presented, and the amount required. **There is no guarantee that the maximum level of investment will be allocated to athletes in each category.**

Investment allocations for the international, world class and podium categories in the scheme will be paid directly into each athlete's bank account or otherwise directed, on a quarterly basis. This will be made following the quarterly review of the athlete's performance by the NGB and Sport Ireland. Possible outcomes that may arise from these quarterly reviews are detailed under the "Monitoring Procedures" section of this document.

If, for any reason, the athlete should not require all or part of the investment allocation which has been paid, or, if the athlete is unable to follow the Programme for which the allocation was given, the NGB should inform Sport Ireland immediately, as the athlete will have to be removed from the Carding scheme and no more funding will be allocated.

9: Income Tax Liability

All Applicants receiving an investment allocation of €1,000 or more are required to provide a PPS or NIN number. This is a directive from the Revenue Commissioners.

In general, expenses incurred by athletes wholly, exclusively and necessarily in the pursuit of training and competition are deductible for the purposes of calculating liability to income tax. It is the responsibility of the athlete to satisfy the Revenue Commissioners regarding the nature of such expenses.

It should be noted that the portion of the investment allocation used by the athlete might be regarded as income, in the same way as income from any other occupation. As such, this portion of the investment allocation may be assessed by the Revenue Commissioners in the context of determining an individual's liability, if any, to income tax (Athletes are advised to retain receipts throughout the year, in the event that the Revenue Commissioners request assessment of the investment allocation).

Sport Ireland accepts no responsibility in relation to any tax liability incurred by athletes, as this is a matter for the individual. For more information, athletes should consult the Revenue website www.revenue.ie

Tax Clearance Procedures

eTax is confirmation from Revenue that a person's tax affairs are in order.

Applicants should note that the following tax clearance procedures, which are operated by the Revenue Commissioners, apply to **all** individual payments of €10,000 or more made under the Carding Scheme:

For Resident Applicants – You are now required to register with www.revenue.ie to apply for an eTax certificate.

For non Resident Applicants – Complete the TC1 application form and return to; Non resident Tax Clearance Unit, Sarsfield House, Francis Street, Co. Limerick

10: Science, Medicine and Lifestyle Supports

Sport Ireland Institute provides support for Ireland's elite athletes in areas such as Strength & Conditioning, Rehabilitation, Nutrition, Physiology, Medicine, Performance Analysis, Education and Lifeskills.

The Sport Ireland Institute provides medical services such as blood profile testing, cardiac screening, clinical psychology, CT scans, DEXA scans, MRI's, Ultrasounds and X- Rays.

The Centre features a 4 lane indoor 130m track with performance analysis equipment, integrated long jump and a fully equipped world class S&C area to ensure athletes and coaches are given every support needed to impact performance on the world stage.

The Centre also has an integrated medicine and rehab area, athletes' kitchen with nutrition demonstration and education area and social ecology space where athletes can rest from training, catch up on study and meet peers.

The Sport Ireland Institute has a fully equipped Boxing Gym including 4 training rings and 1 full size competition ring, performance analysis equipment and coaches' administration offices.

Support services are built into the performance plan and managed by each NGB in consultation with Sport Ireland Institute.



Athletes should contact the NGB services coordinator / Performance Director / Head Coach to discuss their support service requirements.

Useful Contacts Details

Sport Ireland	01 8608800
	info@sportireland.ie
	www.sportireland.ie
Whereabouts Text Number	087 9580211
	antidoping@sportireland.ie

Sport Ireland Institute	01 8243520
	contactus@instituteofsport.ie
	www.instituteofsport.ie
Science & Lifestyle Services	science@instituteofsport.ie
Medicine Services	medicine@instituteofsport.ie

11: Conditions of Participation

11. A - Athletes agree to

- Comply with and be bound by the Conditions of Participation of the Scheme.
- Comply with and be bound by the Irish Anti-Doping Rules.
- Know the substances and methods which have been included in the Prohibited List (as may be amended from time to time) and to take responsibility to make sure that any substance ingested by the Athlete does not violate the Irish Anti-Doping Rules.
- Participate in the National Sports Anti-Doping Programme and undertake, as required, anti-doping testing, including the taking of a blood or urine sample, in competition and/or out of competition.
- Understand that a refusal by the athlete to submit to a test will have the same consequence as if the athlete had tested positive.
- Provide Sport Ireland, by the specified dates, an accurate and complete whereabouts filing in the format and detail required by Sport Ireland on a quarterly basis throughout the year.
- Update their whereabouts filing as required so that it is up to date and accurate at all times.
- Comply with the contents of their whereabouts filing.
- Supply accurate contact details to Sport Ireland. Addresses supplied via the application form will be made available to the Anti Doping Unit for the purposes of implementing the anti-doping programme, and Sport Ireland Institute in relation to their various athlete programmes.
- Comply with all reasonable requests made by Sport Ireland for information and/or documentation in connection with the grant and monitoring of the award, financial means, income/expenditure and performances.
- Follow their competition and training programme as agreed with the NGB and as laid out in the application form.
- Participate in the National Championships of their sport other than in exceptional circumstances, and in at least one selected international event, to be agreed with their NGB.
- Publicly represent, if required, the NGB and/or Sport Ireland in the media and through a limited number of public appearances.
- Maintain amateur/eligibility status to compete for the NGB through which an investment under the scheme was allocated.
- Undertake a medical screening on an annual basis, as arranged by the NGB Medical Team.
- Comply with and be bound by the medical policies and guidelines of the National Governing Body or where this is not in place to the medical policies and guidelines as set out by Sport Ireland Institute
- Undergo a medical review when directed by the Director of Performance Medicine at Sport Ireland Institute
- Conduct himself/herself at all times in an appropriate manner and display a positive approach and co-operative behaviour towards his/her NGB, Sport Ireland and fellow athletes. Athletes should not behave in a manner which is likely to bring their respective sport, NGB or Sport Ireland into disrepute.
- Co-operate and abide by any Sport Ireland decision relating to the scheme.

11. B - NGBs agree to comply with Sport Ireland in the following areas

- Sport Ireland may withhold from an athlete a quarterly instalment of the annual financial support payable to that athlete under the Scheme where the evaluation by the NGB has determined that the athlete has not performed satisfactorily.
- Sport Ireland may withhold from an athlete a quarterly instalment of the annual financial support payable to that athlete under the Scheme where an alleged Whereabouts Failure has been recorded against that athlete, regardless of the anti-doping organisation that has recorded the alleged Whereabouts Failure.
- **A Whereabouts Failure** is either a Filing Failure or a Missed Test. If the athlete fails to submit each required whereabouts filing by the specified timeline or makes a whereabouts filing that is not accurate and complete, that failure is a Filing Failure. If the athlete is not available for anti-doping testing at the location during the sixty-minute time slot specified for that day in their whereabouts filing and has not updated their whereabouts filing to provide an alternative time slot or location for that day, that failure is a Missed Test.
- Investment allocations under the Scheme shall stand suspended from the date Sport Ireland notifies an athlete of a possible anti-doping rule violation, other than an anti-doping rule violation involving a Specified Substance as defined in the Irish Anti-Doping Rules. The suspension shall last until the date of final determination that an anti-doping rule violation has or has not been committed.
- Where the final determination is that an anti-doping rule violation has not been committed, the suspended investment allocations shall be remitted to the athlete.
- Where the final determination is that an anti-doping rule violation has been committed but the period of ineligibility has been eliminated, the suspended investment allocations shall be remitted to the athlete.
- Where the final determination is that an anti-doping rule violation not involving a reduced sanction for Specified Substances has been committed and a period of ineligibility has been imposed on the athlete, all investment allocations will be withheld by Sport Ireland, the NGB and any other sports organisation concerned during the period of ineligibility and the athlete shall not be entitled to access to services under the Scheme for the duration of the period of ineligibility.
- Where, as deemed by Sport Ireland, an athlete who has received an investment allocation under the Scheme fails to comply with these

Conditions of Participation, Sport Ireland may do one or more of the following:

- (a) Withhold investment allocations from, or refuse to provide grant monies to that athlete.
- (b) Demand a refund of any investment provided under the Scheme to that athlete and recover, as a simple contract debt in any court of competent jurisdiction, from that athlete any such refund due and owing to Sport Ireland
- (c) Make such determination in relation to the application of the Scheme to the athlete concerned, as Sport Ireland shall consider appropriate in all the circumstances.

11: Submission of Applications

Applications should be submitted by the National Governing Bodies on or before:

Monday 8th, January 2018 @ 5pm

Return applications to: **nosullivan@sportireland.ie**

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Sport Ireland
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