

**THE  
IRISH SPORTS  
COUNCIL**



AN CHOMHAIRLE SPÓIRT

**APPLICATION FORM FOR THE GRANT SCHEME FOR  
NATIONAL GOVERNING BODIES OF SPORT 2007**

**NAME OF ORGANISATION: Irish Canoe Union**

## INTRODUCTION

The Irish Sports Council ("the ISC") provides financial assistance to sports bodies under the provisions of the Irish Sports Council Act 1999 ("the Act"). The ISC must establish criteria, terms and conditions for the provision of this assistance.

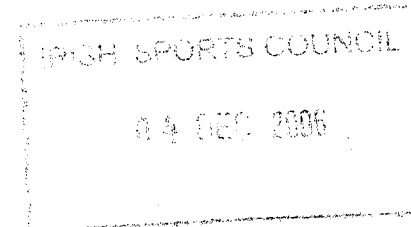
In this document you will find the criteria, terms and conditions for the Grant Scheme for National Governing Bodies. This is because you must confirm when you are completing this Application Form that you have read and understood these criteria, terms and conditions. You will also accept, on behalf of your organisation, the terms and conditions of the Grant Scheme and agree to be bound by those criteria, terms and conditions.

In this document, the phrase National Governing Body ("NGB") means a National Governing Body deemed by the Irish Sports Council to be eligible to apply for financial assistance under the Grant Scheme. Funding is made available for the following Core Activities:

## CORE FUNDING

Core funding is used to support eligible NGBs in the following areas:

- Administration Expenditure
- Strategic Planning and Review
- National Coaching Development Programme
- Other Core Activities
- Hosting International Events



## CRITERIA, TERMS AND CONDITIONS OF THE GRANT SCHEME

The criteria, terms and conditions listed below are established by the ISC under the provisions of the Act. If an organisation fails to meet some or all of these criteria, terms and conditions of assistance, the ISC may withhold assistance from, or refuse to provide assistance to, that organisation. The ISC may also demand a refund of any financial assistance provided to that organisation.

For example, this power may be invoked by the ISC in the event that it is dissatisfied with the progress being made by your organisation in the achievement of its goals as set out in the Application Form. Your organisation must therefore ensure that progress is made in the pursuit of your stated goals.

The ISC has the right to seek from any organisation receiving assistance from the ISC such further information, as the ISC requires. If the required information is not forthcoming, the ISC may refuse assistance to, or withhold assistance from, that organisation.

Your organisation must therefore be willing to provide the ISC with the information sought should the requirement arise. A failure to do so may result in the above power being invoked by the ISC and a return of assistance already provided being sought from your organisation.

## **CRITERIA FOR GRANT APPROVAL**

For 2007 we have established certain overarching criteria, which we regard as critical in our consideration of the funding applications. We must be satisfied that:

- appropriate arrangements are in place for the overall governance and management of the organisation,
- the organisation is fully committed to the adoption and implementation of a strategic approach for the development of its sport,
- the organisation has the necessary infrastructure and size to deliver on its strategy,
- the organisation is fully compliant with and committed to the ISC's various national programmes including those in relation to coach development, anti-doping and the code of ethics, and
- where the organisation received financial assistance under the 2006 Grant Scheme, the organisation has complied with the criteria, terms and conditions of the 2006 Grant Scheme.

In this context, applications will be assessed and allocations determined having regard to the following:

### **General Points**

- The stage of development of the organisation's strategic plan.
- Record to date of the organisation in planning for, and achieving set goals and targets.
- Goals and targets for the forthcoming year, especially having regard to national policy priorities.
- Number of members and progression in membership over the preceding three years.
- Annual income from membership and other non-governmental sources.
- Satisfactory annual report and audited accounts.
- Overall level of funds available to the Irish Sports Council for the purpose of assisting organisations.

## **CRITERIA FOR CORE FUNDING**

### **Administration Expenditure**

- The stage of implementation of the organisation's strategic plan.
- Historic and projected costs.

### **Strategic Planning and Review**

- Size and structure of the organisation.
- Previous funding allocation to the organisation for strategic planning.
- Contact with the ISC in the development of the plan.

### **National Coaching Development Programme**

- Please attach the Technical Progress Report (TPR) received from and agreed with the NCTC for your organisation.

### **Other Core Activities**

Other core activities are the programmes derived from the organisation's strategic plan including implementation of the Code of Ethics and Anti-Doping programmes.

- Progress to date with regard to the outlined programmes.
- Goals set for the roll out of these programmes during the year in respect of which the application is made and thereafter.

### **Hosting International Events**

- Only events sanctioned by the International Federation of the organisation and that includes athletes/teams of international standing shall be considered for assistance.
- Where anti-doping tests must be carried out under International Federation rules, funding for these should be incorporated into the overall budget. NGBs should refer to their International Federation for guidelines as to the number of tests required for each event. For advice in costing tests, please contact Siobhán Leonard in the Anti-Doping Unit on 01 8608828.

## TERMS AND CONDITIONS OF GRANT AP. .OVAL

### Financial Reporting

- Your organisation must submit to the ISC a copy of the annual statement of accounts after the end of the current accounting year, not later than 27<sup>th</sup> July 2007.
- The annual statement of the accounts must;
  - **include all financial transactions of the organisation during the course of the accounting year in question;**
  - **identify separately and categorise each grant paid by either the ISC or any other body during the accounting period in question;**
  - **include a Balance Sheet, Profit and Loss (Income and Expenditure) Account and full set of detailed notes.**
- Your organisation must retain all receipts and documentation in relation to grant expenditure for inspection by the ISC / ISC Internal Auditors.
- All grants received from the ISC must be separately identifiable as income in the NGB's annual statement of accounts.
- The expenditure of these grants must also be included in the annual statement of accounts using the headings in this Application Form. **Any unexpended grants at the year-end should be included in the Balance Sheet as Deferred Income.**
- Accounting policies for the treatment of grants must be disclosed in the annual statement of accounts.
- Organisations in receipt of the following total amounts for Core Funding must include in their 2006 financial statements:
  - below €25,000, an independent accountant's report from an accountant with a recognised accountancy qualification;
  - in excess of €25,000, accounts fully audited by a registered auditor to include a signed audit opinion specifying the auditor's name and address;
  - in excess of €200,000 a statement from their auditor that each grant was expended for the purpose for which it was intended by the ISC.

### Further Reporting

Not later than the 27<sup>th</sup> July 2007, your organisation must provide to the ISC as follows:

- Annual statement of accounts (see under Financial Reporting above);
- Notes or a report of proceedings from the most recent Annual General Meeting of your organisation;
- A mid-term review report of the goals outlined in this Application Form;
- Failure by any organisation to submit this documentation may result in the withholding of ISC grant aid and may deem the organisation ineligible for grant aid in subsequent years.
- We would strongly advise you to contact your auditor or accountant and inform them of the Financial Reporting terms and conditions contained in this application form. Copies of our NGB Financial Planning Guidelines can also be provided on request.

### Taxation

If your grant application is for a grant in excess of €6,500 your organisation must furnish a certificate of tax clearance with the Application Form. **Tax Clearance Certificates should be kept up to date to avoid delays in the payment of your grant.**

### **Payments**

- NGBs in receipt of over €50,000 shall receive their grant payment in two moieties of 75% and 25% respectively.
- The first moiety shall be paid as soon as practicable after your organisation has been informed of the decision by ISC.
- The second moiety shall be paid as soon as the ISC is satisfied that the documentation submitted under Further Reporting is adequate and that the criteria, terms and conditions are being met.
- NGBs in receipt of less than €50,000 shall receive their grant payment in one moiety. Deadlines for compliance with terms and conditions still apply to these organisations.
- No grant aid shall be paid to organisations after the 14<sup>th</sup> December 2007.
- If you would like your grant paid directly into your bank account please complete the NGB Bank Details Form enclosed with this application form.

### **The National Anti-Doping Programme**

Your organisation shall complete the **updated** Adoption and Incorporation Form as attached, therefore reaffirming and updating critical details of its Irish Anti-Doping Rules. You will provide the Anti-Doping Unit with a fixture list of events appropriate for testing and will ensure that, for any event listed, the Unit is provided with full event contact details in advance. You should also ensure that the Unit is kept informed of all training camps. Please remember in this regard that pursuant to Article 12 of the Irish Anti-Doping Rules financial and/or other non-financial support from the Irish Sports Council may be withheld in whole or in part from National Governing Bodies, which are not in compliance with, or fail in the implementation of the Rules.

### **Recognition of Assistance**

- Your organisation shall give appropriate public recognition to the ISC for the funding provided under the Grant Scheme.
- Your organisation shall also give appropriate public recognition to the National Lottery for the funding provided under the Grant Scheme.

### **Disclosure of Information**

- Any information and documentation furnished by your organisation to the ISC may be the subject of a request for information under the Freedom of Information Acts. Please contact Peter Smyth at the ISC ([foi@irishsportsCouncil.ie](mailto:foi@irishsportsCouncil.ie)) for further information.
- Relevant information and documentation furnished by your organisation may be made available to the Department of Arts, Sport and Tourism, the Sports Council for Northern Ireland and the National Coaching and Training Centre to assist in the planning and implementation of national policy.
- By submitting the Application Form, your organisation agrees to such disclosure as the ISC considers appropriate or is legally obliged to make.

### **Closing Date**

- Your organisation must return the Application Form completed and with the required information on or before the 1<sup>st</sup> December 2006 to Diane Fay, Irish Sports Council, Top Floor, Block A, West End Office Park, Blanchardstown, Dublin 15 or email to [dfay@irishsportsCouncil.ie](mailto:dfay@irishsportsCouncil.ie).
- Organisations that submit the Application Form by e-mail must forward a signed hard copy of the Declaration Section of the Application Form to the ISC before the application can be fully processed.
- The closing date will be strictly enforced.

## **Decisions**

- The ISC will decide on the 2007 Grant Scheme allocations by January 17<sup>th</sup> 2007.
- Your organisation shall be informed of the decision on its application within two weeks of this date.

## **GUIDANCE NOTES**

You will find notes set out in this Application Form, which are intended to assist you in completing the Application Form. Please read these notes carefully.

You must ensure that the required supplementary information is enclosed with the Application Form.

## **Further Information**

Should you have any questions please do not hesitate to contact members of the NGB Support team as follows:

Telephone: (01) 8608820 – Fiona Coyne, 8608816 - Marie Ahern, 8608817 - Diane Fay.

Fax: (01) 8608880

Email: [fcoyne@irishsportsCouncil.ie](mailto:fcoyne@irishsportsCouncil.ie), [mahern@irishsportsCouncil.ie](mailto:mahern@irishsportsCouncil.ie) or [dfay@irishsportsCouncil.ie](mailto:dfay@irishsportsCouncil.ie)

## Section 1 Organisation Details

### Elected Officer Details

The information sought in this section relates to elected officers/staff members and contact personnel, who will liaise with the Irish Sports Council and the general public. The persons named should be prepared to accept enquiries at the telephone number provided. This information will also be used on the ISC web site ([www.irishsportsCouncil.ie](http://www.irishsportsCouncil.ie)) to provide members of the public with up to date NGB contact information, while also providing a direct link to NGB websites. **It is also imperative that the ISC is notified in writing of any personnel changes within the NGB during the year.**

Name of NGB:	<b>Irish Canoe Union</b>				
Registered Address:	<b>Sport HQ, Joyce Way, Park West, Dublin 12</b>				
Officer	Name	Address (to which correspondence should be sent)	Phone / Mobile	Fax	E-mail
President & Chairperson	Eamon Devoy	Irish Canoe Union Sport HQ Park West Dublin 12	01 - 6251105	01 - 6251106	office@canoe.ie
Secretary	William Irwin	Irish Canoe Union Sport HQ Park West Dublin 12	01 - 6251105	01 - 6251106	office@canoe.ie
Treasurer	Greg Byrne	Irish Canoe Union Sport HQ Park West Dublin 12	01 - 6251105	01 - 6251106	office@canoe.ie

Officer	Name	Address (to which correspondence should be sent)	Phone / Mobile	Fax	E-mail
National Children's Officer (NCO)	Patricia McCormack	Irish Canoe Union Sport HQ Park West Dublin 12	01 - 6251105 087 - 6450544	01 - 6251106	office@canoe.ie
Designated Person	Conor Ryan	Irish Canoe Union Sport HQ Park West Dublin 12	01 - 6251105 087 - 2263432	01 - 6251106	office@canoe.ie
Anti-Doping Officer	Michael Scanlon	Irish Canoe Union Sport HQ Park West Dublin 12	01 - 6251105 087 - 2548338	01 - 6251106	office@canoe.ie
Carding Scheme Correspondence	Michael Scanlon	Irish Canoe Union Sport HQ Park West Dublin 12	01 - 6251105 087 - 2548338	01 - 6251106	office@canoe.ie
Contact for Public	Anita Gordon	Irish Canoe Union Sport HQ Park West Dublin 12	01 - 6251105	01 - 6251106	office@canoe.ie
Contact for ISC	Michael Scanlon Chief Executive	Irish Canoe Union Sport HQ Park West Dublin 12	01 - 6251105 087 - 2548338	01 - 6251106	office@canoe.ie
NGB Web address:	www.canoe.ie				
NGB e-mail:	office@canoe.ie				

**Please note that all Core Grant cheques will be sent to the ISC contact and all Carding Scheme cheques will be sent to the Carding Scheme contact, unless otherwise requested.**



## NGB Status Report

In this section please set out the current status of the organisation in relation to a number of key performance indicators. As such all questions in relation to membership and programmes should be answered as accurately as possible.

<b>Membership details:</b>		2004	2005	2006				
	Recreational Members (estimated)	3,981	3,870	3,800				
	Competitive Members	3,133	3,050	3,100				
Please outline the total number of active registered members for:		7,114	6,920	6,900				
Please outline the total number of active registered U/18 members for:		726	670	730				
Please state your organisation's membership fee per person, for 2006			Junior €5	Senior €10				
<i>Membership Fees only paid by Competitive Members. Fees for Recreational Members covered by annual Club Registration Fee. Club Registration €100 pa and a capitation fee of €10 per senior competitive member and €5 per junior competitive member above a free 50 junior memberships ceiling per club. Registration fees for Recreational Members covered by the Club Registration Fee.</i>								
Please indicate what percentage of the membership fee is payable to the Governing Body				100%				
Please outline the total number of clubs affiliated to your organisation by end of 2006:				116				
Please indicate the number of counties in which your organisation has had active clubs during 2006:				20				
Please outline the number of male and female members in your organisation during 2006:		Male	5,560	Female	1,340			
<b>Strategic Planning Process:</b> Please indicate the stage your organisation is at in this process (place x in the appropriate boxes)		Planning the plan	Analysis of the sport	Planning workshops	Synthesis/ 1st draft	Consultation & adoption	Implementing the plan	Review of plan
							✓	
<b>Duration of current Strategic Plan (e.g. 2005 – 2010):</b>		<b>2005 - 2009</b>						
<b>Anti-Doping Programme:</b> Please indicate the following details:		Adoption & Incorporation Update Form completed & submitted to the ISC						
		Yes ✓			No			
<b>Additional Comments:</b>								
<b>Code of Ethics Programme:</b> Please liaise with your National Children's Officer (NCO) and indicate the stage your organisation is at in this process		Policy & Procedures developed & adopted		NCO trained / Heads of Agreement (HOA) signed by Child Protection Tutor		Local Training Plan agreed with ISC		Review of NGB Code
		✓						
<b>Club Information:</b> Please liaise with your National Children's Officer (NCO) and indicate the stage your organisation is at in this process		At what stage of implementation is your organisation at with Clubs? <b>Comments: See letter regarding staffing</b>		How many Club Children Officer's (CCO) is there? Number: <b>5</b>		How many of the C.C.O's have undertaken the 4 Hour Basic Awareness workshop? Number: <b>4</b>		
<b>Additional Comments:</b>								

Date of next AGM

April 2007

Date of end of Financial Year

December 2006

## Section 2 Goals

### Goals in 2006

Please use this section to report on the goals your organisation set for 2006. These should be exactly the same as those that appeared in the 2006 Application Form of your NGB. The outcome/progress in relation to each of those outlined goals should be highlighted in this section. For organisations that have completed a strategic plan, these goals should reflect the stage of implementation of the yearly action plan.

Goals outlined in 2006 Application Form	Main outcomes achieved during the year	For ISC Use Only
<p>1. To achieve 2006 objectives and targets as outlined in 2005 – 2009 ICU Strategic Development Plan 'Start, Stay &amp; Succeed' through the successful implementation of the Strategic Development Plan's Year 2 Operational Plan</p>	<p>1. Majority of 2006 objectives and targets as outlined in the 2005 - 2009 Strategic Development Plan achieved.</p>	
<p>2. To successfully achieve 2006 objectives and targets as outlined in 2005 - 2009 Olympic &amp; High Performance Plan through the effective implementation of a comprehensive International Competition &amp; Training Programme.</p>	<p>2. Majority of 2006 International Competition &amp; Training Programme successfully completed. Targets outlined in the Olympic &amp; High Performance Plan successfully achieved.</p>	
<p>3. To successfully complete a programme to continue to work with the NCTC to complete the ICU LTPAD &amp; LISPA models for canoeing.</p>	<p>3. Lack of permanent staff with specific responsibility for LTAD has meant delay in the development and delivery of LTAD programmes.</p>	
<p>4. As part of the ICU ongoing Organisational Development Programme to complete in partnership with N3Sport the development of a web based membership database.</p>	<p>4. Web based membership database deferred as a result of N3Sport's decision to restrict operations to Scandinavia. The Canoe Union is presently negotiating with 2 companies (DWS and Servasport) to provide an alternative web based membership system.</p>	
<p>5. To address the current staffing deficit through the recruitment of additional staff for work in the strategically important areas of NCDP, High Performance, and Membership Services.</p>	<p>5. Whilst the ICU's staff deficit was partially resolved temporarily by the allocation of a grant from the Irish Adventure Sports Training Trust (Tiglin), the additional staff member was only employed until end of 2006 because of uncertainty about the continuation of funding into 2007.</p> <p>There is a need for a specific increase in the ICU Annual Administration Grant to respond to the demand created by the closure of Tiglin and to effectively deliver on several strategically important development areas</p>	

## Goals for 2007

Please use this section to outline the goals to be achieved by your organisation in 2007 and how these goals will be measured, ensuring each is specific, measurable, achievable, realistic and time bound. Your goals should be consistent with strategic priorities identified in your strategic plan and should reflect the progress made in implementing your strategy.

Goal	Measurement Criteria	For ISC Use Only
1. To achieve 2007 objectives and targets as outlined in 2005 - 2009 ICU Strategic Development Plan 'Start, Stay & Succeed' through the successful implementation of the Strategic Development Plan's Year 3 Operational Plan	1. Annual Operational Plan successfully implemented and <b>Year 3 Targets &amp; Objectives</b> as detailed in 2005 - 2009 ICU Strategic Development Plan achieved.	
2. To successfully achieve 2007 objectives and targets as outlined in 2005 - 2009 Olympic & High Performance Plan through the effective implementation of a comprehensive International Competition & Training Programme.	2. 2007 International Competition & Training Programme successfully completed. Targets outlined in the 2005 - 2009 Olympic & High Performance Plan and agreed with ISC High Performance Unit successfully achieved.	
3. One of the key recommendations of the PWC Governance Review of Canoe Union was cascading of the guidelines and procedures detailed in the ICU Core Governance Policy to the various ICU Technical & Sub Committees and to align all Technical Committee voting procedures.	3. All Technical & Sub Committees operating as far as practical in accordance with the guidelines and procedures detailed in the ICU Core Governance Policy.	
4. To agree effective NCDP Work Programme with the NCTC.	4. 2007 Work Programme agreed with NCTC successfully completed.	
5. To address the current staffing deficit through the recruitment of additional staff for work in the strategically important areas of NCDP, High Performance, and Membership Services.	5. Number of key ICU staff increased and effectively delivering a wide range of strategically important programmes.	
6. Work begun on refurbishment of ICU Training Centre	6. Work completed on refurbishment of ICU Training Centre.	

Section 3: Core Funding

Summary Sheet

Section	Category	2005 Financial Statements	2006 Expected Expenditure	2007 Estimate	For ISC Use Only
Core Funding	Administration Expenditure	399,042	438,140	556,700	
	Strategic Planning and Review	Nil	2,180	2,500	
	NCDP	Nil	2,000	2,180 6,500	
	Other Core Activities	<i>Included in overall 2005 Non Staff Administration Expenditure</i>	30,000	35,000	
	Hosting International Events	<i>Included in overall 2005 Non Staff Administration Expenditure</i>	54,687	60,000	
<b>TOTAL:</b>		<b>399,042</b>	<b>527,007</b>	<del>660,700</del> 676,050	
<b>Less: Total Income (See Section 4)</b>				<b>299,000</b>	
<b>Total Grant Sought</b>				<b>€ 361,700</b> 377,050	

## Administration Expenditure

Under this heading NGBs are required to outline the costs incurred by the organisation during 2005, expected costs for 2006 and estimates for 2007 under each of the headings provided. In the event that you receive support for any new staff positions in 2007, **such appointments should be discussed with ISC prior to the initiation of a recruitment process.** A consultancy service refers to fees for professional advice sought from outside the NGB. Consultancy services that are provided in relation to the strategic planning progress should be included in the appropriate section. All other consultancy services are to be included here. Please ensure all costs are realistic and reflect the spending as outlined in the organisation's annual accounts.

Non-staff costs		2005 Financial Statements	2006 Expected Expenditure	2007 Estimate	For ISC Use Only
Sub-total:	#1 For 2005 Non - Staff Expenditure - see 2005 Audited Accounts.	228,860	-	-	
	#2 For 2006 Non - Staff Expenditure - see attached 2006 Expected Expenditure.	-	188,375	-	
	#3 For 2007 Non - Staff Expenditure - see attached 2007 Estimates.	-	-	220,200	
		<b>228,860</b>	<b>188,375</b>	<b>220,200</b>	
Staff-costs					
Salaries	#1 For 2005 Staff Costs - see attached extract from 2005 Audited Accounts.	135,298	-	-	
	#2 For 2006 Staff Costs - see attached 2006 Expected Expenditure and list outlining each staff position indicating whether full time, part-time or new staff.	-	204,852	-	
	#3 For 2007 Staff Costs - see attached 2007 Estimates and list outlining each staff position indicating whether full time, part-time or new staff.	-	-	283,000	
Total staff pension costs		18,435	26,476	28,000	
Total employer PRSI costs		16,449	18,437	25,500	
<b>Sub-total:</b>		<b>170,182</b>	<b>249,765</b>	<b>336,500</b>	
<b>TOTAL EXPENDITURE ON ADMINISTRATION</b>		<b>€ 399,042</b>	<b>€ 438,140</b>	<b>€ 556,700</b>	



**Staff Expenditure**

<b>2005 Staff Expenditure</b>				
Salaries	135,298			
ER PRSI Contributions	16,449			
Staff Pensions	18,435			
<b>Total</b>	<b>170,182</b>			
<b>2006 Staff Expenditure</b>				
Salaries	204,852	Chief Executive Officer	Michael Scanlon	Full Time
ER PRSI Contributions	18,437	National Training Officer	Conor Ryan	Full Time
Staff Pensions	26,476	Office Administrator	Anita Gordan	Part Time - 4 days
<b>Total</b>	<b>249,765</b>	Membership Administrator	Peg Smith	Part Time - 1 day
		Club & Regional Development Officer	Colin Irvine	Temporary Post - 8 month contract. Started March '06. Employment made possible by grant from Tiglin. Responsibility for training courses previously run by Tiglin.
		Coach Development Officer	Tadhg MacIntyre	Temporary Post - Started September '06. Employment made possible by grant from Tiglin. Responsibility for development of LTAD Model and Coach Education.
		Training Course Instructors		Up to 30 instructors employed during 2006 to run training courses on a per session basis.
<b>2007 Staff Expenditure (including 3 new permanent posts)</b>				
Salaries	283,000	Chief Executive Officer	Michael Scanlon	Full Time
ER PRSI Contributions	25,500	National Training Officer	Conor Ryan	Full Time
Staff Pensions	28,000	Office Administrator	Anita Gordan	Part Time - 4 days
<b>Total</b>	<b>336,500</b>	Membership Administrator	Peg Smith	Part Time - 1 day
		Club & Regional Development Officer		<b>New Permanent Post</b> - Full Time contract to be offered for 2007
		Coach Education Officer		<b>New Permanent Post</b> - Part Time Contract to be offered for 2007
		PA & Financial Controller		<b>New Permanent Post</b> - Full Time Contract to be offered for 2007
		Training Course Instructors		Up to 30 instructors employed to run training courses on a per session basis.

### Strategic Planning and Review

This section refers to support, which may be made available to NGBs for the purpose of planning and review of the organisation's Strategy.

Area	Programmes	Key Actions Proposed in this Area for 2007	2005 Financial Statements	2006 Expected Expenditure	2007 Estimate Cost	For ISC Use Only
Strategic Planning & Review	Strategic Plan Review	Mid term review of 2005 - 2009 ICU Strategic Development Plan. Review to include questionnaire circulation to all stakeholders.	Nil	2,180	2,500	
<b>Sub Total</b>			<b>Nil</b>	<b>€ 2,180</b>	<b>€ 2,500</b>	



## National Coaching and Development Plan

Please attach the Technical Progress Report (TPR) received from and agreed with the NCTC for your organisation. Please place the total grant sought figure as detailed in the TPR into the Summary Sheet.

### **PROPOSED IRISH CANOE UNION/NCTC WORK PROGRAMME 2007**

The proposed work programme is based on the stages of the NCDP Implementation Manual. The Key Actions 2007 should be specific to the sport and be based on the needs of the sport and the readiness of the sport to progress the work (personnel – volunteer or employee and finances). Specific targets should be set on an annual or quarterly basis. In relation to budget identify the overall Cost of a Key Action, identify the NGB Input and subtract this to identify the ISC grant to be applied for. The NGB comments should provide a clear rationale for the funding applied for.

Stage	Key Action 2007 (use NCDP Manual as a base for each action, making it sports specific – examples of actions are included below. These should be amended/deleted and sports specific actions included)	Targets (Annual or Quarterly Q1, Q2, Q3, Q4)	Personnel (Who will lead the Key Action – NGB vol/empl)	Cost	NGB input	ISC Grant
Stage 1: Needs analysis and planning	<ul style="list-style-type: none"> <li>▪ The 2007 Work Programme to be undertaken by the proposed Coach Development Officer would initially involve designing effective coach development plans for each of the seven canoeing disciplines. The Coach Development Officer would also be responsible for overseeing action plans and timeframes for the delivery of syllabi and course resource material and integration of existing ICU qualified instructors into the NCDP.</li> </ul>	<ul style="list-style-type: none"> <li>▪ During Q1 - Full Time Coach Development Officer advertised and employed.</li> <li>▪ Completed by end of Q1 - LTAD Model developed for 2 competitive canoeing disciplines.</li> <li>▪ Completed by end of Q3 - LTAD Model developed for 3 competitive canoeing disciplines.</li> <li>▪ Completed by end of Q3 - LTAD Model developed for remaining 2 competitive canoeing disciplines.</li> <li>▪ Completed by end of Q2 - LTAD Model developed for the non competitive disciplines of River Kayaking, Sea Kayaking, and Open Canoeing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Coach Development Officer</b> The employment of a Coach Development Officer is seen as a key target for 2007. The cost relating to this new post has been included under 2007 Staff Costs on page 7.</li> </ul>			
Stage 2a: Course design (Planning)	<ul style="list-style-type: none"> <li>▪ Course Design to be undertaken by proposed Coach Development Officer. Costs associated with this area confined to the design and provision of course materials.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed by end of Q1 - Course Design developed and completed for 2 competitive canoeing disciplines.</li> <li>▪ Completed by end of Q1 - Course Design developed and completed for 3 competitive canoeing disciplines.</li> <li>▪ Completed by end of Q1 - Course Design developed and completed for 2 competitive canoeing disciplines.</li> <li>▪ Completed by end of Q2 - Course Design developed for the non competitive disciplines of River Kayaking, Sea Kayaking, and Open Canoeing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coach Development Officer</li> <li>▪ Tadhg McIntyre</li> <li>▪ Conor Ryan</li> <li>▪ ICU Training Committee</li> </ul>	<b>2,000</b>		

Stage	Key Action 2007 (use NCDP Manual as a base for each action, making it sports specific – examples of actions are included below. These should be amended/deleted and sports specific actions included)	Targets (Annual or Quarterly Q1, Q2, Q3, Q4)	Personnel (Who will lead the Key Action – NGB vol/empl)	Cost	NGB input	ISC Grant
Stage 2b: Course design (Preparation)	<ul style="list-style-type: none"> <li>▪ When programming ICU Instructor Training Courses preference is given to ICU Instructors who have completed the NCTC Tutor Course. It is envisaged that ICU Instructor Training Courses will only be delivered by NCTC Tutors.</li> </ul> <p>It is envisaged that a minimum of 3 instructors/coaches will complete the Tutor Training Course per year.</p>	<ul style="list-style-type: none"> <li>▪ Completed by end of 2007 - 3 Tutors graduated.</li> </ul>		<b>3,500</b>		
Stage 3: Course delivery and review	<ul style="list-style-type: none"> <li>▪ It is proposed to set up a web based tutoring tool in consultation with the NCTC to deliver mechanism for agreed requirements for recognition as Foundation Level Coach.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed by end of Q1 -Web based tutoring tool created.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coach Development Officer</li> <li>▪ Tadhg McIntyre</li> <li>▪ Michael Scanlon</li> </ul>	<b>1,000</b>		
Target number of courses 2006	<ul style="list-style-type: none"> <li>▪ <b>Introduction (5)</b> In addition to the proposed electronic tutoring of existing qualified Level 1, 2 &amp; 3 ICU Instructors to achieve recognition as Foundation Level Coaches; it is also proposed to run approximately five ICU Instructors during 2007. It is envisaged that ICU Instructor Training Courses will be concurrently recognised as Foundation Level Coaches.</li> <li>▪ <b>Level 1 (2)</b> Agree and pilot revised two Level 1 Coach (generic to all disciplines course.</li> <li>▪ <b>Level 2 (2)</b> Agree and pilot one Level 2 Coach (discipline specific) course and one Assimilation Level 2 Coach Course for high performance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed by end of 2007 - Total of 9 Coach Training Courses completed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coach Development Officer</li> <li>▪ NCTC Tutors</li> </ul>	<b>Self Funding</b>	-	-
Stage 4: Quality assurance		<ul style="list-style-type: none"> <li>▪ Quality control of all courses delivered during 2007 run jointly by ICU and NCTC</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coach Development Officer</li> <li>▪ NCTC Personnel</li> </ul>	-	-	-

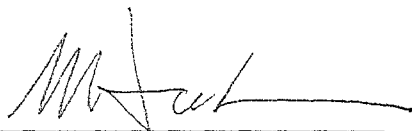
Stage	Key Action 2007 (use NCDP Manual as a base for each action, making it sports specific – examples of actions are included below. These should be amended/deleted and sports specific actions included)	Targets (Annual or Quarterly Q1, Q2, Q3, Q4)	Personnel (Who will lead the Key Action – NGB vol/empl)	Cost	NGB input	ISC Grant
Target number of coaches 2006	<ul style="list-style-type: none"> <li>▪ Introduction <b>(150)</b> Following completion of requirements agreed with the NCTC possibly by electronic tutoring.</li> <li>▪ Introduction <b>(50)</b></li> <li>▪ Level 1 <b>(20)</b></li> <li>▪ Level 2 <b>(10)</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed by end of 2007 - 230 coaches qualified following completion of Coach Education Training Courses.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coach Development Officer</li> <li>▪ NCTC Tutors</li> </ul>	-	-	-
Stage 5: Coach/tutor deployment, support and recertification		-	-	-	-	-
<b>TOTAL:</b>				<b>6,500</b>	<b>1,625</b>	<b>4,875</b>

**NGB comments:**

At the start of September '06, the ICU employed Tadhg McIntyre for 2 days per week to undertake a review of the ICU's involvement in the NCDP. The review provided an overview; of progress achieved to date in developing an LTAD Model for Canoeing; the effectiveness of the delivery by existing coaches qualified through the NCDP; the possible integration of ICU qualified instructors into the NCDP Foundation Level; and what resources are considered necessary to more effectively deliver coach education to develop competitive and non - competitive canoeing.

The review concluded that a considerable and consistent work programme must be undertaken if the Canoe Union is to fully integrate into the NCDP. The review also concluded that the work programme could only be effectively delivered through the employment of a full time Coach Development Officer. The employment of a Coach Development Officer is considered a key element in consolidating the Canoe Union involvement in the NCDP. In the context of canoeing as an adventure sport the conclusions of the review are supported by the recently completed Review of Adventure Sports Training.

Signed on behalf of the sport: \_\_\_\_\_



Signed on behalf of NCTC: \_\_\_\_\_

Note: This section should be agreed with NCTC and forwarded to ISC attached to the ISC grant application form.

### Other Core Activities

Other core programmes as derived from the organisation's strategic plan should be detailed in this section. Please ensure that key actions are clear, measurable and achievable and relate directly to your goals as outlined in Section 2 of this Application Form.

In this section you should include support for Code of Ethics training courses.

Area	2005 - 2009 Strategic Development Plan Strategies & Programmes			Key Actions Proposed in this area for 2007	2005 Financial Statements	2006 Expected Expenditur	2007 Estimates	ISC Use For Only	
Other Core Activities	<b>Strategy</b>	Participation, Performance & Sporting Excellence	<b>Programme</b>	Increased Participation	Continued promotion of the Kayakatak Programme with the aim of increasing number of juniors involved in canoeing.	<i>Included in overall 2005 Non Staff Administration Expenditure</i>	18,000	8,000	
				Increased Participation	Series of subvented high skills training courses previously organised by Tiglin.	"	8,000	5,000	
				Increased Participation	Creation of web based canoe trails guide in partnership with Northern Ireland's Countryside Access and Activities Network.	"	-	8,000	
	<b>Strategy</b>	Club & Membership Support Services	<b>Programme</b>	Volunteers & Professional Staff	Governance workshop for Key Board Members.	"	-	3,000	
				Membership Services	Further enhancement to ICU website.	"	4,000	3,000	
	<b>Strategy</b>	Marketing & Communications	<b>Programme</b>	Marketing	Design and printing of promotional folder for marketing and sponsorships proposals	"	-	3,000	

Area	2005 - 2009 Strategic Development Plan Strategies & Programmes			Key Actions Proposed in this area for 2007	2005 Financial Statements	2006 Expected Expenditur	2007 Estimates	ISC Use For Only	
	<b>Strategy</b>	Policies Governance & Business Planning	<b>Programme</b>	Equity, Protection & Anti Doping Policies	Series of Code of Ethics workshops for clubs and instructors.	<i>Included in overall 2005 Non Staff Administration Expenditure</i>	-	2,000	
				Corporate Governance	Series of meetings and workshops to align ICU Technical & Sub Committee Governance Guidelines & Procedures.	"	-	3,000	
<b>Sub Total</b>					-	€ 30,000	€ 35,000		

### Hosting International Events

Only events that are sanctioned by the relevant International Federation and that include teams of an international standing should be included in this section. Please include the full name of the proposed event, where the event will take place, the date and number of confirmed countries taking part. The total cost of hosting the events should be outlined, as well as the total proposed NGB contribution and all other sources of funding, if available.

Event Details	Venue	Date	Number of countries attending	2005 Financial Statements (Total Only)	2006 Expected Expenditure (Total Only)	2007 Estimates	For ISC Use Only
<b>Liffey Descent</b> Classic long distance canoe race with international reputation. Over 50% of competitors from Britain and overseas.	Dublin	September	1,200 Competitors	<i>Included in overall 2005 Non Staff Administration Expenditure</i>	54,687	60,000	
<b>Sub Total</b>				-	€ 54,687	€ 60,000	

## Section 4 Organisation's Projected Incon. for 2007

You must set out in this section, income from sources other than the ISC. This may include grants from SCNI, Peace and Reconciliation funds, EU funding, sponsorship and advertising. Affiliation fees refer to fees paid directly to your organisation from affiliated bodies, clubs or members. The figures for Affiliation/Membership should reflect the information you have provided in Section 1 (NGB Status Report).

SOURCE		2005 Financial Statements	2006 Expected Income	2007 Estimate	For ISC Use Only
Sports Council for Northern Ireland		Nil	Nil	Nil	
International Federation		Nil	Nil	Nil	
European Union		Nil	Nil	Nil	
Grant aid from other organisations - <b>Irish Adventure Sports Training Trust</b>		Nil	55,000	Nil	
Affiliation/Membership Fees		26,829	38,760	42,000	
Event Income		50,336	52,800	70,000	
Training and Development Courses		125,735	138,180	145,000	
Sponsorship/Media		4,729	8,000	12,000	
Income from other sources	<b>#1 See attached list detailing income from other sources</b>	28,567	34,569	30,000	
<b>Total Income</b>		<b>€ 236,196</b>	<b>€ 327,309</b>	<b>€ 299,000</b>	





**Section 5 Declaration**

You must ensure that the signatures sought are provided. You must also ensure that the information sought in this Application Form is completed accurately and correctly. Finally, you must ensure that the documentation to be provided with this Application Form is submitted. Failure to do so will delay consideration of the grant application and may result in the application being refused.

We declare that the information given in this Application Form is true and accurate. We have read and understood the criteria, terms and conditions of assistance. On behalf of our organisation, we accept the criteria, terms and conditions of assistance and agree to be bound by those criteria, terms and conditions. We hereby apply for grant-aid for the organisation, for 2007.

Signed: *Eamon Dorcy*  
President

Date: 1/12/2006

Signed: *William Irwin*  
Secretary

Date: 1/12/2006

Tax Status of Organisation:

Tax Reference No.: 4799298A

Tax Clearance Certificate No.: G312620

Expiry Date: 02/02/2007

Legal Status of Organisation: Company limited by guarantee

**Please return this form to:**  
**Ms Diane Fay**  
**Irish Sports Council,**  
**Top Floor, Block A,**  
**West End Office Park**  
**Blanchardstown, Dublin 15**