



2009

International Carding Scheme

Guidelines

INTERNATIONAL CARDING SCHEME FOR PLAYERS AND ATHLETES 2009

Introduction

The International Carding Scheme (“the Scheme”) provides a range of supports, both financial and non-financial, to assist Ireland's most talented players and Olympic and Paralympic athletes who have the potential to reach finals at the Olympic and Paralympic Games.

The Scheme provides financial support to cover players’/athletes’ general living expenses not otherwise covered through their relevant National Governing Body of Sport (“NGB”). The Scheme also provides non-financial supports, as set out later in this document, including sports science and medical support.

All aspects of the Scheme relating to application procedures and financial support are dealt with by the Irish Institute of Sport (“IIS”). Access to sports science and medical services and the issuing of associated authorisation cards are co-ordinated by the National Coaching and Training Centre (“NCTC”) in Limerick (please contact Deirdre Lyons at 061 202895 or e-mail Deirdre.Lyons@ul.ie, for more information).

Ethos

The objective of the Scheme is to support athletes who have the potential to deliver Olympic and Paralympic final place finishes. This is done by providing financial and non-financial support to athletes at each stage of their development, from junior to senior. For athletes to remain on the Scheme they must not only continue to meet the published criteria, but must also show progression within each Carding category over the years, e.g. world rankings should improve, times should get quicker or finishing positions in major events should improve. This continuing progression of athletes on the Scheme is a central element of the revised Scheme.

The Scheme is underpinned by a drugs-free philosophy. Where a player or athlete commits an anti-doping rule violation resulting in a sanction of a period of ineligibility, the IIS expressly reserves to itself the discretion to refuse to include the player or athlete in the Scheme.

For further information on the ISC anti-doping programme please contact the National Sports Anti-Doping Programme at the ISC office on 01-8608828.

Eligibility

Players and athletes who meet the relevant criteria for participation in the Scheme and are affiliated with an NGB in Ireland that has agreed performance criteria with the IIS, are eligible to submit an application, via their NGB, for assistance under the 2009 International Carding Scheme. Each application must be endorsed and agreed by the relevant NGB before being submitted to the IIS. This is done by the NGB signing the

declaration at the back of the application form. **Applications will not be considered for funding by the IIS without the endorsement of the NGB.**

Consideration will be given to nominations from NGBs for athletes of exceptional ability who have narrowly missed achieving the qualifying criteria but have a proven track record of achievement in the sport. Such nominations should be accompanied by full supporting performance profiles for consideration by the IIS, which will make the final decision on awards.

The developmental squad support category of the Scheme is restricted to athletes under the age of 23, unless otherwise stated in the sports specific criteria.

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 grant.

Sport Specific Criteria

Athletes who achieve the published sport specific criteria are eligible to submit an application to the IIS (via their NGB) for consideration. Five general classification categories will be used to determine the levels of support for which players/athletes may be eligible:

- Contracted athletes (Olympic/Paralympic medal zone athletes)
- World Class (Olympic/Paralympic finalists)
- International (Qualification for the Olympic/Paralympics)
- Developmental squad support (Potential Olympic/Paralympic)
- Junior squad support

For the 2009 Scheme, athletes applying for the international, developmental and junior categories must have achieved the relevant criteria in 2008. Contracted and world-class athletes must have achieved the criteria over the last two years, unless otherwise stated in the sport specific criteria.

Once an athlete has been approved within a specific category within any carding year, there will be no opportunity provided for an athlete to change categories within that year.

Five Year Rule

The IIS may, on a case-by-case basis, review the eligibility of players/athletes who have for a cumulative period of five years, at any category received financial and/or other support from the IIS 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 players/athletes. In conducting such review the IIS will have regard to the players'/athletes':

- progression within their sport over the last five years;
- progression in the Scheme over the last five years;
- current status in their sport; and

- ability to progress in their sport over the coming years.

If the IIS, after carrying out a review of a player/athlete, decides that funding (and/or any other form of support) should cease in respect of that player/athlete the IIS will notify both the player/athlete and the relevant NGB, in writing, of its decision.

Target Setting

It is essential that a full training/competition and sports science/sports medicine programme (“the Programme”), with detailed and realistic performance targets for each event be included in the application form submitted to the IIS as it is on the basis of these that progress will be evaluated and payments made during the year. **Failure to do this will mean the application form is incomplete and cannot be considered by the IIS.**

It should also be noted that the targets set each year in the application form should show progression from the targets set out in previous years’ application forms, i.e. finishing positions should have improved.

Application Process & Monitoring

Athletes who achieve the qualifying criteria, in the required timeframe, should receive an application form from their NGB. This should then be completed in full and returned to the NGB. Prior to submission to the IIS, the athlete and NGB should meet to discuss and agree the Programme outlined in the application. The Programme includes agreement on the competition targets for the coming year, which should show progression from the previous years’ targets. Once this work is completed the athlete and NGB should sign the application form and return it to the IIS for consideration.

The IIS will evaluate the application, having consideration of the following:

- Criteria achieved;
- Age and stage of development;
- The Programme and linkage to NGB programme;
- Targets set in the Programme;
- Progression of the athlete within the Scheme;
- Past performance record.

Following the evaluation of applications the IIS will liaise with NGBs regarding the announcements of awards to athletes.

Any alterations to the Programme outlined in the application form must be agreed in advance with the relevant NGB. This information should then be submitted to the IIS for ratification.

Monitoring of players’/athletes’ progress and performance will be undertaken on a quarterly basis. The IIS will meet with the relevant NGB to review each athlete’s

performance in accordance with the Programme outlined in the application. Possible outcomes from these meetings may include the following:

- The review will find the athlete to be performing satisfactorily and the quarterly payment will be made;
- The review will find the athlete may not be performing satisfactorily but that the quarterly payment should be made and a letter advising the athlete of this position and warning about the possibility of non-payment of future quarterly payments will be sent to the athlete; or
- The review will find the athlete not to be performing satisfactorily or that there is insufficient information for the IIS and relevant NGB to complete the evaluation and the payments to the athlete may be suspended pending further evaluation and may be withheld for such period as the IIS considers appropriate.

Procedure for Applications

The IIS will make the application form available to all NGBs participating in the Scheme.

It is the responsibility of all NGBs to ensure that the application forms are made available to all player/athletes within their membership who may be eligible under the Scheme.

Players/athletes should ensure that their applications are submitted to their NGB in good time to facilitate forwarding to the IIS by the specified deadline. Athletes must sign their application forms by hand (printed name is not acceptable), and make sure that all areas requiring a signature are fully completed. Failure to do so will result in a delay in processing the application form.

Late Applications

It should be noted that application forms that are received after the official closing date will be subject to a pro-rata allocation, determined by the date the application is received by the IIS.

Junior/ Developmental Squad Applications

Separate application forms for junior and developmental squad members will be provided to each NGB for the NGB to complete. This form identifies junior/developmental athletes who qualify under the agreed criteria. **The proposed Programme and costs should be included with the application form at the beginning of the funding year.** Create the proposed Programme on the assumption that you will be receiving the maximum funding. The IIS will then assess these applications and allocate funding to the NGB.

Pro-rata Awards

Under the 2009 Scheme, players/athletes, not having previously qualified under the Scheme, but who reach a qualifying criteria performance between 1st January, 2009 and 30th September 2009 inclusive, will be allowed access to financial assistance and

the appropriate level of sports science and sports medical support on a pro rata basis, calculated by reference to the date of the qualifying performance. It will be the responsibility of the relevant NGB to notify the IIS if a player/athlete becomes eligible for support in this way. Applications for pro-rata grants must be submitted to the IIS within four weeks of the date of performance. If applications are submitted after this period, grant allocations will be calculated from the date the application was received, rather than the date of the performance.

Payment of Financial Support

The **maximum** levels of direct financial support available under the Scheme is outlined in Appendix 1. However the allocation of grant aid to 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 funding requested. **There is no guarantee that the maximum level of funding will be allocated to players/athletes in each category.**

Grant aid for the international, world class and contracted categories in the scheme will be paid directly into each athlete's bank account, on a quarterly basis. This will be made following the quarterly review of the player's/athlete's performance by the NGB and the IIS. Developmental and junior category athletes are part of the NGB squad, and funding for squads will be paid, on a quarterly basis, to the relevant NGB, after the quarterly review by the NGB and IIS. The following are the payment dates for 2009:

- 1st payment – April
- 2nd payment – July
- 3rd payment – October
- 4th payment – December

Funding awarded to players/athletes is to assist them with general living and competition expenses and as such, expenditure does not have to be receipted to the IIS. There may however be a tax liability incurred by the athlete receiving such income (see below for more information).

Performance Payment

As part of the Scheme, athletes in the developmental, international, world class and contracted categories may receive a performance incentive payment if they achieve the required standard during the year. These payments will be made as soon as possible following the performance. Performance targets for each sport are included in the sports specific criteria. Payments for developmental squad members will be issued to the NGB, to be forwarded to the athlete/s in question, while payments in other categories will be paid directly to athletes. Athletes can only receive one such payment per year.

Income Tax Liability

In general, expenses incurred by players/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 player/athlete to satisfy the Revenue Commissioners regarding the nature of such expenses. **It should be noted that the portion of the grant awarded in respect of “general living expenses” might be regarded as income, in the same way as income from any other occupation.** As such, this portion of the grant may be assessed by the Revenue Commissioners in the context of determining an individual's liability, if any, to income tax (it is recommended that athletes hold onto receipts throughout the year, in the event that the Revenue Commissioners request assessment of the grant). The IIS accepts no responsibility in relation to any tax liability incurred by players/athletes, as this is a matter for the individual.

Tax Clearance Procedures

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:

1: For Resident Applicants - Complete the TC1 application form and return to your local tax office or the tax office at which you are registered for tax.

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

Further information on this process will be included in your information pack, or you can request it directly from the IIS by contacting kgallagher@irishsportsCouncil.ie .

- **For all grant payments of €10,000 or over, a tax clearance certificate is required.**

Non-Financial Support

Players/athletes participating in the Scheme are eligible for a range of non-financial supports in Ireland:

Sports Science and Sports Medical support: Access to sports science and sports medical support is available in the following areas:

ALL CATEGORIES

(JUNIOR / DEVELOPMENTAL / INTERNATIONAL / WORLD CLASS / CONTRACTED)

- | | |
|-----------------------|--|
| • Sports nutrition | Up to 6 visits per year |
| • Sports physiology | Up to 4 visits per year |
| • Sports psychology | Up to 6 visits per year |
| • Sports medicine | Up to 6 visits per year |
| • Physiotherapy | Up to 12 visits per year |
|
 | |
| • Sports biomechanics | This service is limited and is provided on a case-by-case basis. |

Services are **only** available through the Sports Science and Medical Support Network, which is co-ordinated by the NCTC. Athletes should contact their performance director or NGB before using these services. A full listing of the services available to carded players/athletes and the location of points of access within each of the sports science and medical disciplines is available from the NCTC website www.nctc.ul.ie/ServicesDirectory/

Personalised cards enabling access to the range of non-financial services will be issued by the NCTC.

The NCTC will co-ordinate the provision of services under the Scheme and monitor the uptake of such services.

Team sports: Team sports (e.g. Hockey, Cerebral Palsy Soccer) will receive access to sports science and medical support services through their performance plans.

Additional Sports Science and Medical support: Access to additional sports science and medical services, including physiotherapy will operate on a referral and case-by-case basis.

Additional sports science and medical services, including physiotherapy **must be referred** through one of the following three channels:

1. The NGB Medical Officer
2. The NCTC Medical Officer or Director of Sports Medicine at the IIS
3. Sports Medical Referral Coordinator

A full listing of NGB Medical Officers, Sports Medical Referral Consultants and details of the NCTC Medical Officer is available on the NCTC website www.nctc.ul.ie/ServicesDirectory/, or by contacting the NCTC at **061 202895**.

Note: NCTC cannot authorise payment for additional sports science and medical credits unless they receive advanced **notification in writing** from one of the three channels above that additional credits have been sanctioned.

Access to additional entitlements will be based on agreed standard rates of fees and an overall monetary limit per athlete, and **beyond which no automatic entitlement to further medical services under the Scheme will apply.**

Specialist medical services: Access to other medical services other than the entitlements outlined, for example X-ray and MRI, will operate on a referral basis only, and must be sanctioned **in advance** of receiving that service.

Specialist medical services **must be referred** through one of the following three channels:

1. The NGB Medical Officer
2. The NCTC Medical Officer or Director of Sports Medicine at the IIS
3. Sports Medical Referral Coordinator

Note: NCTC cannot authorise payment for specialist medical services unless NCTC receives **notification in writing** from one of the three channels above that access to specialist services has been sanctioned.

Medical Screening: A comprehensive medical and physiotherapy-screening programme is available to carded players/athletes. It is compulsory for all carded players/athletes to have an annual screen as part of the conditions of participation in the Scheme.

Educational workshops: A programme of educational workshops will be provided to all carded players and athletes on a sports specific, generic and category specific (Junior only) basis. Topics and dates for workshops will be agreed in advance with NGBs and notification sent to players and athletes.

Access to training facilities: Each Carded athlete may spend up to two weeks, free of charge per year at the NCTC.

Players/athletes based abroad: Players/athletes based abroad are entitled to the same level of services as those players/athletes based in Ireland. Players/athletes based abroad will be written to by NCTC outlining the procedures for accessing services overseas. Please contact the NCTC (**061 202895 / deirdre.lyons@ul.ie**) for further information.

Access to Financial Support and Services under the scheme

Payments under the scheme will be made on a quarterly basis to NGBs (developmental and junior level) and player/athletes (International and above) following the outcome at scheduled quarterly review meetings between the NGB and IIS. Possible outcomes that may arise from these quarterly review meetings are detailed under the “Application Process and Monitoring” section of this document.

Qualifying athletes are required to return in advance of the quarterly meetings, and in accordance with specific deadlines, the following items;

Quarter 1

- Return a current, comprehensive and accurate athletes’ whereabouts form, following the date of notification of eligibility under the Scheme, to the anti doping unit when notified.
- Provide a valid tax clearance certificate if grant aid is equal to or exceeds €10,000

Quarter 2

- Return the second athletes’ whereabouts form to the Anti Doping unit by March 15th 2009.

Quarter 3

- Return the third athletes’ whereabouts form to the Anti Doping unit by June 15th 2009
- Attend one of the Carding workshops coordinated by the NCTC unless resident outside the country
- Have completed a medical screening with a designated member of the medical screening panel

Quarter 4

- Return the fourth athletes’ whereabouts form to the Anti Doping unit by September 15th 2009

NGBs’ Requirements in Application Process

NGBs are requested to:

1. Ensure that application forms are completed accurately and fully, and that all the necessary information is supplied by the applicant;
2. Retain a copy of each application submitted for future reference;
3. Forward only those applications where the criteria specified under the Scheme are fulfilled; and
4. Certify the application by an appropriate member of the NGB.

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

1. Received in the IIS on or before the official closing date;
2. Submitted on the official 2009 Application Form;
3. Certified by the player/athlete; and
4. Certified on behalf of the appropriate recognised NGB.

NGBs' Requirements in Administration of Scheme

It is the responsibility of the NGBs to ensure that junior and developmental grants allocated under the Scheme are properly administered and accounted for.

1. NGBs should ensure that payments made under the Scheme and the manner in which they are expended are:
 - In accordance with the terms of the award; and
 - Identified separately in the annual accounts/audited statement of accounts of the NGB.
2. At the end of the calendar year each NGB is required, on request, to submit to the Irish Institute of Sport a comprehensive report detailing the expenditure of the grant aid awarded to its members under the Scheme, and the payment and accounting mechanisms applied.
3. If, for any reason, the player/athlete should not require all or part of the grant which has been paid, or, if the player/athlete is unable to follow the Programme for which the grant was awarded, the NGB should inform IIS to discuss the reallocation of surplus grant-aid.

Appeals Process

Players/athletes may appeal decisions of the IIS made in respect of or under the Scheme regarding non-inclusion on the Scheme, the level of grant allocation and Carding category allocation. The appeal must be made on the appropriate Application Appeal Form, which will be made available to NGBs after the announcement of the awards. Such appeals must be made by the player/athlete via their NGB. Any decision of the IIS in relation to such an appeal shall be final and binding, and no further appeal may arise therefrom.

Other than as set out above, decisions of the IIS are final and binding and no appeal may arise therefrom. If a player/athlete believes a decision made regarding him/her has been based on incomplete or incorrect information, or is manifestly unjust, he or she is encouraged to contact the IIS.

Amendments

The IIS may from time to time vary, amend or revoke the Conditions of Participation of the Scheme.

Conditions of Participation

1. Players/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.
 - Participate in the National Sports Anti-Doping Programme and undertake, as required, anti-doping testing in competition and/or out of competition.
 - Make to the Irish Sports Council by the specified dates an accurate and complete whereabouts filing in the format and detail required by the Irish Sports Council 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.
 - Attend at a Carding workshop, unless resident outside the country.
 - Submit and follow the Programme set 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.
 - Agree to publicly represent, if required, the NGB and/or the Irish Institute of Sport (IIS) through the media and through a limited number of public appearances.
 - Maintain amateur/eligibility status to compete for the NGB through which funding under the Scheme was granted.
 - Undertake a medical screening on an annual basis, as arranged by the NGB Medical Team or NCTC.
 - 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 the Irish Institute of Sport.
 - Undergo a medical review when directed by the Director of Sports Medicine at the Irish Institute of Sport, by a medical person of their choosing.
 - Conduct himself/herself at all times in an appropriate manner and display a positive approach and co-operative behaviour towards his/her NGB, the IIS and fellow players/ athletes. Players/athletes are not expected to behave in a manner which is likely to bring their respective sport, NGB or the IIS into disrepute.
 - Co-operate and abide by any IIS decision relating to the Scheme.
2. The IIS may withhold from a player/athlete a quarterly instalment of the annual financial support payable to that player/athlete under the Scheme where the evaluation by the NGB and IIS has determined that the player/athlete has not performed satisfactorily.
3. The IIS may withhold from a player/athlete a quarterly instalment of the annual financial support payable to that player/athlete under the Scheme where an alleged Whereabouts Failure has been recorded against that player/athlete, regardless of the anti-doping organisation that has recorded the alleged Whereabouts Failure. A Whereabouts Failure is explained in clause 4.
4. A Whereabouts Failure is either a Filing Failure or a Missed Test. If the player/athlete fails to make to the Irish Sports Council 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 player/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.

5. Grant monies under the Scheme shall stand suspended from the date the ISC notifies a player/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.
6. Where the final determination is that an anti-doping rule violation has not been committed, the suspended grant monies shall be remitted to the player/athlete as soon as practicable.
7. Where the final determination is that an anti-doping rule violation has been committed but the period of ineligibility has been eliminated, the suspended grant monies shall be remitted to the player/athlete as soon as practicable.
8. 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 player/athlete, all grant monies will be withheld by the IIS, the NGB and any other sports organisation concerned during the period of ineligibility and the player/athlete shall not be entitled to access to services under the Scheme for the duration of the period of ineligibility.
9. Where, in the opinion of the IIS, a player/athlete who has received grant monies under the Scheme fails to comply with these Conditions of Participation, the IIS may do one or more of the following:
 - (a) withhold grant monies from, or refuse to provide grant monies to, that player/athlete;
 - (b) demand a refund of any grant monies provided under the Scheme to that player/athlete and recover, as a simple contract debt in any court of competent jurisdiction, from that player/athlete any such refund due and owing to the IIS;
 - (c) make such determination in relation to the application of the Scheme to the player/athlete concerned, as the IIS shall consider appropriate in all the circumstances.

Submission of Applications

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

Friday 23rd January 2009

Shane Keane, High Performance Unit, Irish Sports Council, Top Floor, Block A, West End Business Park, Blanchardstown, Dublin 15 (Tel: 01-8608814).

Appendix 1: Maximum grant levels for the 2009 Carding Scheme

Category	Individual athlete	Performance Incentive Payment	Team Sport	Performance Incentive Payment	Boat Capping (Rowing & Sailing)	Performance Incentive Payment
Contracted	€40,000 (up to max.)	+ 25% €10,000	€120,000 (up to max.)	+ 25% €25,000	€120,000 where there are more than 3 athletes in a boat €90,000 where there is 3 athletes in a boat €60,000 where there is 2 athletes in a boat	+ 25%
World Class	€20,000 (up to max.)	+ 25% €5,000	€60,000 (up to max.)	+ 25% €15,000	€80,000 where there are more than 3 athletes in a boat €60,000 where there is 3 athletes in a boat €40,000 where there is 2 athletes in a boat	+ 25%
International	€12,000 (up to max.)	+ 25% €3,000	€30,000 (up to max.)	+ 25% €7,500	€48,000 where there are more than 3 athletes in a boat €36,000 where there is 3 athletes in a boat €24,000 where there is 2 athletes in a boat	+ 25%
Developmental Squad	€5,000 (up to max.)	+ 25% €1,250	€10,000 (up to max.)	+ 25% €2,500	€20,000 where there are more than 3 athletes in a boat €15,000 where there is 3 athletes in a boat €10,000 where there is 2 athletes in a boat	+ 25%
Junior Squad	€3,000 (up to max.)	N/a	€6,000 (up to max.)	N/a	€12,000 where there are more than 3 athletes in a boat €9,000 where there is 3 athletes in a boat €6,000 where there is 2 athletes in a boat	N/a

Figures above are the maximum allocations in each category, there is no guarantee that these levels will be allocated in each case.