



ATHLETE SUPPORT PROGRAMME

AN INFORMATION & GUIDANCE BOOKLET

November 2007



Sport Northern Ireland's Vision

“Through sport, to contribute to an inclusive, creative, competent, informed and physically active community”

Achieving the Vision

In practice this means Sport Northern Ireland creating and developing programmes and partnerships that will contribute to:

“increased number of athletes with improved sporting performance through the design and implementation of strategies, structures and systems”

ATHLETE SUPPORT PROGRAMME

Assisting Northern Ireland's talented able-bodied and disabled sportspeople to improve their performance standards and achieve international sporting success.

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1 INTRODUCTION

1.1 What is this booklet about?

This information and guidance booklet provides information on Sport Northern Ireland's (SNI's) Athlete Support Programme which will enable potential applicants to judge whether their organisation is eligible for consideration for an award. It indicates SNI's priorities for funding, criteria for assessment and explains the application and award management processes.

If, after reading this booklet, you believe that your governing body has an athlete or team eligible to be considered for an award please contact SNI to discuss the standard of your athlete/team and the application process in more detail.

1.2 Where does the money come from?

The Athlete Support Programme is funded through National Lottery income.

The National Lottery was established by government to raise money for 'good causes' which do not usually have first call on public funds. In Northern Ireland, Lottery funding for sport is distributed by Sport Northern Ireland (SNI). The size of the available budget is based on a UK per capita formula.

1.3 What are the objectives of the programme?

This Athlete Support Programme aims to assist identified, talented able-bodied and disabled sportspeople to develop to their full potential and achieve international sporting success at Commonwealth, European, Olympic and World level.

To that end, potential applicants need to demonstrate how the athletes put forward for support, will progress in line with their international competitors.

It is also likely that applicants, targeting success in international competitions where the number and strength of competing nations is relatively weak, will be deemed a

lower priority and therefore will be less likely to attract an award.

The programme offers financial assistance to enhance training, preparation, lifestyle management and competition programmes, aimed at improving the performance standards of the athlete.

2. REVISIONS TO THE ATHLETE SUPPORT PROGRAMME

2.1 Move to fund Performance plans from April 2009.

The Athlete Support Programme has recently been reviewed in order to improve its effectiveness and to try to reduce some of the administrative burden of the programme to governing bodies, athletes and SNI.

As a result of the review, it has been agreed that SNI will manage a revised Athlete Support Programme up until 31 March 2009, at which time, current committed SNI exchequer investment in governing body development plans will have ended.

At this stage, it is proposed that from April 2009, awards in respect of individual named athletes will normally form part of SNI investment in four year governing body performance plans. Further consultation with governing bodies on this proposal is planned to take place by June 2008.

2.2 Maximum period of award

SNI's maximum period of award under this programme will normally be up to 31st March 2009. However there will be a degree of flexibility to this timescale to accommodate the final competition date of athletes who are successful in receiving an award.

2.3 Eligibility of teams

Teams will only be considered eligible for funding where:

a) The sporting activity can only be undertaken by a team— eg rugby, rowing four; and,

b) The team is already exhibiting success at international level or where international success is a realistic objective within a two-year time frame.

Teams preparing for Interprovincial and Home International competition will not be considered eligible for funding under this programme. It is also likely that teams which compete in international competitions where the number and strength of competing nations is relatively weak will be deemed a lower priority and therefore unlikely to attract an award.

2.4 Timescales for submitting applications for funding

Applications to this Programme can be submitted at any time by the governing body, however it is anticipated that no applications will be accepted after 30 September 2008, as SNI does not anticipate making new awards within 3 months of the end of the programme.

Bearing in mind that it normally takes up to three months to assess applications, applicants should submit applications a minimum of three months before the athlete's plan starts.

For existing awards that are due to end between 30 September 2008 and 31 March 2009, consideration will be given to extending existing awards, should the need arise and should this be deemed appropriate.

3. HOW CAN FUNDING BE ACCESSED?

3.1 Who is eligible to apply

Individuals are not normally eligible to apply directly for financial assistance.

Applications can normally only be submitted by Governing Bodies of Sport, the Northern Ireland Commonwealth Games Council (in respect of the cost of sending Athlete Support Programme funded competitors to the Commonwealth Games and providing them with necessary support services to

enhance their performance), and other organisations recognised as representing the interests of a number of Governing Bodies. Please refer to Appendix 1 for details of these.

The organisations applying must have all of the following in place:

- A system to record statistical information on the performance standards of athletes
- A constitution;
- An anti-doping policy;
- Annual accounts approved by the membership;
- A child protection policy; and
- An equity statement.

3.2 Which athletes are eligible for support?

Applications can only be considered in respect of an athlete or team members who are either:

- (a) Born in Northern Ireland **or**
- (b) Born of a parent (or adoptive parent) who was born in Northern Ireland **or**
- (c) Eligible to compete for Northern Ireland in the targeted competition.

Where the targeted competition involves teams or athletes representing the United Kingdom or Ireland, eg the Olympic Games or European Championships, athletes will be required to represent one or other of these countries. Where the targeted competition involves athletes or team representing among others the home countries, eg the Commonwealth Games, funded athletes will be required to be available to represent Northern Ireland.

Subject to performance standards this programme is open to applications in respect of individual and team sports. The programme is available to all irrespective of any aspect of social identity, particularly those protected under Section 75 of the Northern Ireland Act 1998.

3.3 What are the different levels of support?

Two levels of financial support will exist within the programme: Gold and Silver levels.

3.3.1 Gold level

The Gold level of the programme will provide support to those sportspeople who are already exhibiting success at international level in the following competitions or World, European, Commonwealth rankings:

- Olympic and Paralympic Games
- World Championships
- European Championships
- Commonwealth Games.

Normally, athletes at Gold level will demonstrate the capacity to achieve the following performance standards within a **two** year period:

- Final 8 at Commonwealth Games/European Championships.
- Top 20 in World rankings and
- Top 10 in European rankings.
- Final 16 at Olympic Games/World Championships.

These are indicative standards only. Prior to considering any applications from a sport, SNI staff will agree appropriate sport specific performance standards with each sport. The agreed standards will take into consideration standards used by UK Sport and/or the Irish Sports Council for athlete investment decisions.

In considering the performance standards, SNI will take into account the number and standing of the competing countries and athletes. Once agreed, the performance standards for each sport will be available on the SNI website.

Gold level athletes will normally be eligible to receive full access to the services of the Sports Institute for Northern Ireland (the Sports Institute) to a level that fully meets their needs and their geographic accessibility.

All athletes on the gold level of the programme must comply with any requirements agreed between SNI and the Sports Institute.

Where gold athletes choose not to benefit from the services available at the Sports Institute, they must demonstrate how they will access comparable service support.

Special provisions will apply to athletes of a junior age.

3.3.2 Silver level

The **Silver** level of the programme will provide support to those sportspeople for whom international success (as outlined under 3.3.1) is a realistic objective within a 4 - 8 year time-frame, although this will vary depending on the sport.

Normally, athletes at silver level will demonstrate the capacity to achieve the following performance standards within a **two** year period:

- Top 24 at Commonwealth Games/European Championships
- Top 50 in World rankings
- Top 25 in European rankings
- Final 32 at Olympic Games/World Championships
- Top 20% of athletes at European/Commonwealth Underage Competition and
- Top 30% at World Underage Competition.

These are indicative standards only. Prior to considering any applications from a sport, SNI staff will agree appropriate sport specific performance standards with each sport. The agreed standards will take into consideration standards used by UK Sport and/or the Irish Sports Council for athlete investment decisions.

Within the silver category, priority will be given to developmental athletes who are demonstrating substantial progression within the sport.

Once agreed, the performance standards for each sport will be available on the SNI website.

Silver athletes will not normally be eligible for access to the services of the Sports Institute. However, some silver athletes, in particular those preparing for the 2012 Olympic/Paralympic Games and the 2010/2014 Commonwealth Games, may be invited to access the services of the Sports Institute, if it is deemed that this would benefit their performance standards.

At the end of the period of investment those athletes who have not demonstrated significant progress towards the Gold standard of the Programme or achieved considerable elements of the targets outlined in their Performance Plan, will be unlikely to receive further funding from this programme.

3.3.3 Transfer between the gold and silver levels of the programme

Where deemed appropriate, SNI reserves the right to transfer applications between the two levels of the programmes. This may happen as part of the assessment process or during the period of the plan.

Furthermore, awards may be suspended or terminated at any time if performance standards deteriorate to a level below the Programme requirements.

4. WHAT EXPENDITURE IS ELIGIBLE FOR FUNDING?

Each application for funding must be accompanied by a performance plan. This performance plan will highlight the current standard of performance of the athlete/team in relation to other national and international competitors, the performance standard the athlete is aspiring to reach over the time span of the plan, how the proposed improvements will be achieved and what measures will be put in place to monitor progress.

In addition, the plan must detail the areas of expenditure which the governing body and athlete have identified for funding.

Guidance notes on how to prepare a plan are included within this information and guidance booklet at Appendix 2 (pages 19-20). SNI's Performance Sport Team can also provide advice in this area if required.

Outlined below are the typical key sports costs elements of the performance plan which are eligible for support:

4.1 Coaching

Eligible costs include:

- (i) the additional costs associated with securing coaching expertise not normally available within the applicant's domestic training programme **and**
- (ii) the travel and accommodation costs of coaches attending residential training camps and additional competition opportunities.

4.2 Personal Training and Preparation Costs

Eligible costs include membership fees, appropriate insurance and international licence costs.

This may also include attendance at residential training camps. Eligible costs can include travel, accommodation, agreed daily subsistence allowance, facility fees and specialist coaching fees.

4.3 Team Preparation Costs

Eligible costs include travel, accommodation, facility hire, coaching and sports science support in respect of the training of teams in preparation for appropriate international competition.

This may also include attendance at residential training camps. Eligible costs can include travel, accommodation, agreed daily subsistence allowance, facility fees and specialist coaching fees.

4.4 Sports Science Support

Eligible costs include fees in respect of the following services:

- Biomechanics
- Nutrition
- Performance analysis
- Physiology
- Psychology
- Strength and conditioning

4.5 Sports Medicine Support

In addition to this award recipients will also have access of up to a maximum of £400 per annum towards the purchase of appropriate private medical and travel insurance.

Funded teams may receive up to a maximum of £2,000 per annum to assist with the purchase of sports medicine services from approved providers.

Sports Medicine funding will not be transferable to any other element of the award.

4.6 Targeted Competition Costs

Travel, accommodation and subsistence costs associated with the targeted competition. Entry fees and team uniform costs associated with the targeted competition will not be eligible for support.

4.7 Additional Competitive Opportunities of a Suitable Standard

Eligible costs include travel, accommodation, agreed daily subsistence allowance and entry fees.

4.8 Personal Competition and Training Equipment

Eligible costs include essential items of personal training and competition equipment and insurance for same. The cost of medical aids will also be eligible.

4.9 Other

SNI will consider funding any other reasonable costs which can be shown by the applicant to make a realistic and valuable contribution to the athlete's/team's

ability to realise the objectives of the performance plan.

Applicants must ensure that goods, services and products obtained represent good value for money.

5. WHAT EXPENDITURE IS NOT ELIGIBLE FOR FUNDING?

5.1 Salaries

The costs of paying any core programme staff (e.g. Governing Body employees) salaries will be ineligible for funding. This includes the costs of performance managers.

5.2 Cost of Preparing the Application

Any costs associated with the preparation of the application will not be eligible.

5.3 Domestic Training

The costs associated with the athlete's/team's ongoing domestic training, coaching and competition programme will be ineligible for funding.

5.4 Unreasonable Costs

Costs deemed by SNI to be unreasonable or excessive for the purchase of goods or services related to the programme will not be eligible.

6. HOW MUCH FUNDING IS AVAILABLE?

6.1 Indicative Funding Limits

On an annual basis the indicative funding limits are:

Gold individuals up to £15,000
 Gold teams up to £25,000
 Silver individuals up to £6,000
 Silver teams up to £10,000

6.2 Partnership Funding

The National Lottery Act 1998 states that Lottery awards should take account of an

element of partnership funding. In the case of the Athlete Support Programme SNI accepts that the individual athletes and Governing Bodies contribute much to their performance plans over and above the cost contained within applications.

Applicants will be required to provide details of any other sources of funding, eg sponsorship, prize money, Irish Sports Council investment etc.

SNI can make awards up to 100% in respect of agreed programme elements in recognition of the significant contribution made by individual athletes and their families, coaches, performance managers and other Governing Body personnel.

6.3 Challenge Fund Principle

SNI distributes awards based on a challenge fund principle. Applicants should therefore be aware that demand can be greater than the funding available. Therefore eligible applicants may be disappointed by either rejection or a reduced offer of award.

7. WHICH ATHLETES CAN APPLY FOR LIVING COSTS?

7.1 What is the Living Costs programme about?

Individual athletes may apply to the Living Costs extension of the Athlete Support Programme. This aims to maximise an athlete's potential by providing funding which will enable them to train on a full-time or part-time basis. In the case of living costs, individuals will apply directly for financial assistance.

Financial support, if offered, is to ensure that athletes will be able to maintain the high level of well-being necessary to enable them to train and perform to the highest levels within their sport. Ultimately this funding is aimed at helping athletes meet the targets set out in their previously agreed training/competition programme.

This element of funding is only likely to be available to a small number of individuals

who meet specific criteria and whose circumstances have changed significantly to enable them to adequately prepare for the targeted competition. The majority of those likely to receive Living Costs funding will fall within the gold category of the programme. Only in exceptional circumstances will those in the silver category be considered.

7.2 Specific Criteria for Living Costs Awards

The following criteria will be used to determine if an individual is eligible for a living cost award:

- The athlete's programme must be supported through an Athlete Support Programme award **or** the athlete's governing body must have submitted an application in respect of their sports costs,
- athletes must show the potential to achieve agreed performance goals within the programme,
- athletes must demonstrate a significant change in their circumstances to be considered eligible to make an application to this extension of the programme. Examples of these may include:
 - (i) training either on a full-time or part-time basis
 - (ii) relocation to ensure access to appropriate facilities/expertise
- the training programme must significantly reduce the athlete's capacity to meet the costs of their daily living; and
- the athlete must display anticipated financial need. Athletes will be means tested for this element of the Athlete Support Programme.

7.3 How much funding is available for Living Costs?

This award is not meant to improve an athlete's lifestyle; it will not cover the costs

of new mortgages, business start-ups, new cars, bank loans, etc.

The amount of any living costs award will depend upon:

- individual personal circumstances,
- the level of financial need; and
- the level of reduced income necessitated by the athlete's commitment to their training and competitive programme.

The maximum annual award within the Living Costs extension of the Athlete Support Programme is £20,000. An award of this scale would be seen as exceptional and available only to athletes who intend to significantly change their lifestyle, demonstrate potential success at major competition and display financial need within the period of their performance plan

Applicants who receive a living costs award are advised that this may have tax implications. Successful applicants are therefore recommended to seek appropriate advice from a tax specialist.

Living costs awards may only be made for a **maximum** of 12 months. Where athletes /team members are in receipt of sports costs awards for longer than 12 months, applicants will be required to submit further applications to the Living costs extension of the programme to ensure continuity of funding.

7.4 Applying for a Living Costs Award

The living costs information and guidance booklet and application form must be requested separately.

Applications for a living costs award should normally be submitted with the application for sports costs. SNI, however, may permit flexibility in some circumstances during the period of the award.

Applications submitted during the period of any sports costs award will be subject to the normal assessment procedure.

Table 1 below provides a summary of the information outlined in Sections 3 to 7 of this booklet.

			ELIGIBLE FOR CONSIDERATION FOR		
LEVEL	WHO IS ELIGIBLE FOR SUPPORT	MAXIMUM LEVEL OF FUNDING (ANNUAL)	LIVING COSTS	SPORTS MEDICINE SUPPORT	SPORTS INSTITUTE (SINI) SERVICES
GOLD	Individuals	£15,000	Yes	Yes	Yes
	Senior teams	£25,000	Yes	Yes	Yes
SILVER	Individuals	£6,000	Yes	Yes	No
	Senior teams	£10,000	Yes	Yes	No

8. HOW WILL THE APPLICATION PROCESS FOR SPORTS COSTS APPLICATIONS WORK?

8.1 When to Apply

Applications can be submitted at any time once the governing body has agreed, **in writing with SNI**, minimum performance standards for Gold and Silver athletes from their sport.

On request, an application form (indicating your unique reference number) will be issued. This unique reference number should be communicated in all future correspondence.

When completed, the application form, **mandatory** performance plan (and other relevant supporting documentation) should be submitted to SNI for assessment. We would strongly encourage governing bodies to submit an application to SNI at least three months before the start date of the performance plan.

You will receive acknowledgement of receipt of your application.

During the assessment you may be asked for additional information. Failure to provide the information within the timescale indicated may render your application ineligible for consideration at this time.

Applications to the Living Costs extension of the Athlete Support Programme can be submitted at any time, once a Sport Cost award has been made.

8.2 Assessment Procedure

The application and associated procedure is summarised in Figure 1, page 13.

Once all relevant information has been received, an appointed Performance Consultant will co-ordinate the assessment of your application against the criteria described in section 8.4 of this booklet and a decision will be made by SNI or those delegated to act on their behalf.

An application to SNI can be rejected, or result in a reduced offer of award, for a variety of reasons. For example:

- **Ineligibility:** the assessment process finds that the application does not meet the eligibility criteria laid down within the guidance notes for the relevant programme;
- **Priority:** the applicant does not rate highly enough against the aims and priorities of the relevant programme as set out in the guidance notes; or
- **Competition:** the applicant does not compete favourably, for the limited funds available, against other applications submitted on or before the same closing date.

Where deemed appropriate, SNI reserves the right to transfer applications between the two levels of the programme. This may happen as part of the assessment process or during the period of the plan.

8.3 Assessment Criteria

Applications which are eligible will be considered against SNI's assessment criteria to determine the priority of the application for funding.

Given the limited funds available, only applications deemed to be of high priority are likely to be funded.

The following assessment criteria are used to prioritise applications:

Potential of the identified athlete/team: the extent to which the athlete/team has demonstrated the potential to achieve a level of success or maintain their level of success in major international competition – Olympic, European, World, Commonwealth.

In particular, careful consideration will be given to the following:

- the level of the athlete's ultimate performance goal, ie position in Olympic Games, World and European Championships, Commonwealth Games.

- an assessment of whether the athlete is showing consistent improvement in performance standards
- the athlete's personal best as measured by times, distances etc in comparison to other leading international athletes within the sport
- the likely level of achievement in the final event; and
- the number of countries and competitors which are likely to compete in the targeted competition and the comparative strength of the competing nations in world terms.

Quality of the athlete's proposed performance plan: the extent to which the proposed performance plan addresses the individual needs of the athlete(s) and integrates key elements of preparation.

In particular, careful consideration will be given to the following:

- The planned provision and quality of specialist coaching, competitions, sports sciences support.
- Lifestyle management of the athlete;
- Testing and monitoring protocols to be implemented;
- how the individual athlete's proposed programme fits with the Governing Body's overall high performance plan, if applicable.
- The quality of the providers of services and the proposed management of the plan.

It is likely that only applications which best meet the above criteria will compete. Even applications which appear to fulfil all criteria may not be of sufficiently high priority to receive an award.

8.4 The Decision Stage

All decisions regarding applications are at the sole discretion of SNI. There are three possible decisions in relation to each application.

Provisional Award: A provisional offer of financial assistance pending the receipt of further information in relation to either the

performance standard of the athlete or the proposed performance plan.

Award: An offer of financial assistance leading up to participation at the targeted competition. This will confirm which level of the programme the applicant has been successful, ie gold or silver.

Rejection: No offer of award.

8.5 Post Decision Procedure

SNI's decision will be confirmed in writing as soon as possible.

Successful applicants will receive formal contract documentation setting out the terms and conditions of award. The letter of offer and associated conditions, if accepted, will form a contract between SNI and the applicant.

Amendments to the performance plan can only be implemented following written confirmation from SNI.

SNI reserves the right to make a media announcement relating to successful applicants. This announcement may include details of the athlete's name, town of origin and town of residency.

In exceptional circumstances and where the athlete's performance justifies, SNI may consider a request for an increase in funding. This may result in the applicant transferring to the higher level of the programme. SNI also reserve the right to stop or reduce an award.

Should you have any queries at any stage of your application, please contact SNI for further advice.

Tel: 028 90 381222
Fax: 028 90 682757
Minicom: 028 90 682593
E-mail: athletesupport@sportni.net

9. WHAT IS THE ROLE OF THE PERFORMANCE MANAGER?

To enable SNI to undertake the assessment of applications and if successful manage and monitor the impact of any investment, Governing Bodies are required to appoint a named individual as a point of contact in respect of each application.

SNI will refer to this individual as the **Performance Manager**. The individual will be required to confirm the accuracy of information related to the application and, should an award be made, will be responsible for reporting back to SNI on the performance of the athlete(s) in both the training and competition environment.

In addition, the Performance Manager will have responsibility for the submission of financial claims, reports and receipts in line with the application.

The Performance Manager will have to sign a "No Conflict of Interest Declaration" when appointed and to that end, it is not appropriate that relatives/friends of athletes, or athletes themselves undertake this role.

SNI would encourage Governing Bodies to appoint the national coach, performance director, or performance manager for the sport, to undertake this role.

The Performance Manager's activities, which will not receive any Lottery funding, will be regarded as the Governing Body's contribution towards the performance plan.

10. HOW ARE PAYMENTS MADE?

Award payments will be made by BACS.

Payment of award will be administered in two ways:

- (i) periodically in advance, and/or
- (ii) on production of actual claim forms and appropriate evidence of expenditure.

Applicants and participants (athletes) are reminded to retain evidence of

expenditure incurred throughout the duration of the performance plan. This will include original invoices/receipts and will also require retention of bank/credit card statements as evidence of payment.

In the event that an athlete or team member defaults on an advance payment and is unable to pay SNI a refund, the Governing Body of sport shall refund to SNI the amount which the athlete or team member owes.

Funding will only be paid to a single bank account named and agreed with SNI in advance of first payment of award.

SNI will retain up to 10% of the overall total award until the performance plan and the targeted competition have been completed. The final payment will then be released when the applicant has furnished the relevant final claim documentation. This will include a detailed report of performance against targets.

11. HOW WILL AWARDS BE MONITORED AND EVALUATED?

Monitoring will take place during the life of an award. Continuation of any current funding or consideration for future awards will depend in the main on performance standards exhibited by the athlete/team. As part of the conditions of any award, award recipients will be required to furnish Sport NI with a report detailing the progress of their athletes(s) with any claim forms (see Appendix 4).

Athletes may be transferred from gold to silver and vice versa depending on their performance. Governing Bodies and athletes should note that individual athletes may be removed completely from the programme at any time if performance standards deteriorate to a level below that required within the programme.

Monitoring of Athlete Support awards is essential for a number of reasons, namely:

- (i) to guarantee that Lottery funding is being employed for the

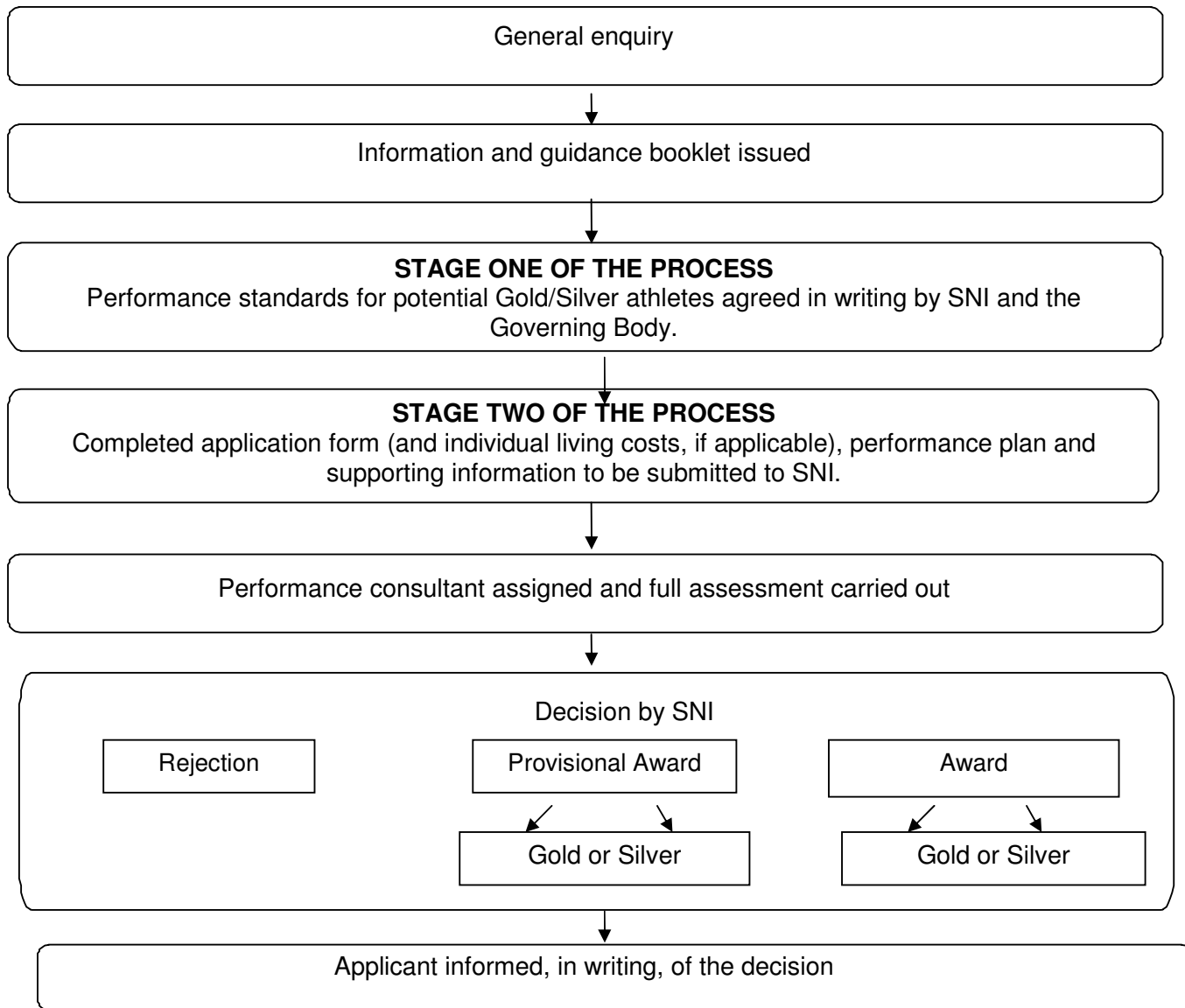
- purposes for which the original award was made;
- (ii) to ascertain the impact of the award on the performance of the athlete/team;
 - (iii) to guarantee the ongoing compliance with award conditions;
 - (iv) to ensure audit requirements are adhered to;
 - (v) continuous improvement of SNI policies and programmes.

In addition, claims for payment will be examined to ensure expenditure is valid and that the supporting documentation is acceptable for audit purposes

Applicants and participants (athletes) will also be required to participate in any athlete tracking process undertaken by SNI or its appointed agents. Participation in such a process will be a condition of any award.

SNI also reserves the right to inspect bank statements and other financial records of the Governing Body and the athlete/s.

Figure 1 The application and assessment process is summarised in the following flow diagram.



12. WHAT ELSE SHOULD I KNOW?

12.1 General Conditions

It is important that any applicant to this programme has read and understood the contents of the information and guidance booklet. In particular applicants should note the following:

- these guidelines and SNI's policies on lottery funding are subject to change from time to time, including variations required to comply with government directions on the application of lottery funds,
- SNI reserves the right to amend, supplement and/or discontinue at its absolute discretion, for whatever reason, any or all of the policies, criteria and application procedures set out in this publication,
- SNI has used its best endeavours to provide clear and helpful guidance for potential applicants to SNI,
- SNI, its servants or agents shall not, however, at any time in any circumstances be held responsible or liable in relation to any matter whatsoever or howsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects; and
- direct approaches to SNI members which attempt to influence the outcome of the assessment process will render an application invalid.

All decisions regarding applications are at the sole discretion of SNI.

12.2 Data Protection Act

Applicants should be aware that information on applications is stored on computer and in accordance with the Data Protection Act 1998, such information is confidential.

All government departments and distributing bodies for Lottery funds share information on projects to enable them to prevent fraudulent

applications and to co-ordinate processing of complementary applications.

It should be further noted that any information provided on the enquiry form and application form may be made available to other departments/agencies for the purposes of preventing or detecting crime.

Applicants should note that in accordance with the Freedom of Information Act 2000, information regarding both successful and unsuccessful applications may be made available to the public via the World Wide Web and a variety of publications. This information will include, amongst other things:

- the applicant's name,
- the applicant's address and post code,
- the amount of funding applied for,
- a summary of the application,
- the names and addresses of funded athletes,
- the amount awarded, if any,
- monitoring information; and
- the duration of the plan.

12.3 Suspected Fraud

Applicants are advised that any materially misleading statements (whether deliberate or accidental) given at any stage during the application process, could render the application invalid and the applicant liable to return any money already paid out on the programme.

It should be noted that all cases of suspected fraud involving Lottery funds will be referred to the Police Service of Northern Ireland. This includes falsification of information and misinformation at application stage.

12.4 Complaints Procedure

We aim to ensure that services are provided to our customers' satisfaction, but if you do experience any problems or difficulties do not hesitate to make your dissatisfaction clear to the member of staff you are dealing with. If you prefer, or if you are still not happy you can make a formal complaint using our complaints procedure. A leaflet is available from SNI by contacting us on 028

9038 1222 or by calling into the House of Sport.

12.5 Appeals Procedure

An appeal against a decision of the Sports Council can only be made on the grounds that:

- SNI has misunderstood or misinterpreted material information contained in the application form; and/or
- There is substantial or material breach of SNI's policies, procedures and criteria as set out in the information and guidance booklet in regard to the application form.

A full copy of the appeals procedure and a copy of the appeals form will be issued on receipt of written expressions of dissatisfaction and on formal request. *Appeals must be submitted within two months of the date on the original letter of rejection.* Appeals received after two months cannot be considered.

Governing Bodies of Sport Recognised by the Sports Council for Northern Ireland

SPORT	GOVERNING BODY
Aikido	Northern Ireland Aikido Association
Angling (Coarse)	Ulster Coarse Fishing Federation
Angling (Game)	Ulster Angling Federation
Angling (Sea)	Ulster Council Irish Federation of Sea Anglers
Archery	Northern Ireland Archery Society
Association Football	Irish Football Association
Athletics	Northern Ireland Athletic Federation
Badminton	Ulster Branch Badminton Union of Ireland
Basketball	Ulster Basketball Association
Billiards & Snooker	NI Billiards and Snooker Association
Bowling (Short mat)	Irish Indoor Bowling Association
Bowling (Indoors)	Irish Women's Indoor Bowling Association
Bowling (Outdoor)	Irish Women's Bowling Association
Bowling (Outdoor)	Irish Bowling Association
Boxing	UPC Irish Amateur Boxing Association
Camogie	Ulster Camogie Council
Canoeing	Canoe Association of Northern Ireland
Caving	Speleological Union of Ireland
Cricket	Northern Ireland Cricket Association
Cycling	Cycling Ulster
Dance	DanceSport NI Ltd
Equestrian	Northern Ireland Equestrian Sports Committee
Fencing	Northern Ireland Amateur Fencing Union
Fitness	Fitness NI
Flying (Aeromodel)	Northern Ireland Association of Aeromodellers
Flying (Fixed Wing)	Ulster Flying Club
Gaelic Football	Ulster Council Gaelic Athletic Association
Gliding	Ulster Gliding Club.
Golf	Golfing Union of Ireland Ulster Branch
Golf	Northern District Irish Ladies Golf Union NI Region
Gymnastics	Northern Ireland Amateur Gymnastics Association
Handball	Ulster Handball Council
Hang Gliding	Ulster Hang Gliding and Paragliding Club
Hockey	Ulster Branch, Irish Hockey Association
Hockey	Ulster Women's Hockey Union
Hurling	Ulster Council Gaelic Athletic Association
Ice Skating	Northern Ireland Ice Skating Association
Ju Jitsu	Northern Ireland Ju Jitsu Association
Judo	Northern Ireland Judo Federation
Karate	Northern Ireland Karate Board
Karting	Northern Ireland Karting Association
Kung Fu	National Chinese and Association Martial Arts
Life Saving	Royal Life Saving Society UB Branch
Motor Cycling (Road and Trials)	Motor Cycle Union of Ireland, Ulster Centre
Motor Cycling (Off-road)	Motor Cycle Racing Association
Motor Sports	Association of Northern Ireland Car Clubs
Mountaineering	Mountaineering Council of Ireland
Netball	Netball Northern Ireland
Orienteering	Northern Ireland Orienteering Association

SPORT	GOVERNING BODY
Pool	Northern Ireland Pool Association
Racquetball	Ulster Council Racquetball Association of Ireland
Rambling	Ulster Federation of Rambling Clubs
Rowing	Ulster Branch Irish Amateur Rowing Union
Rugby Union	Ulster Branch Irish Rugby Football Union
Sailing	Royal Yachting Association Northern Ireland
Scottish Country dancing	Royal Scottish Country dance Society
Shooting (Clay Pigeon Shooting)	Ulster Clay Pigeon Shooting Association
Shooting (Full Bore)	Ulster Rifle Association
Shooting (Small Bore)	Northern Ireland Smallbore Shooting Union
Skiing	Northern Ireland Ski Council
Squash	Ulster Squash
Sub Aqua	Northern Ireland Federation of Sub Aqua Clubs
Surfing	Northern Ireland Surfing Association
Swimming	Swim Ulster Ltd
Table Tennis	Ulster Branch, Irish Table Tennis Association
TaeKwonDo	TaeKwonDo Association of Northern Ireland
Ten Pin Bowling	Northern Ireland Ten Pin Bowling Federation
Tennis	Ulster Branch Tennis Ireland
Triathlon	Ulster Branch, Irish Triathlon Association
Tug of War	Northern Ireland Tug of War Association
Volleyball	Northern Ireland Volleyball Association
Water Polo	Irish Water Polo Association, Ulster Branch
Water Skiing	Irish Water Ski Federation, NI Sub Committee
Weightlifting	Northern Ireland Amateur Weightlifters' Association
Wrestling	Northern Ireland Olympic Wrestling Association
Yoga	Yoga Fellowship of Northern Ireland

OTHER ORGANISATIONS ELIGIBLE TO MAKE APPLICATION:

The Council will also accept applications from the following organisations:

Northern Ireland Commonwealth Games Council
 Disability Sport Northern Ireland (*the umbrella organisation for disabled sporting organisations in Northern Ireland*)

The Council may also in some cases accept applications from umbrella organisations who may submit applications in respect of a number of recognised Governing Bodies of sport from the above list.

WHAT A PERFORMANCE PLAN SHOULD CONTAIN

These guidelines are intended to assist with the development of a performance plan for your athletes. It should be noted that the overall format and presentation of the plan is at the discretion of the applicant, however you are required to provide as much of the requested information as possible.

1. Current Situation

- 1.1 Provide a brief description of the athlete's sport/event and discipline and the current level of achievement.
- 1.2 Summarise the current ranking of the athlete, this may include- Ulster/ Northern Ireland/ Ireland/ British/ Commonwealth/ European/ World ranking, where applicable.
- 1.3 Please outline the performance record and achievements of the athlete in recent significant international competitions, including World, European, and Commonwealth Games.
- 1.4 Please detail a gap analysis of the athlete's performance standard relative to other national and international competitors at Commonwealth, European, World and Olympic level. Please state current strengths and weaknesses in the athlete performances.
- 1.5 Please state if the athlete is currently on a UK World Class Performance Pathway (podium, development, talent) or Irish Carding Scheme (contracted, world class, international, development, junior.)

2. Targets.

- 2.1 Please outline the performance targets for the athlete in both the training environment and for the identified competitions, events etc. These targets should encompass short and long term goals.

3. Performance Management

- 3.1 Provide information on the support team who will assist with the management and delivery of the performance plan.
- 3.2 Please provide details of qualifications and experience of the support team.

4. Coaching and Training Programme

- 4.1 Please provide a brief summary of the key elements of domestic coaching and training and overseas camps, including warm weather and altitude training and a rationale for each.
- 4.2 Please provide details of the frequency of the coaching, training, venue, date, resource implications and personnel involved.
- 4.3 Please indicate how the coaching and training programme has been structured to facilitate achievement of the performance targets.

5. Sports Science

- 5.1 Please outline the proposed sports science arrangements for the athlete, this may include strength and conditioning, physiology, psychology, video analysis
- 5.2 Please detail the frequency of delivery.
- 5.3 Please detail how these services are an integral part of the athlete's performance plan, and how they will assist in improving the performance standard of the athlete.
- 5.4 Please also detail the names of the practitioners and qualifications.

6. Sports Medicine

- 6.1 Please outline the proposed sports medicine arrangements for the athlete; this may include screening of the athlete, testing of the athlete and physiotherapy.
- 6.2 Please detail the frequency of delivery.
- 6.3 Please detail how these services are an integral part of the athlete's performance plan, and how they will assist in improving the performance standard of the athlete.
- 6.4 Please detail the names of the practitioners and qualifications.

7. Competition Programme

- 7.1 Please outline the key international competitions that the athlete will be attending, these competitions should reflect the progression targets as detailed in section 2.
- 7.2 Please provide details on qualification, venue, level of competition, and a clear rationale to how the competition will assist in the development of the athlete and improvement of the athlete's performance.

8. Finance

- 8.1 Provide a detailed account of all proposed financial costs for the duration of the plan, clearly indicating the total cost being requested.
- 8.2 Applicants should also provide an overview of additional sources of financial assistance for this programme.

9. Monitoring and Evaluation

- 9.1 This section should describe the recording procedures and methods which will be adopted procedures and methods which will be adopted to monitor and evaluate the progress of the athlete, and the proposed measures which will be taken to review the performance plan.

SPORT NORTHERN IRELAND
ATHLETE SUPPORT PROGRAMME
Agreed Minimum Performance Standards

Sport: _____

Discipline: _____

Category	Criteria for ASP support
Gold	
Silver	

The above performance standards have been agreed as minimum performance criteria for entry onto the Athlete Support Programme. Athletes must meet the above criteria in order to be considered for funding.

Signed by: _____
Governing Body Representative

Date: _____

Signed by: _____
Sport NI

Date: _____

**Appendix 4
Monitoring and Evaluation Form**



ATHLETE SUPPORT PROGRAMME (ASP) MONITORING AND EVALUATION PRO-FORMA

ATHLETE/SQUAD:	STANDARD: GOLD/ SILVER SINI ATHLETE: Y/N	NGB:	QUARTER:		
OVERALL PERFORMANCE TARGET:					
ANNUAL INVESTMENT: £					
RANKING: ULSTER:		IRE:	GB:	EUROPEAN:	WORLD:
INTERIM TARGETS					
EVENT	DATE/VENUE	PURPOSE	TARGET	ACTUAL RESULT	FEEDBACK
TRAINING CAMPS					
CAMP VENUE	DATE	PURPOSE	FEEDBACK		

COACHING/ TRAINING AND PREPARATION PROGRAMME			
PROGRAMME DETAILS	DATE	PURPOSE	FEEDBACK
SPORTS SCIENCE/ SPORTS MEDICINE			
SPORTS SCIENCE/ SPORTS MEDICINE SESSIONS	DATE(S)	NAME OF PROVIDER/ COMMENTS	
PHYSIOTHERAPY:			
PHYSIOLOGY:			
NUTRITION:			
VIDEO ANALYSIS:			
PSYCHOLOGY:			
PERFORMANCE MANAGER: OVERALL ASSESSMENT OF THE ATHLETE/ SQUAD'S PROGRESS			
COMMENTS:			
SIGNED: _____ POSITION: _____ DATE: _____			
SPORT NORTHERN IRELAND: OVERALL ASSESSMENT OF THE ATHLETE/SQUAD'S PROGRESS			
COMMENTS:			
SIGNED: _____ POSITION: _____ DATE: _____			
GENERAL COMMENTS (INCLUDING INJURIES/ ISSUES/ SUCCESSES ETC.)			