



SPÓRT ÉIREANN  
SPORT IRELAND

2020

International Carding Scheme

Guidelines

Athletes and National Governing Bodies

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## 1: Introduction to the International Carding Scheme

The International Carding Scheme has been an integral part of High Performance Planning since the inception of the Irish Sport Council in 1999. The International Carding Scheme provides financial support to athletes for their training and competition programmes. The primary purpose of this funding is to support Irish athletes in reaching finals and achieving medals at European, World, Olympic and Paralympic level. The International Carding Scheme has undergone a number of changes since 1999.

For 2019 and 2020 the International Carding Scheme is awarded as a two-year scheme. Athletes who achieved carding criteria in 2018 will be funded until December 2020 subject to terms and conditions outlined in section 9.

There are number of principles supporting this change:

1. Athletes that achieve higher criteria in the 2019 may move up a category in 2020 (e.g. from World Class to Podium).
2. Athletes will not move down a category in 2020 unless recommended by Performance Director.
3. The Scheme will remain open to new entrants in 2020. New entrants in 2020 will receive a one-year award.

The two-year award allows athletes to fully focus on their Olympic & Paralympic qualification and performance.

In Section 9, the athletes' terms and conditions are detailed. Athlete must familiarise themselves with these terms and conditions especially the following;

1. Whilst 2019 Carded athletes are not required to achieve Carding Criteria to secure funding in 2020, Performance Directors must establish clear performance benchmarks for athletes to achieve throughout the season. To approve funding in 2020, the recommendation of the NGB's Performance Director is required.
2. The release of funding in quarter 4 of 2020 requires athletes to participate in pre-Games and post-Games NGB & Sport Ireland debriefs / performance reviews. Athletes will also be expected to engage with the Sport Ireland Institute Athlete Life skills and Advisory Service

**These Guidelines have two parts; part one for athletes and part two for NGBs. Sections 2 to 9 relate to Athletes and sections 10 to 18 relate to NGBs.**

## Athletes Guidelines

Athletes are advised to carefully review the guidelines, which are outlined from section 2 to 9.

As stated, Carding is awarded to cover the expenses incurred by athletes in their training and competition programme. Sport Ireland recognises that NGBs may require athletes to make a contribution to the costs associated with running its high performance programme. The principle of any contribution is to maximise the performance of the athlete. Athlete contributions are agreed solely between the athlete and their NGB, and Sport Ireland expects that this process is completed before the commencement of the year and incorporated into an athlete agreement or other relevant document.

### 2. Eligibility

Athletes who achieve the agreed carding criteria should contact their NGB for an application form. Applications from individual athletes will not be accepted by Sport Ireland. All application details must be completed and sent via the NGB to Sport Ireland for consideration. 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 (Olympic/Paralympic semi-finalist)

The levels of funding for 2020 will remain as in previous years:

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

Under each category, the amount awarded can vary. The maximum amount is not a guarantee of funding.

**All criteria must be achieved in Olympics or Paralympic discipline unless clearly stated.**

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 additional allocation for that athlete under the Carding Scheme.

**Athletes that achieve higher criteria in the first year (2019) may move up a category in the following year (2020) (e.g. from World Class to Podium).**

### 3. Application Process

#### Procedure for Applications

- Sport Ireland will make the application form and supporting documentation available to all NGBs participating in the Scheme.
- It is the responsibility of all NGBs to ensure that the Application form, the Athlete and NGB Guidelines and Criteria documents are made available to athletes within their membership who may be eligible to apply under the Scheme.
- Athletes that are on the 2-year Scheme for 2019 and 2020 do not need to submit another application form for 2020. However, there are specific administration requirements outlined.
- Prior to submission to Sport Ireland, the athlete and NGB should meet to discuss and agree the Programme outlined in the application form. The Programme includes agreement on the performance benchmarks for athletes to achieve throughout the season.
- It is essential that a full competition and training programme is completed for the athlete with detailed and realistic performance targets for each event that has been agreed with the athlete and NGB as part of the High Performance Plan.
- Athletes named on the International Carding Scheme in 2019 are not obligated to achieve criteria to remain on the scheme in 2020. However, athletes are expected to reach the performance markers as agreed with their Performance Director. These performance markers should be in line with delivering a performance at the 2020 Games.
- For new applicants in 2020, the Application Form this year will have two parts. Part One will be on Excel file with sections 1 -5. The second part is a Word document with sections 6 & 7. All sections on the application form must be completed.
- For new applicants in 2020, athletes must personally sign their application forms on section 7a Athlete's Declaration (typed names will not be accepted under current auditing guidelines) confirming acceptance of the terms and conditions of the scheme outlined in section 6a.
- No payments will be issued until an athlete has signed up to the Terms and Conditions of the Carding Scheme, provided valid tax details, completed the Sport Ireland Anti-Doping E Learning and signed the athlete agreement form if applicable.

#### 4. Assessment Process

The Sport Ireland Carding Committee will consider all applications. The primary consideration for funding is the achievement of the Carding Criteria and the endorsement of Performance Director. However, there are not the only considerations.

The Carding Committee will also consider:

1. Athlete integration in the High Performance Programme
2. Athlete daily training environment
3. Athlete trajectory on the performance pathway.
4. Podium and final potential of the athlete in 2020 & 2024 Olympic / Paralympics Games.
5. Historic progression of the athlete within the Scheme
6. Past performance record within the Tokyo cycle
7. 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

The 5-year rule may applied more than once to applicants.

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 the relevant NGB, in writing, of its decision.

## 5. Appeals

**For non – transition sports, the appeal process is overseen by Sport Ireland.**

**Athletes do not have the right to lodge an appeal if they have not achieved the Carding Criteria of their sport.**

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

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

The appeal must be made on the appropriate appeal form. Athlete must contact their NGB for information on how to appeal.

**Please note that if an NGB does not process an application form for an athlete, the athlete cannot appeal that decision.**

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.

## 6. Monitoring of Athletes' Progress

Once an athlete is successfully included in the 2020 International Carding Scheme, the monitoring of athlete's 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 calendar year.

***It should be noted that failure to comply with the Terms and Conditions of the Scheme may result in forfeiture of all or part of the investment allocation.***

### **Transition of Athletes (Retiring Athletes)**

In 2021 as we enter the Paris cycle, the Carding Scheme will primarily feature those targeting 2024. Notwithstanding this, Sport Ireland recognises that a number of athletes will have achieved criteria for 2021 and intend to retire prior to 2024. In this instance, Sport Ireland encourages an open discussion between athlete and NGBs to identify what the next phase in their journey might look like and what supports are needed. Sport Ireland is open to considering the supports required and will work in consultation with the athlete and performance director.

In cases where an athlete signals their intent to retire within the two-year award period (2019 & 2020), athletes are required to inform their NGBs who will in turn notify Sport Ireland. Athletes should not avoid notifying their NGB and beginning the transition process because of concerns that funding will cease immediately. Sport Ireland is committed to supporting athletes as best as possible, whilst maintaining the integrity of the Scheme.

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

***Quarter 1: 2020 (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
- Complete Sport Ireland Anti-Doping E Learning by 31<sup>st</sup> March 2020

***Quarter 2: 2020 (Evaluation Date- End June/Payment Date- July)***

- If included on Sport Ireland's Registered Testing Pool, return of the second athletes' whereabouts form by 15<sup>th</sup> June 2020

***Quarter 3: 2020 (Evaluation Date- End September/Payment Date- October)***

- If included on Sport Ireland's Registered Testing Pool, return of the third athletes' whereabouts form by 15<sup>th</sup> September 2010

***Quarter 4: 2020 (Evaluation Date-End November/Payment Date- December)***

- If included on Sport Ireland's Registered Testing Pool, return of the fourth athletes' whereabouts form by 15<sup>th</sup> December 2020

## 7. 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](http://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](http://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

## 8. Science, Medicine and Lifestyle Support

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

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 Sport Ireland Institute 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.

Science & Lifestyle Services	<a href="mailto:science@instituteofsport.ie">science@instituteofsport.ie</a>
Medicine Services	<a href="mailto:medicine@instituteofsport.ie">medicine@instituteofsport.ie</a>

General enquiries	01 8243520
	<a href="mailto:contactus@instituteofsport.ie">contactus@instituteofsport.ie</a>
	<a href="http://www.instituteofsport.ie">www.instituteofsport.ie</a>

## 9. Terms and Conditions for Athletes

### **Athletes agree to:**

#### *The Scheme:*

- Comply with and be bound by the Terms and Conditions of the Scheme.
- Co-operate and abide by any Sport Ireland decision relating to the scheme.

#### *Engagements:*

- Publicly represent, if required, the NGB and/or Sport Ireland in the media and through a limited number of public appearances. This expectation is outlined in the National Sports Policy 2018-2027.
- Comply with the NGB athlete agreement with regard all services (e.g. medical).
- Undergo a medical review with as required by the Head of Medicine or Head of Rehab at Sport Ireland Institute.
- Actively and positively engage with the Athlete Lifeskills and Advisory Service of the Sport Ireland Institute

#### *Debrief Process:*

- Participate in Sport Ireland's Tokyo debrief process. Athletes who do not qualify for the Games are required to participate in an alternative review process.
- Sport Ireland has the expectation that athletes engage with debriefs on regular basis with their performance director and coach.

#### *Athlete Conduct:*

- 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.

#### *Performance:*

- Follow their competition and training programme as agreed with the NGB and as laid out in the application form.
- Adhere to the performance benchmarks as laid out by the Performance Director for 2020.
- Participate in the National Championships of their sport unless otherwise agreed in exceptional circumstances with NGB.
- Maintain amateur/eligibility status to compete for the NGB through which an investment under the scheme was allocated.

#### *Anti-Doping:*

- Comply with any service support guidelines of the National Governing Body and Sport Ireland Institute
- 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.
- Agree to complete Sport Irelands anti-doping eLearning by 31st of March 2020  
<https://elearning.sportireland.ie/login/index.php>

## NGB Guidelines

### 10. Sports who manage their own scheme (Transition)

A number of NGBs manage and administer the International Carding Scheme on behalf of Sport Ireland. These sports are known as Transition Sports. The first transition phase took place in 2014, the selected NGBs managed and administered the carding scheme payments. It should be noted that sports undertaking this are taking on responsibility for Sport Ireland's scheme and are accountable for the monies that they administer. **At the commencement of the Paris cycle, all sports will be expected to manage their own scheme.**

The reporting and evaluations must be submitted within the deadline stated by Sport Ireland on a quarterly basis. Sport Ireland will oversee the management of the scheme within NGBs, which may include checks on paperwork, and NGBs will be required to report into Sport Ireland in a periodical and timely manner. These reports include the athlete quarterly evaluation forms.

The sports currently managing the transition scheme are:

- Athletics Ireland
- Badminton Ireland
- Cycling Ireland
- Rowing Ireland
- Irish Sailing Association
- Swim Ireland
- Triathlon Ireland
- Paralympics Ireland (Swimming & Athletics)
- Gymnastics Ireland

**The main difference between Transition Sports and non-transition sports is the NGB manages the scheme of behalf of Sport Ireland. In these guidelines, the different procedures and process for Transition Sports will be highlighted. NGBs who manage their own scheme have autonomy on releasing payments to athletes and have a greater capacity to maximise the performances of athletes.**

The sports that are currently non-transition sports are:

- |  |                         |
|--|-------------------------|
| ▪ Canoeing Ireland                       | ▪ Irish Taekwondo Union |
| ▪ Irish Boxing Athletic Association      | ▪ Pentathlon Ireland    |
| ▪ Irish Clay Target Shooting Association | ▪ Table Tennis Ireland  |
| ▪ Irish Judo Association                 |                         |

## 11. Fit for Purpose (Transition Sports Only)

The International Carding Scheme Review, published in November 2012, included a recommendation that “On a phased basis, targeted NGBs who meet ‘fit for purpose’ criteria will take responsibility for management of the scheme”.

The “fit for purpose” criteria will ensure appropriate structures and operational capacity under the following headings:

1. Governance: Does the NGB have robust governance which will allow it to administer a scheme that allocates Sport Ireland funding?
2. Administration: Does the NGB have the administrative capacity to operate the scheme?
3. High Performance Planning: Is the NGB operating an approved HP Plan to the requisite standard?
4. High Performance Personnel: Is there a suitably qualified HP Director in place to lead the scheme?
5. Carding Review: Is the NGB committed to the complete implementation of the Review?
6. Internal Appeal Process: Can the NGB set up an Independent Internal Appeals Process if required?
7. Finance: Is the NGB in financial good health and does it have a history of good financial management?
8. Anti-Doping: Does the NGB have a strong Anti-Doping programme and a strong history on ethical issues?

The following factors are considered essential for any transition sport.

The presence (or installation) of a well-qualified, knowledgeable, appropriate performance director or equivalent role with the requisite status, authority and time.

- Presentation of a clear, coherent, structured, justified performance plan incorporating and describing the relevant structures, processes and measures.
- An appropriate, agreed balance between independence, autonomy and accountability.
- Some level of certainty about the longer-term stability of the NGB, the key people and the programme.
- Locating the HP Programme within a stable structure that includes the NGB itself; its management and governance structures.
- Appropriate commitment to and working relationships with, Sport Ireland and Sport Ireland Institute.

Transition Sports may be subject to review in 2020 to ensure they remain fit for purpose.

## 12. Application Process

### Procedure for Applications

- Sport Ireland will make the application form and supporting documentation available to all NGBs participating in the Scheme.
- It is the responsibility of all NGBs to ensure that the Application form, the Athlete and NGB Guidelines, and Criteria documents are made available to athletes within their membership who may be eligible to apply under the Scheme.
- A template called NGB Funding Submission to be completed will be sent to all NGBs with these guidelines.
- All sections and tabs of the NGB Funding Submission form must be completed and submitted on behalf of the athletes. For new applicants, this must be accompanied by completed application forms (Section 1 -5 Excel) and signed declaration form (Section 6 & 7 Word).

### NGB Endorsement of Application

Each application must be endorsed by the relevant NGB and confirmed on the funding submission form to be submitted to Sport Ireland. Each NGB must confirm that the correct Carding Criteria has been achieved by each athlete by confirming the event on the funding submission form. All funding submission forms must be submitted to Sport Ireland on or before the official closing date for consideration. Any applications received after this date will not be considered and returned to the NGB.

Athletes that have not achieved the Carding Criteria will not be considered for carding support. There is no appeal mechanism.

NGBs should keep data pertaining to an athlete's qualification/non qualification for the scheme in the event that an athlete may appeal a decision. The information from the application process forms the basis for such appeals and may be requested by an independent appeals committee.

All NGBs are requested to:

1. Provide all the necessary documentation to athletes that have obtained the Carding Criteria to apply
2. Sport Ireland requests that the NGB meets with each eligible Athlete and brief each athlete on the 7 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 2020 Application Form;
- (c) Endorsed by NGB;
- (d) Certified on behalf of the appropriate recognised NGB; and

The NGB will be expected to return all required documents, no later than **1<sup>st</sup> November 2019**.

The Carding Scheme Committee will review the allocations in November as part of the normal assessment process. The Committee will make a recommendation to the Board at its December meeting. NGBs will then be notified of the athlete allocations.

### **Late Applications**

It should be noted that application forms received after the official closing date will not be accepted.

### 13. Appeals Process for NGBs

#### **Appeals Process for Non – Transition Sports**

The appeal form will be available on request to NGBs from Sport Ireland. Such appeals must be made by the athlete via their NGB.

For non –transition sports, a representative of the NGB must endorse the appeal application and send to Sport Ireland Appeals Secretary on the athlete’s 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.

#### **Appeals Process for Transition Sports**

Appeals may arise where an athlete is not considered for the scheme or does not agree with the final allocation/category. Appeals are only arising from applications that have been processed and the amount submitted to Sport Ireland.

Athletes can only appeal the decision if they have achieved the Carding Criteria

In the event of an appeal arising, the NGB must set up an independent group to consider any appeals. Sport Ireland will make representation available for the appeal committee on a case by case basis, where deemed appropriate.

#### 14. Quarterly Evaluation and Monitoring by NGBs on Athletes Progress

**All NGBs must return Quarterly Evaluation and Monitoring for all athletes on the scheme at the end of each quarter.**

These must include for the following each athlete:

- Competition details, targets, results, and comments
- Training programme details
- Progress for the quarter – the NGB must give a rating score for each athlete
- NGB comments and NGB sign off of each evaluation form for athlete payment
- Indication of the payments made to each individual athlete or note if an athlete will not be receiving their quarter funding on each athlete's evaluation.
- If an athlete receives a quarterly rating of 1 – unsatisfactory, the NGB must indicate if the athlete will receive that quarters funding.
- Confirmation that athletes have completed their Anti-Doping requirements per quarter including Sport Ireland Anti- Doping E learning by 31<sup>st</sup> March 2020.

If new competitions are added or if the target measurements have changed during 2020, this must be highlighted that it is clearly identifiable to Sport Ireland when reviewing quarterly athlete evaluations.

**Payments to Athletes / NGB will not be processed unless the NGB submits Quarterly Evaluation and Monitoring updates for all athletes.**

**Sport Ireland Issuing Payment to the NGB (Transitions Sport Only)**

Sport Ireland will issue the 2020 Carding Award to NGBs in two tranches: 75% & 25%. Payments to athletes from NGBs may continue quarterly, if deemed appropriate. **As the first payment date is not due until April, NGBs will be able to comfortably meet any deadlines set for return of paperwork and the timeline for the first payment.**

NGBs have an opportunity to assess an athlete's entire financial need, taking into account other sources of income e.g. Sport NI and sponsorship or other sources. While Sport Ireland does not wish to see athletes out of pocket for any reason, it could be a valuable NGB exercise to determine the actual cost of a programme, including living costs. The key point to highlight here is that any allocation must be agreed upon between NGB and athlete.

Any unallocated money (where an athlete has not used the funding or has been cut a quarter's funding for reasons other than anti-doping ones) may be redirected into the NGB's HP plan. The NGB will need to apply to Sport Ireland in advance for a change of use, detailing exactly how the NGB proposes to use the funding on the specified template. There is no guarantee that the request to reallocate funds will be granted. Only Transition Sports are eligible for a reallocation of funds.

***Reallocation of Funds template is available on request.***

## 15. Payments to Athletes

**For Non-Transition Sports**, 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 in Section 6 "Monitoring of Athletes Progress" of this document.

### **NGB Issuing Payments to Athletes (Transition Sports Only)**

Sport Ireland will check the NGB's quarterly submission of the review documentation, then sign off on payments to athletes. Sport Ireland will trust that the NGB has carried out the necessary checks to ensure an athlete is compliant with the scheme. The quarterly submission will also allow Sport Ireland to flag any concerns internally. It is important to note that Sport Ireland will maintain oversight of the programme and complete spot checks to ensure each NGB are administering payments and storing documentation correctly. This is necessary to ensure a seamless transition of the Carding scheme into an NGB's programme and that the NGB can account for all monies allocated.

Payments should be made to athletes retrospectively, as in an athlete must complete their quarter's competitions before receiving payment for that quarter.

It is up to NGBs if they wish to pay more or less frequently than that. Any payment schedule should be agreed with and clearly communicated to all athletes and Sport Ireland.

## 16. Terms and Conditions for NGBs

### NGBs agree to comply with Sport Ireland in the following areas:

#### *Performance:*

- Sport Ireland or an NGB (Transition Sports) 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 or achieved the benchmark performances as agreed with the NGB
  - The athlete is no longer integrated in the High Performance Programme
  - The athletes daily training environment is no longer considered suitable to maximise the performances of the athlete
  - The athlete is no longer considered to be of podium or final potential in 2020 & 2024 Olympic or Paralympic Games

#### *Anti-Doping*

- 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 an athlete who has received an investment allocation under the Scheme fails to comply with the Terms and Conditions, Sport Ireland may:
  - (a) Withhold investment allocations from, or refuse to provide funding 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.

*Data Processing:*

- Transitions Sports NGBs will be required to agree new data processing agreement with Sport Ireland in line with current data protection regulations.

## 17. Estimated Timelines

### October 2019

- Sport Ireland will issue applications to NGBs via email. NGBs should begin the application process with their athletes as soon as possible.

### November 2019

- Return of funding submission to Sport Ireland no later than November 1<sup>st</sup>, 2019 @ 5pm.
- The funding submission for NGBs presented to the Carding Committee in November

### December 2019

- NGBs will be notified of the Carding allocations following the December Board meeting.

### January 2020 – Date TBC

- Sport Ireland will write to the athletes of the non-transition sports notifying them of their funding decision.
- Transition Sports will write to their athletes notifying them of their funding decision.
- Funding will be announced as part of the overall Carding Scheme allocation.
- Athletes may be requested to attend the media launch as per condition of the scheme.

## 18. Submission Details

The following documents make up the International Carding Scheme Submission Pack:

For new applicants in 2020

- International Carding Scheme Application Form (Excel File)
- Signed Athlete and NGB Declaration Page including Terms and Conditions of Funding

For NGBs

- NGB Funding Submission Form (Excel File)
- Fit for Purpose Criteria (Transition Sports Only)

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

**Friday 1<sup>st</sup> November 2019 @ 5pm**

Return applications to: [pbrosnan@sportireland.ie](mailto:pbrosnan@sportireland.ie)

Peter Brosnan  
High Performance Unit,  
Sport Ireland,  
The Courtyard,  
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Snugborough Road,  
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