

**Canoe Association of Northern Ireland Development Plan  
2006 - 2009**



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## **Background**

CANI was formed in 1964 and is the Governing Body for Canoeing in Northern Ireland. CANI is the Northern Ireland Division of the British Canoe Union (BCU). The BCU is the Governing Body for the UK. CANI through the BCU is affiliated to the International Canoe Federation.

CANI is run by a Council of 10 members elected from the membership at the AGM each year. To assist Council with the work there are 2 sub-committees. The Coaching Panel take responsibility for the implementation of the BCU Coaching Scheme. The Surf squad take responsibility for the Surf Competition Squad. The development pathway is shown diagrammatically in fig. 1. There are three development sections in CANI. A performer may progress in any one, two or even all three. The 5 star award in the personal performance section and the Level 5 Coach award in the Coaching section are both high level achievement awards and should be regarded as elite performance awards.

CANI has some 500 individual members of which about 400 are coaches. They also have 250 affiliated members, these are paddlers who are members of affiliated clubs. Currently 19 clubs are affiliated to CANI.

Competitions are run by the affiliated clubs and are open to all CANI members or members of other Canoe Governing Bodies who are able to show 3<sup>rd</sup> party Insurance cover. Other paddlers can enter but must pay an extra "Taster Insurance Fee". Some of the competitions are grouped together into a CANI League. This is designed to encourage people to try other disciplines and introduce new paddlers to competition. As well as the general CANI League there is a Surf League, as the name suggests this is a series of surf kayak events held over the year. This League is run by the northern Ireland Surf Club and is used to talent spot and improve surfers for the Surf Squad. CANI has invested over several years in boats, we now have 4 fleets of boats available to clubs and coaches. The fleets are all designed for different specific uses, these are White water racing, junior paddlers, general purpose and sea paddling. CANI operates mainly with the help and support of volunteers. All members of committees and sub committees are volunteers, we have one part time administrator who works 30 hours per week and an Access Development Officer whose post finishes in March 2006.

## **Polo Squad**

Two Belfast paddlers (Dympna Carville and Susan McKinney) were selected for the Irish Womens Canoe Polo Squad in 2005 and represented Ireland at the European Canoe Polo Championships in Madrid, Spain. The team gained 9th position in this competition. In the months leading up to the Europeans, the team also attended the following competitions:

- Charleroi International: 4th
- Essen Deutschland Cup 11th
- Mechelen FlandersCup 8th
- Merseyside International 11th (Mens Div B)
- Leper International 4th

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Cork Cup (Irish National Event) 3rd

Both Dympna and Susan intend to compete for places on the team again this year and are well under way in their pre-season training. The team has qualified for the World Championships in The Netherlands in August.

Dympna and Susan were also members of the team which obtained first place in the Irish Open competition in September. In addition, Dympna competed in the Womens Canoe Polo Division A British League, in which her team ranked 5th.

Both Dympna and Sue will participate in the British league this year to increase their high level playing opportunities.

Another CANI member Nigel Graham has been approached to join the coaching team of the Irish Canoe Polo Squad.

Michael Fisher is also attending British Junior Squad selections

The Ulster league is attracting a number of players and providing an increasing level of competition for local players. It is hoped that competition such as this will promote the sport and encourage players to aim for international level competition.

In the next three years, the main championships will be:

- Worlds (Netherlands) 2006
- European Championships 2007
- Worlds Championships 2008

Dympna Carville was selected for the Irish Wild Water Racing team last year (2005) and competed in the Wild Water World Cup Series (it was held in the UK and Ireland) - she obtained a ranking of 18th and I was the highest ranked Irish female in the series. Tadhg McIntyre has now moved to N Ireland and he also paddles on the Irish wild water racing team (C1).

### **Surf Squad**

September 2003 in a small Co. Sligo town a group of Northern Irish lads and lasses discussed the idea of going half way around the world to attend the 2005 world championships. Morale was low. We had just been given a kayaking lesson by some of the guys we surfed against and beat on a regular basis from the Irish team. It wasn't just that we had been beaten by 'the south' but we had been beaten by every other country as well. Somewhere there was a belief that we would come back and be better and stronger in two years time. Although not spoken, for many people a plan was born...

2004 - time to re-structure, re-organise and re-build. The committee got serious about their roles. Competition time returned and people realised that if they wanted to surf in Costa Rica for Northern Ireland they need to make the squad. Regardless of conditions contests ran and people got stuck into organising and promoting. Come-n-

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try events ran to attract new members and as a result we had a regular ladies and juniors category. A team travelled to France and finished 2nd to England in the Home Internationals and the last two selection events of 2004 took place forming a squad of people.

2005 - what was the best approach to a World Championship team event? Surf away individually every weekend or plan out a structured training programme that would take endless hours on the water and on the road but would be done together, as a team. The later was chosen and Level 5 surf coach Dessie McGlinchey got to work on it.

Landing in San Jose after 20 hours on the move was a team more experienced than that of 2 years previous. Members of the squad had been to the European Championships, the British Open and the Irish Open as well as competing for the CoastandCreek.com league 2005.

A good weeks training commenced. One of the surfers from Jersey commented, "we got up at 5.30am this morning to beat the Northern Irish to discover that they had already gone!".

The heats got underway and it was the heat that dominated things. It is difficult to simulate a 20 minute heat in training and we quickly discovered 20 minutes isn't very long to adapt to it. Success and heart break. People progressed through the individual rounds over the first 4 days and slowly but surely where knocked out. Only 3 made it through to the final 4. Christopher Hobson surfed brilliantly in both the High Performance (HP) and the International Class (IC) to reach the final in both junior classes. Mike Barton was a Grand master finalist and Jonny Bingham made it in the Mens HP (Open).

After a rest day it was down to what all the training had been for. The team event. The sun continued to shine and the waves continued to be reasonable, as long as your heat wasn't at low tide! A realistic number of points had been envisaged by manager and coach but kept to themselves. After day 1 we hadn't reached that target but we where 1st= with USA West and East. Good start. Could we hold it?

Day 2 things started to go downhill with the results going against us. Was it the waves, the judges or where we simply not good enough? The end of round 2 finished and we where level on points in 4th= with Ireland. Only 4 teams reached finals day. To split us they used the number of 1st places gained. The same! Number of 2nd places? Ireland had one more. Out. Two years ago the Northern Ireland team finished last. Only 6 of that team travelled to Costa Rica. New faces and fresh talent are a mark of a team and a sport on the up in Northern Ireland. A team was formed that not only surfed better than any other that this country had ever had but also enjoy each others company and based on this will return to be stronger.

Was there any justice for the 3 finalists? Mike Barton finished 4th in the Grand Masters. Sorry judges. I thought your judging was excellent but that was a bad call. Christopher Hobson finished 2nd (IC) and 3rd (HP). Not bad for a 16 year old who

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still has another Worlds as a junior. Jonny Bingham had achieved the ultimate and Northern Ireland had a World Champion.

### **Racing Squad**

Racing takes place in specialised boats built to ICF specifications. These include K1, K2 and K4 depending on the number of paddlers. All of the competition that currently takes place in Northern Ireland comes under the category of "Marathon Racing." Races range in length from 4 miles up to 16 miles and may take place on completely flat water courses or over rough sections of river.

The Northern Ireland Racing Squad competes in National and International events at home and abroad. In 2004 a three man team competed in the World Masters Marathon Championships in Norway. In 2005 a Squad member was placed 6<sup>th</sup> in the International Devizes to Westminster Marathon K1 event and a crew regularly competes in the gruelling non-stop Senior Doubles class in the same race.

Squad selection is via membership of the Northern Ireland Canoe Racing Development Squad. Membership of NICRDS is extended to any paddler consistently achieving a place in the top three in the racing kayak or canoe section of the CANI League Races. Specific event selection for high level races such as Internationals and World Championships is based on results in stated selection races.

# Paddler Development Path

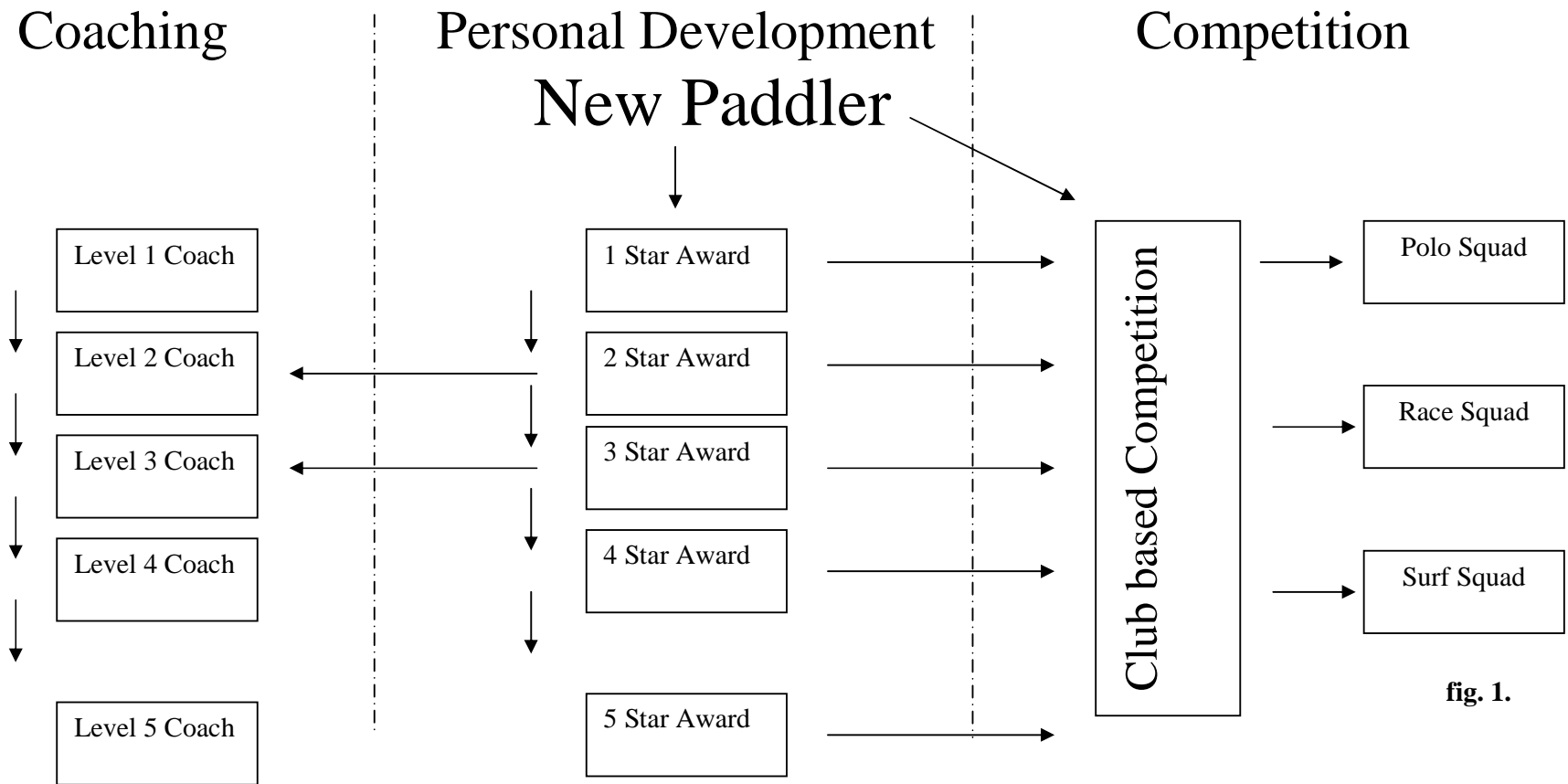


fig. 1.

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## **1. Introduction**

The Purpose of this plan is to outline the workforce development requirements for the Canoe Association of Northern Ireland (CANI) with particular emphasis on the implementation of the British Canoe Union (BCU) United Kingdom Coaching Certificate Delivery Plan within Northern Ireland and the Long Term Paddler Development Pathway.

BCU National Canoeing development Plan 2006-2009  
Broad Objective 2 – Delivering Quality Coaching

This plan is divided into the following sections:

- Background: The context within which the BCU Coach Education in Britain is being developed.
- Human Resource Development: The identification and development of an appropriate workforce to deliver UKCC approved coach education qualifications within Northern Ireland.
- Governance including child protection
- Tables to detail the breakdown of the proposed work areas and cost for 2006 to 09

## **1.2 Background**

### **UKCC**

The UK Coaching Certificate is an initiative to endorse coach education programmes, across sports within the UK, against agreed criteria including:

- the endorsement of the coaching qualification a coach will take
- the development of appropriate resources to deliver effective and high quality coach education programmes
- quality assured administration and management structure of coach education provision provided by sports
- quality assured training provision of coach education programmes

While still somewhat conceptual the modular approach framework now provides the opportunity to seriously consider the means by which we can upskill and integrate coach education and Continued Professional Development, improve access to learning and lateral development opportunities as well as establish principles of delivery within and across the broad church of 'paddlesport'. The modular framework provided is the result of research undertaken by Manchester Metropolitan University and World class Programme work on a modular approach to racing and slalom coach education.

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## **Long Term Paddler Development**

### **LTPD**

Long Term Athlete Development (LTAD) Model has been, and continues to be, developed by Dr Istvan Balyi, a Hungarian / Canadian coach. Istvan has drawn together a wealth of experience and research and developed LTAD as a model upon which sports can base their athlete development strategies.

In 2004 the BCU worked to fine-tune the LTAD model to suit paddlesport and developed a Long Term Paddler Development (LTPD) Model.

LTAD / LTPD has been established based on the principles behind human growth and development and maximises the opportunities this offers to the paddler. The model aims to provide a base of paddlesport and movement skills that will give an individual the opportunity to enjoy our sport to whatever level they choose, whether recreationally or high performance. It also aims to help deliverers provide the right opportunities at the right time, ensuring that paddlers are enjoying paddlesport and progressing at an optimal level.

The Long Term Paddler Development model supports paddlers from the day they first get into a boat over a span of many years, providing a logical progression of programme planning and skill development from the young paddler to the experienced performer.

At each stage specific principles and guidelines for physical, psychological, technical, tactical and ancillary development are identified. Once competencies have been achieved at one level, they form the foundation for the next level. The model takes the paddler from basic to complex skills, from general to specific, and from beginner to expert. It considers what the paddler should be doing and when, providing the best possible programme to ensure individuals come into the sport, stay in the sport and achieve performances that reflect their potential / aspirations.

#### **The Model**

The BCU LTPD model has four main phases:

- Foundation Paddlesport
- Performance Paddlesport and Recreational Paddlesport
- Retirement or Other Sport

Fundamental to the review of Coach Education and considerations being given to a modular approach is the integration of the principles of Long Term Paddler Development (LTPD).

Phase one of the LTPD project is now complete with the production of the BCU Long Term Paddler Development Pathway Report (Edition 1, December 2004). This outlines how the BCU have interpreted the principles behind Long Term Athlete Development and applied them to paddlesport. This document has come about as a result of wide consultation across all paddlesport disciplines and through work with Dr Istvan Balyi, Sport England and the BCU Steering Committee.

This document marks the end of the first stage of the BCU LTPD plan and sets out the BCU vision. Phase 2 of the LTPD project starts to tackle the implementation of the principles into paddlesport delivery. A major part of this is to create a workshop for



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the education of coaches, parents, clubs, centres etc. This workshop aims to help people appreciate the principles behind LTPD and help them to understand how these principles can be applied to their individual situation. This workshop will be amended to reflect the current LTAD position within Northern Ireland.

### **Canoe Association of Northern Ireland (CANI)**

The British Canoe Union operates a UK wide coaching scheme. This scheme's management and delivery within Northern Ireland is overseen by CANI. CANI have a part time administrative assistant

- The role of the administrator is to provide secretarial and administrative service to members and officers of the association. Job description in appendix

In addition there is;

- A volunteer Coaching Panel who support coaches within Northern Ireland and provide opportunities for on going continuous professional development. The Coaching Panel consists of 1 Regional Coaching Organiser (RCO), a chairperson, secretary, and 6 Local Coaching Organisers (LCO).

This mostly volunteer staff oversee approximately 400 coaches. These coaches operate in a relatively even spread throughout Northern Ireland / Republic of Ireland. For a fuller breakdown of the background to the coaching scheme and an outline of the proposed qualification development the reader is referred to the BCU delivery plan. This plan will highlighting the relevant sections of the BCU delivery plan that have specific implications for the delivery of a UKCC endorsed coaching scheme within Northern Ireland by January 2007.

### **Sports Council for Northern Ireland**

Full implementation of the CANI workforce development plan will particularly have an impact on the following key SCNI objectives

- Increased number of physically literate young people;
- A competent sporting workforce;
- Increased efficiency through improved planning and administration.

### **1.3 Aims and Objectives**

In order to give some context to the additional requirements needed to deliver a UKCC endorsed coaching scheme within Northern Ireland it is worth outlining the aims and objectives of the BCU delivery plan. The key aims and objectives of the CANI plan mirror those of the BCU.

#### **1.3.1 Aims**

The aims of the proposed BCU / CANI Coach Education programme are:

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- To deliver a programme of certification, continuous professional development (CPD) and licensing for Coaches in Britain that will enable the effective and efficient delivery of the BCU's strategic plan
- To develop an infrastructure (the right number, at the right levels, in the right places) of quality Coaches who will implement the Long Term Athlete Development (LTAD) frameworks for Canoeing throughout the UK;
- To ensure an approach to coach education that is integrated across both recreational and competitive disciplines and provides for the BCU a whole sport strategy.
- To achieve UK Coaching Certification (UKCC) endorsement. To ensure an approach to coach education that is integrated across both recreational and competitive disciplines.

In this regard, the Coach Education programme will be led by need rather than demand. However, it is recognised that this is a complex area and is likely to take some time to achieve.

### **1.3.2 Objectives**

The following are the objectives to be met towards achieving the above aims in Northern Ireland:

- To initiate a process that leads to the continuous review and evaluation of all Coach Education.
- To implement a revised programme of Coach Education based on certification, continuous professional development (CPD), licensing; and that satisfies UK Coaching Certification (UKCC) endorsement criteria.
- To devise methods for estimating the infrastructure (numbers, levels and locations) of Coaches required to deliver the respective LTPD frameworks, based on:
  - Club structure
  - Development of Club Mark or similar quality assurance programmes implemented by CANI or the Sports Council for Northern Ireland.
  - Existing Coach Education course data.
- To develop methods of regularly and formally monitoring the implementation of the revised Coach Education programme and the infrastructure (numbers, levels and locations) of Coaches in Northern Ireland.

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- To develop and implement the BCU Long Term Athlete Development (LTAD) frameworks for Canoeing

It should be noted that the BCU delivery plan is primarily about achieving UKCC endorsement for Coach Education in Canoeing. However, there are a number of consequences and practical implications that go wider than the achievement of UKCC endorsement. It is the desire of the BCU to address these at the same time as implementing the UKCC Delivery Plan.

### **1.3.3 Human Resource Development**

The current delivery staff situation within CANI was outlined above. The CANI Coaching Panel role is split to cover both development and delivery of the coaching scheme AND participation development of paddlesports within Northern Ireland. This is done because these two areas are very closely linked in paddlesports. During the period that covers the initial set up of a UKCC endorsed coaching scheme and during the all stages of its implementation there will be a large increase in the time demands of the Coaching Panel with regard the coaching scheme. This additional time commitment has been identified within the BCU delivery plan and covers;

- Strategic development of UKCC in conjunction with BCU.
- Additional administration requirements of a modular programme with appropriate training for supporting administrative staff.
- Wider supporting requirements of a mentored regional delivery
- Re-training programme for current coach educators and assessors
- Initial development of and ongoing implementation of an APL/APEL formula.
- Delivery of update forums and retraining opportunities for existing course providers, coaches, assessors and quality assurance officers.

The BCU development plan clearly identifies the following need;

“Additional involvement in the implementation of UKCC will need to be offset by the provision of additional human resource.”

BCU UKCC development plan 2004

The BCU proposed bid to UKCC for additional funding was not met in full and hence they are unable to support an additional project focused person within CANI.

We feel that this additional support is crucial to effectively deliver a UKCC endorsed coaching scheme within Northern Ireland. This officer would also have a development remit within the wider context of paddlesport throughout CANI. Broad objective 1 in the BCU National Canoeing Development Plan 2005 - 2009 is Participation, National and regional development. This will be assisted by encouraging the clubs to be more active and to improve their internal governance.

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## **1.4 Administration**

The other strand of our paid workforce is our administrator. The role of the administrator has been outlined briefly in section 1.2

Our current administrator, David Bell has been with us from 2003. He joined CANI with no previous canoe experience. He has quickly developed an in depth knowledge of the sport from an administration view point as well as taking up kayaking and achieving some star awards.

The administrator holds a crucial role in the association as he is involved in so much of the daily operation. He is the first point of contact with many people trying to get into the sport and as such has to be able to supply information on beginners courses and club sessions. He will also be the contact by advanced coaches looking for a very different set of information, from 'how the coach insurance scheme operates' to 'how do I achieve assessor grades'.

As well as the information source he operates the paperwork side of the coaching scheme. In conjunction with the RCO he authorises coach courses after checking that all requirements have been met.

On the office duty function he handles all the post and email queries, answering what he can and forwarding the rest to the appropriate officer. He records and banks all moneys received and issues membership cards and award certificates.

David has now taken over the updating of the web site from a volunteer. This means that information supplied to the office is put on the web much more regularly and more promptly than in previous years. Now that David has the web skills we are hoping that the web and electronic communication can become a more used medium by the Association.

As well as the web site David also prepares and lays out the monthly newsletter. This is an A5 booklet that ranges from 10 to 20 pages depending on the material supplied. The newsletter is prepared in the office and sent electronically to the printer in a form ready for the press.

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To appoint a development officer.

<i>Broad Action</i>	<i>Specific Action</i>	<i>Performance Indicator</i>	<i>Timescale</i>	<i>Responsible</i>	<i>Costs</i>
Employ a Development Officer with responsibility for coach education, LTPD, club development and participation. (3 year full time post)	<ul style="list-style-type: none"> <li>• Confirm the job specification with relevant partners (BCU &amp; SCNI)</li> <li>• Conduct a recruitment process.</li> <li>• Appoint and deploy a Development Officer</li> </ul>	<p>Job specification designed and agreed.</p> <p>Post advertised, short listing complete and interviews conducted.</p> <p>Person employed.</p>	<p>April 2006</p> <p>June 2006</p> <p>August 2006</p>	CANI Council	<p>Room hire x 3- @£50</p> <p>Travel expenses - £50</p> <p>Advertisement - £1,800</p> <p>Salary costs - £77,500</p> <p>Total costs £79,500</p>
Deploy the Development Officer	<ul style="list-style-type: none"> <li>• Design an induction process involving the BCU and appropriate personal from CANI.</li> </ul>	Induction process complete	September 2006	CANI Council	<p>Travel to BCU headquarters</p> <p>Flight £90</p> <p>Accommodation £250</p> <p>Training provided by BCU staff £600</p>

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To initiate a process that leads to the continuous review and evaluation of all Coach Education.

To develop methods of regularly and formally monitoring the implementation of the revised Coach Education programme and the infrastructure (numbers, levels and locations) of Coaches in Northern Ireland.

<i>Broad Action</i>	<i>Specific Action</i>	<i>Performance Indicator</i>	<i>Timescale</i>	<i>Responsible</i>	<i>Costs</i>
Develop a review and evaluation process.	Design a process to effectively monitor and evaluate the impact of the new coach education structures. This will involve gathering information from all disciplines of paddlesport and at all levels. Specifically information will have to be obtained from participants and coaches in recreation, performance, clubs and schools. Agree the appropriate persons to be part of a coach education review group for CANI. Compile the information Review and make recommendations to the UK Coaching Executive. <b>Repeat this process in year three.</b>	Process designed and implemented.  Review group identified and meeting convened.  Information compiled. Report with key recommendations.	March 2007  Start in January 2007 and continue with 4 meetings per year.  October 2007 and annually.	Development Officer in association with the Coaching Panel and reporting to CANI council Administrator.	Room hire x 4 meetings per year. £200  Travel costs x 4 meetings per year for 5 persons £400 Development Officer time - 25 days per year. Total 75 days to June 2009. Administrator time - 10 days per year. Total 30 days  Costs for travel to UK Coaching meetings four times per year. Flights -£400 Other meeting costs paid by BCU

To implement a revised programme of Coach Education based on certification, continuous professional development (CPD), licensing; and that satisfies UK Coaching Certification (UKCC) endorsement criteria.

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<i>Broad Action</i>	<i>Specific Action</i>	<i>Performance Indicator</i>	<i>Timescale</i>	<i>Responsible</i>	<i>Costs</i>
Identify and recruit a coach educator and assessor workforce for Northern Ireland.	<p>Liaise with the BCU to confirm the criteria for both coach educators and assessors.</p> <p>Design and agree an application and training process which takes into account current level and accreditation for prior learning.</p> <p>Conduct a recruitment and training process with the current coach educator and assessor workforce (<b>120</b>) and additional experienced persons.</p>	<p>Criteria identified</p> <p>Phased through three years until 2009, targeting 40 coach educators per year</p> <p>As above targeting 40 assessors per year.</p>	<p>September 2006</p> <p>October to December 2006 And annually until March 2009</p> <p>As above.</p>	<p>Development Officer in liaison with the BCU and Coaching Panel.</p>	<p>Development Officer time at 30 days per year</p> <p>Coach Educator course x 3 per year @ £2000 per course Venue for 3 day course @ £450 per course Total = £7350 per year.</p> <p>Coach Assessor course x 3 per year @ £1500 per course Venue for 2 day course @£300 per course. Total = £5400 per year</p>
	<p>Identify appropriate CPD topics for the coach educator and assessor workforce.</p> <p>Organise training modules.</p>	<p>Run 2 half day CPD modules per year targeting 20 participants per</p>	<p>April 2007</p>	<p>Development Officer in liaison with the BCU and Coaching Panel.</p>	<p>Development Officer time at 8 days per year (years 2 &amp; 3) CPD course @ £600 per course (including venue and trainers) Total = £1200 per year.</p>
				<p>2 courses to be delivered per year in the period April 2007 to March 2008</p>	

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		course. Courses will have two training options.	and April 2008 to March 2009.		
Assimilate the current coaching workforce to the UKCC.	<p>Liaise with the BCU to confirm the requirements for assimilation at each level.</p> <p>Promote the confirmed requirements to the current coaching workforce.</p> <p>Plan and organise an annual programme of training modules at each generic coach level from level 1 to 5 and in specific disciplines from level 3 to level 5.</p>	<p>Requirements confirmed</p> <p>Mail out to current coaches complete.</p> <p>Targets as follows:  <b>Level One:</b> 13 coaches in year 2.  <b>Level Two:</b> 156 coaches in year two and 120 coaches in year three.  <b>Level Three:</b> 81 coaches in year two and 60 coaches in year three.  <b>Level Four:</b> 15 coaches in year two and 10 coaches in year three.  <b>Level Five:</b> 11</p>	<p>November 2006</p> <p>December 2006</p> <p>Programme compiled during January 2007 and January 2008. Programme delivered from April 2007 and from April 2008.</p>	<p>Development Officer in liaison with the BCU and Coaching Panel.</p>	<p>Development Officer time at 50 days per year. Modules at level one: 1 x generic module = £600 per course          And 1 x applied module = £300 per course.          Total cost = £900</p> <p>Level Two: 20 x generic module = £600 per course and 20 x applied module = £300 per course (programme repeated year three with 12 courses)          Total = £18000 in year two and £13500 in year three..</p> <p>Level Three: 10 x generic module = £600 per course and applied modules at sea, surf, canoe, WW kayak = £600</p>



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		coaches in year two and 11 coaches in year three.			<p>per course. (programme repeated year three) Total = £8400 in year two and £6000 in year three</p> <p>Level Four: 2 x generic module = £600 per course and 1 x applied modules in sea, surf, canoe and WW kayak = £600 per course and 2 x White Water Safety = £600 per course ( year two). Total for year two = £4800 Year three: 1 x generic module = £600 per course and 1 x applied modules in sea, surf, canoe and WW Kayak = £600 per course and 1 x White Water Safety = £600 per course. Total for year three = £3600.</p> <p>Level Five: 1 x generic module = £600 per</p>
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					<p>course and 1 x applied modules in sea, surf, canoe and WW kayak = £900 per course.          Total for year two = £4200          Total for year three = £4200  <b>Note the above costs are for trainers, participants will cover all other costs required.</b></p>
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- To devise methods for estimating the infrastructure (numbers, levels and locations) of Coaches required to deliver the respective LTPD frameworks
- To develop and implement the BCU Long Term Athlete Development (LTAD) frameworks for Canoeing in Northern Ireland.

<i>Broad Action</i>	<i>Specific Action</i>	<i>Performance Indicator</i>	<i>Timescale</i>	<i>Responsible</i>	<i>Costs</i>
Compile accurate information on the infrastructure required for the delivery of LTPD in Northern Ireland.	In liaison with the BCU design an audit process specific to N. Ireland. Conduct an accurate audit of the paddlesport structure throughout Northern Ireland. Develop a Northern Ireland specific LTPD model which technically follows that of the BCU but references Northern Ireland paddlesport. Utilise the LTPD model to give an accurate picture of areas for development at each level of the pathway. Compile a report detailing the main areas for development	Process designed.	October 2006	Development Officer Coaching Panel	Development Officer time at 10 days in year one and 10 days in year two.
		Audit complete.	March 2007		
		Model designed	May 2007		
			June 2007		

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<p>Implement the LTPD framework in Northern Ireland.</p>	<p>Utilise the LTPD model to target areas for development in schools, clubs and disciplines. Plan LTPD awareness training sessions throughout Northern Ireland to target all coaches, clubs and members. Deliver the Fundamental paddlesport skills workshop throughout Northern Ireland. Monitor and evaluate the ongoing situation in relation to the implementation of LTPD and recommend appropriate strategies to ensure effective delivery.</p>	<p>Areas for development identified.</p> <p>6 courses delivered per year.</p> <p>6 courses per year.</p>	<p>March 2007</p> <p>Annually for three years to 2009</p> <p>Annually for three years to 2009</p>	<p>Development Officer Coaching Panel CANI Council</p>	<p>Development Officer time at 20 days per year.</p> <p>£300 per course (inclusive of trainer and venue) total = £1800 per year.</p> <p>£300 per course (inclusive of trainer and venue) total = £1800 per year.</p>
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- To develop participation levels throughout paddlesport in Northern Ireland.

<i>Broad Action</i>	<i>Specific Action</i>	<i>Performance Indicator</i>	<i>Timescale</i>	<i>Responsible</i>	<i>Costs</i>
Develop the current club structure to recommended club mark standards.	Draw up a template to represent the recommended standards for paddlesport clubs. Utilise both SCNI and BCU standards to compile this information.	Standards developed.	March 2007	Development Officer CANI Council	Development Officer time at 30 days per year.
	Target all current clubs in Northern Ireland to raise awareness in relation to appropriate structures and quality standards.	Clubs targeted through mail out and the CANI website. 6 x Regional club meetings held.	December 2007		Venues for regional meetings = £60 Per meeting total £360
	Organise training courses to encourage clubs to fully develop their structures.	6 x appropriate courses organised per year (i.e. sports development planning, equity, child protection, children's officer training, coach	April 2007 to March 2008 April 2008 to March 2009		6 x £175 Total = £1050 6 x £175 Total = £1050

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		profiling) Individual meetings with clubs completed.	March 2008		
Increase participation levels in paddlesport at 1 to 3 star level.	Develop formal links with the sports / community development network and with the schools through the education boards. Design appropriate programmes to increase participation levels with these bodies. Investigate the drop out rate for a sample of the participants who attend paddlesport courses each year. Develop specific programmes and promotional methods to increase participation levels following course attendance.	Meeting with representatives of the Sports Development network. Presentation to the full sports development network.  Programmes designed.  Research completed.  2 x programmes designed and implemented.	February 2007  September 2007  November 2007 to March 2009  March 2007  April 2007 to March 2009	Development Officer CANI Council	Development Officer time at 30 days per year.

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<p>Plan and implement an annual 'Paddlefest' weekend CPD</p>	<p>This is series of coaching workshops, some run by visiting coaches from GB or Ireland. This gives coaches a chance to look at new techniques and continue with their CPD Book venue and coaches. Publicise and promote the event. Attend and co-ordinate.</p>	<p>A Paddlefest event run each year.  Target to attract 40 coaches in 2007 and increase participation in this</p>	<p>These have been held in the spring in past years but development officer will plan date to best fir the development of the sport and coaches. Event to be run annually</p>	<p>Development Officer in liason with Coaching Panel</p>	<p>Development Officer time in planning and attendance 7 days Costs Workshops Coaching NI, Hire of accommodation, Hire of equipment, Coaching Staff, Travel costs £3000 first year see appendix for more detail</p>
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## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

### **Governance**

The CANI database will need to be updated to record the new coaching information created as part of the UKCC system. The options are to update the current Microsoft Access, to commission a new database or thirdly to buy into the system being operated by the BCU. The BCU database from First-Sport is Web based and future proof, it can handle a membership of 100,000 or greater and should be suitable for 10+ years. The cost of the Database licence £1300, this is a one off fee per user. Crystal Report Software is required to create and run reports. The reports are able to be created in house to give any information required. The cost of the report software is £400 per user.

After our performance audit by AHL and a review with Tim Pickles an action plan was developed. From these plans the following have been identified for action in the next 3 years.

The AHL audit recommended formalising our financial reporting. As part of this we want to update our accounts software to Quickbooks, this costs £460. We will also require training for our administrator £200. Our current treasurer has already been trained in this software.

A recommendation of the audit report and Tim Pickles review was that CANI should incorporate. CANI Council have accepted this recommendation and are currently involved in the process. We aim to complete this process this year.

Another action point was to create an induction pack for all incoming officers. This would give role descriptions and associated information. Our aim is to create this with volunteer officers but to have it designed and printed professionally.

As part of the one-stop planning process we will have review meetings with BCU, SCNI and UK Sport. The cost of these meetings is bourn by the hosting body but CANI will have travel expenses. Most meetings will be in N Ireland but one a year will be in London.



## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

### **Access**

In 2003 we appointed a Canoe Development Officer in conjunction with Sports Council for northern Ireland, Dept. of Culture Arts and Leisure, Environmental Heritage Service and Countryside Recreation.

Matt has been active in the time since. He has made contact with the local councils and other bodies with responsibility for waterways. He has raised the profile of Canoeing with the relative bodies.

Matt has also surveyed the current canoe steps provided on our rivers and reported on their need and state of repair. This has resulted in some steps being replaced and even relocated to better serve the canoeists who use them.

Matt has worked on the Canoe Trails project which started several years ago but was not carried through due to lack of manpower. Matt has raised funds and created interest in several trails in Northern Ireland. The Canoe Trail in the Lough Erne System has been completed and was opened this year with good coverage on the local television. The opening was carried out by the President of the BCU, Albert Woods. Work is continuing on the planning and fundraising for the remaining trails. Trails are planned for Upper Bann, Lower Bann, Blackwater and Strangford Lough.

To promote the trails it is planned to run two major competitions. One competition will be on the Erne system and the other on the Lower Bann. These events are still in the early stages of planning but it is hoped that they will attract competitors from GB and possibly further a field.

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Appendix 1

Administrator Costs

	Year 1 details	Year 2 details	Year 3 details	Total
<b>Salary plus 'on costs'</b> <i>This should include salary, pension contributions, employer's liability insurance and National Insurance contributions.</i>	£10,500	£10,920	£11,360	£32,780
<b>Travel and subsistence</b> <i>This includes the cost of travel, subsistence and accommodation associated with the delivery of the project but only for the member of staff appointed with the award.</i>	£100	£100	£100	£300
<b>Office costs</b> <i>This includes the cost of office accommodation for the postholder.</i>	£1300	£ 1400	£1,500	£4,200
<b>Administration costs</b> <i>This includes the cost of general equipment and resources required by the post holder in order for the objectives of the post to be achieved.</i>	£2,190	£2,250	£2,320	£6,760
<b>Training and development costs for the post holder.</b>	£500	£500	£500	£1,500
<b>TOTAL PROJECT COSTS</b>	<b>£14,590</b>	<b>£15,170</b>	<b>£15,780</b>	<b>£45,540</b>

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Appendix 2

Development Officer Costs

	Year 1 details	Year 2 details	Year 3 details	Total
<b>Salary plus 'on costs'</b> <i>This should include salary, pension contributions, employer's liability insurance and National Insurance contributions.</i>	£25,000	£26,000	£27,040	£78,040
<b>Travel and subsistence</b> <i>This includes the cost of travel, subsistence and accommodation associated with the delivery of the project but only for the member of staff appointed with the award.</i>	£2,500	£2,500	£2,500	£7500
<b>Office costs</b> <i>This includes the cost of office accommodation for the postholder.</i>	£1,800	£ 1,800	£1,800	£5,400
<b>Administration costs</b> <i>This includes the cost of general equipment and resources required by the post holder in order for the objectives of the post to be achieved.</i>	£1500	£1500	£1500	£4,500
<b>Recruitment costs</b> <i>This includes the costs associated with the recruitment of the appointee.</i>	£2,000	£ 0	£ 0	£2,000
<b>Training and development costs for the post holder.</b>	£1,000	£800	£600	£2,400
<b>TOTAL PROJECT COSTS</b>	£	£	£	<b>£99,840</b>

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Appendix 3

CANI Income

	<b>Year 1 details</b>	<b>Year 2 details</b>	<b>Year 3 details</b>	<b>Total</b>
<b>Membership Fees</b>	14000	14700	15000	43700
<b>Coach registration</b>	2000	2200	2500	6700
<b>Personal Awards</b>	4000	4250	4500	12750
<b>Course Fees - Participation</b>	2000	2000	2000	6000
<b>Course Fees - Coach Scheme</b>		2700	2900	5600
<b>Paddlefest</b>	1500	1600	1700	4800
<b>TOTAL PROJECT COSTS</b>	<b>£ 23500</b>	<b>£ 27450</b>	<b>£ 28600</b>	<b>£ 79550</b>

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Appendix 4

**Total Costs Summary**

	Cost	Income	CANI	Year 1			%
				By BCU	By Development Officer	For SCNI funding	
Administrator See Appendix 1	14590		7000			7590	52
Development Officer See Appendix 2	33800		8000			25800	76
Dev Officer Training	840		240	600		0	0
Review Meeting UKCC	150		100			50	33
Meeting Coach Educator	400		100			300	75
Coach Assessor	7350		3500			3850	52
CPD	5400		2600			2800	52
Level 1						0	
Level 2						0	
Level 3						0	
Level 4						0	
Level 5						0	
LTPD	1800	300	600			900	50
Fundamentals of Paddlesport Club	1800	300	600			900	50
Governance	360		360		360	0	0
Paddlefest	3000	1500				1500	50
Incorporation	1000					1000	100
One Stop	200					200	100
Database	1300			1300		0	0
Quickbooks	460		230			230	50
Training Quickbooks	200		100			100	50
Crystal	400		200			200	50
<b>Total</b>	<b>73050</b>	<b>2100</b>	<b>23630</b>	<b>1900</b>	<b>360</b>	<b>45420</b>	<b>62</b>

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	Year 2						
	Cost	Income	CANI	BCU	By Development Officer	For SCNI funding	%
Administrator See Appendix 1	15170		7000			8170	54
Development officer See Appendix 2	34800		8000			26800	77
Dev Officer Training							
Review Meeting	600		50			550	92
UKCC Meeting	400		100			300	75
Coach Educator	7350		3000		1500	2850	39
Coach Assessor	5400		2000		1200	2200	41
CPD	1200	200	100		500	400	33
Level 1	1500	130	400		400	570	38
Level 2	18000	1500	900		7000	8600	48
Level 3	8400	800	400		4000	3200	38
Level 4	4800	150	300		600	3750	78
Level 5	4200	110	300		300	3490	83
LTPD	1800	400	200		600	600	33
Fundamentals of Paddlesport	1800	400	200		600	600	33
Club Governance	1050	200	300			550	52
Paddlefest	3100	1600				1500	48
Incorporation One Stop	200					200	100
Database Quickbooks Training Quickbooks Crystal							
<b>Total</b>	<b>109770</b>	<b>5490</b>	<b>23250</b>	<b>0</b>	<b>16700</b>	<b>64330</b>	<b>59</b>

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<b>Year 3</b>							
	Cost	Income	CANI	By BCU	By Development Officer	For SCNI funding	%
Administrator See Appendix 1 Development officer See Appendix 2 Dev Officer Training	15780		7500			8280	52
Review Meeting	600		200			400	67
UKCC Meeting	400		100			300	75
Coach Educator	4900		2500		1500	900	18
Coach Assessor	3600		1500		1200	900	25
CPD	1200	200	100		500	400	33
Level 1	1500	130	400		400	570	38
Level 2	13500	1500	900		7000	4100	30
Level 3	6000	800	400		4000	800	13
Level 4	3600	150	500		600	2350	65
Level 5	4200	110	600		300	3190	76
LTPD	1800	400	200		600	600	33
Fundamentals of Paddlesport	1800	400	200		600	600	33
Club Governance	1050	200	300			550	52
Paddlefest Incorporation	3200	1600				1600	50
One Stop Database Quickbooks Training Quickbooks Crystal	200					200	100
<b>Total</b>	<b>99170</b>	<b>5490</b>	<b>23900</b>	<b>0</b>	<b>16700</b>	<b>53080</b>	<b>54</b>

Note The UKCC system is still being finalised. The figures above are based on the situation at present. Further training assistance and help will be given by BCU. When more details are know they will be passed to SCNI.

# Canoe Association of Northern Ireland Development Plan 2006 - 2009

## Appendix 5

### DRAFT - Job Description

**TITLE:** DEVELOPMENT OFFICER

**EMPLOYER:** Employed by Canoe Association of Northern Ireland (CANI)

**RESPONSIBLE TO:** CANI Council

**INITIALLY BASED AT:** CANI OFFICE

**PURPOSE OF JOB:** To implement the CANI Development Plan 2006-2009. With special responsibility for UKCC and Club coach development

**SALARY:** £25,000 - £27,320

**BACKGROUND:** The introduction of UKCC will involve a major updating of coaches and assessors. The club sector in CANI is an important resource and clubs will need guidance to assist with the introduction of UKCC and with the ongoing improvement in Governance.

#### KEY RESPONSIBILITIES:

- **UKCC introduction**
  - Develop and review Coach evaluation process
  - Identify and recruit coach educator and assessor workforce
  - Assimilate the current coach workforce to UKCC
  - Prepare and implement LTPD in N Ireland
  
- **Club Development**
  - Develop club structure to club mark standards
  - Increase participation levels
  - Plan and implement Paddlefest



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Appendix 6

Administrator - Job Description

To assist the Canoe Association of N.I. in its work by providing a Secretarial and Administrative service to the Members of the Association.

1. Maintaining the membership records of the Association
2. Depositing income received to the Association Bank account.
3. Supplying a detailed account of the bank deposits to the Hon. Treasurer.
4. Answering routine correspondence both written and electronic and undertaking correspondence as directed or necessary.
5. Dealing with telephone calls from members and the general public.
6. Processing personal performance and coaching awards.
7. Arranging, confirming and attending meetings, as directed by the Council.
8. Undertaking word processing of material.
9. Maintaining a diary and Schedule of work.
10. Maintaining a filing system.
11. Arranging for regular mailings to members as directed by the Council.
12. Update CANI web site as directed by Council.
13. Prepare CANI Newsletter and submit to printer.
14. Maintaining appropriate levels of office supplies.
15. Maintaining appropriate levels of award certificates and badges.
16. Undertaking such other duties as are remitted by the Council of the Association.

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**Appendix 7**

**The Canoe Association of Northern  
Ireland**

**Constitution**

**Name and Purpose**

- 1 The Association shall be called "The Canoe Association of Northern Ireland" hereinafter referred to as "the Association".
- 2 The object of the Association shall be the promotion of canoeing in all its forms in Northern Ireland.
- 3
  - (a) The Association shall be the national governing body for canoeing in Northern Ireland.
  - (b) The Association shall be the Northern Ireland region of the British Canoe Union.
  - (c) The Association shall abide by the constitution and rules of the British Canoe Union.

**Funds and Property**

- 4
  - (a) The property of the Association shall belong jointly to the members of the Association.
  - (b) Under no circumstances shall a profit be paid to Members.
  - (c) Any person who ceases to be a member of the Association shall forfeit all claims to the property of the Association.
  - (d) The funds and property of the Association shall be vested in the Council of the Association.

**Membership**

- 5 There shall be the following classes of members:-
  - Individual members
  - Junior members
  - Family members
  - Associate members
  - Honorary members
  - (a) Any person, aged 18 years or over on the first day of January in the current year, shall be eligible for admittance as an Individual Member of the Association.
  - (b) Any person, aged under 18 years on the first day of January in the current year, shall be eligible for admittance as a Junior Member of the Association.
  - (c) The spouse or child, aged under 18 years on the first day of January in the current year, of an Individual Member shall be eligible for admittance as a Family Member of the Association.

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

- (d) Any person who is a member of an affiliated club or group shall be eligible for admittance as an Associate Member of the Association.
- (e) Any person whom the Association wishes to honour may be elected as an Honorary Member, for life or for a specified period, at a general meeting of the Association.
- (f) Any member may withdraw from the Association by giving written notice to the Secretary of the Association.

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

- 6 (a) Any club or other organisation that has an interest in canoeing may apply for affiliation to the Association by presenting a copy of its constitution along with the appropriate fee.
- (b) Any school may apply for affiliation by paying the appropriate fee, which shall confer Individual Membership status on one member of the school's staff.
- 7 (a) All members other than Honorary Members and Life Members shall pay an annual subscription at rates to be determined by the Council of the Association.
- (b) A fee shall be set yearly by Council for each membership class other than Honorary Membership.
- (c) Notification of any change to the membership fees shall be sent to all members of the Association who are entitled to receive such notification at least 4 weeks prior to the date on which the fees become due.
- (d) All membership fees other than those of Associate Members shall be paid directly to the Association on or before the due date.
- (e) Associate membership fees shall be paid to the Association by affiliated clubs or groups on behalf of the Associate Members, on or before the due date.
- (f) Any member who fails to pay the appropriate fee on or before the due date shall be deemed to have withdrawn from the Association.

### **Committee Structure**

- 8 (a) The Council shall be responsible for the management and representation of the Association and shall control the sport in Northern Ireland on behalf of the Association.
- (b) The Council shall consist of:-
- President
  - Vice-president
  - the Officers of the Association as defined in appendix 1
  - up to three other members of the Association
- (c) The Council shall be empowered to make rules governing the various aspects of the sport.
- (d) The Council shall meet regularly, at least once every three months.
- (e) Minutes of Council meetings shall be recorded and made available for inspection, upon request, by any member of the Association.
- (f) Between Council meetings the chairman or secretary may deal with any urgent matters by consulting a majority of members of Council.
- (g) The Council may delegate such powers as may be deemed appropriate to sub-committees.
- (h) The remit of any such sub-committee shall be recorded in the minutes of the meeting of Council at which such sub-committee is initiated.
- (i) Any Council member who is absent from five consecutive meetings of the Council shall be deemed to have relinquished their office.

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

- (j) An Individual member of the Association may be co-opted by the Council to fill any Council post that becomes vacant, other than those of the President and Vice-president.
- 9 (a) The Coaching Panel shall be responsible for:-
- provision of support and development programmes for coaches
  - advising the Council on issues related to coaching
  - maintaining standards of coaching and assessment
- (b) The Coaching Panel shall consist of the posts defined in appendix 2.
- (c) All Coaching Panel members shall be individual members of the Association.
- (d) The Coaching Panel shall meet regularly, at least once every three months.
- (e) Minutes of Coaching Panel meetings shall be recorded and submitted to Council which shall make them available for inspection, upon request, by any member of the Association.
- (f) Any Coaching Panel member who is absent from five consecutive meetings of the Coaching Panel shall be deemed to have relinquished their office.

### **Meetings, Voting and Constitution**

- 10 (a) This constitution shall not be amended except by a general meeting of the Association.
- (b) No part of this constitution other than the appendices shall be amended except by the agreement of a two-thirds majority of those present and entitled to vote.
- (c) The appendices to this constitution may be amended by a simple majority of those present and entitled to vote.
- (d) The appendices to this constitution shall be:-
- Job Description for Council Posts
  - Job Description for the Coaching Panel Posts
  - Child Protection Policy
- (e) No amendment to a proposal to amend this constitution may be considered unless written notification of such amendment is received by the Secretary of the Association at least 28 days prior to the date of the general meeting at which such proposal is to be considered.
- 11 (a) Notice of a General Meeting shall be sent to affiliated clubs and to Individual members at least 28 days prior to said meeting.
- (b) Such notice shall include the date, time and place of the meeting.
- (c) The agenda for a General Meeting shall be sent to affiliated clubs and to Individual members at least 14 days prior to the date of said meeting.

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- 12 (a) the following shall be entitled to vote at a General Meeting:
- Individual members
  - Family members who are aged 18 years or over on the first day of January in the current year
  - Affiliated Club representatives
- (b) an affiliated club shall be entitled to send one representative for every 10 associate members of the Association recorded on the last nominal roll submitted by the club prior to the date of the meeting.
- (c) all club representatives must be members of the Association, aged 18 years or over on the first day of January in the current year, and be nominated in writing by the Club Secretary or Chairman to the Secretary of the Association before the start of the meeting.
- (d) In the event of deadlock the chairman will be entitled to use a casting vote.
- (e) No individual may cast more than one vote.
- 13 (a) At a general meeting, 10 persons who are entitled to vote at such a meeting shall constitute a quorum.
- (b) In the event of there not being a quorum present, the chairman shall delay the start of a general meeting for one hour or until there is a quorum present.
- (c) In the case of a Special General meeting, if after one hour there is not a quorum present then the meeting shall be abandoned and no business transacted.
- (d) In the case of the Annual General Meeting, if after one hour there is not a quorum present then the Secretary shall be instructed to reconvene the meeting within eight weeks.
- (e) A reconvened Annual General Meeting may take place after the 1<sup>st</sup> March.
- (f) The business of a reconvened Annual General Meeting shall proceed irrespective of the presence of a quorum.
- 14 (a) The Annual General Meeting of the Association shall be held in each year after the 21<sup>st</sup> January and before the 1<sup>st</sup> March.
- (d) Motions for discussion or proposals to amend the constitution not originating from within the Council must be received by the Secretary of the Association at least 21 days prior to the due date of the meeting.
- (c) The meeting shall hear the minutes of the previous Annual General Meeting together with the minutes of any Special General Meeting held since the previous Annual General Meeting.
- (d) The Treasurer shall present to each Annual General Meeting the audited accounts and Treasurer's report for the previous financial year.
- (e) Following the presentation of the Treasurers report, the meeting may vary the amount of the subsequent fees and subscription without prior notice of

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

- motion.
- (f) The Council members shall be elected by the meeting.
  - (g) Council members other than the President and Vice-president shall be elected from those persons entitled to vote at the meeting.
- 15
- (a) A Special General Meeting shall be held if a request, signed by at least ten Individual members aged 18 or over is received by the Secretary of the Association before the end of August.
  - (b) Such a request shall be in the form of a motion.
  - (c) The meeting shall be held within 56 days of the request being received by the Secretary of the Association.
  - (d) No other business shall be conducted at such a meeting except such business as arises out of the adoption of the motion.

### **Discipline**

- 16
- (a) Any member whom the Council considers to have displayed unacceptable behaviour or to have brought the sport into disrepute may be expelled or suspended from membership of the Association.
  - (b) Such an expulsion or suspension may take place only at a Council meeting convened specifically to consider such action and at which no other business shall be transacted.
  - (c) The member whose conduct is the subject of such a meeting shall be invited to attend the meeting, along with a representative, if desired, or to make written representation to the meeting.
  - (d) A person who is expelled or suspended from membership of the Association by the Council shall have the right of appeal to a Special General Meeting of the Association
  - (e) Written notice of the intent to appeal such an expulsion or suspension must be received by the Secretary of the Association within three months of the expulsion or suspension.
  - (f) Upon receiving such notice of intent, the Secretary of the Association shall convene a Special General Meeting to consider the motion that "The Council's decision to expel or suspend the member be overturned".
  - (g) The decision of such a Special General Meeting shall be final.
- 17
- The Association shall not terminate except by a Special General Meeting convened for the purpose and in such an event any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities.
- 18
- The Canoe Association of Northern Ireland shall operate a policy in respect of drug abuse and drug testing as may be laid down by the International Canoe Federation, the British Canoe Union or The Sports Council for Northern Ireland.
- 19
- Two Child Protection Officers shall be appointed by the

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

Council.

- 20 An auditor shall be appointed by the Council who shall not be a member of the Council or any sub-committee thereof.
- 21 Any matter not provided for in these rules or any questions over the interpretation of these rules shall be dealt with by the Council of the Association, whose decision shall be final.



# **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

## **Appendices**

### **Appendix 1 - Officers of The Association**

#### **Chairman**

Responsible for chairing meetings of the Association and of the Council.

#### **Vice-chairman**

Responsible for chairing meetings of the Association and of the Council if the Chairman is not available.

#### **Secretary**

Responsible for supervision of the clerical functions of the Association and of the Council. In particular, responsible for ensuring that accurate records of meetings are kept and that due procedures are followed to convene meetings of the Association and of the Council.

#### **Treasurer**

Responsible for managing the finances of the Association.

#### **Regional Coaching Organiser**

Responsible for representing the Association to the National Coaching Committee, for advising the Association and the Council on coaching policy and for authorising coach training and assessment.

### **Appendix 2 - Coaching Panel**

#### **Chairman**

#### **Secretary**

#### **Regional Coaching Organiser**

**Local Coaching Organiser for Belfast**

**Local Coaching Organiser for County Antrim**

**Local Coaching Organiser for County Armagh**

**Local Coaching Organiser for County Down**

**Local Coaching Organiser for County Fermanagh**

**Local Coaching Organiser for County Londonderry**

**Local Coaching Organiser for County Tyrone**

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

### **Appendix 3 - Child Protection Policy**

C.A.N.I. recognises that everyone has a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of gender, racial origin, culture, religious belief, language, disability or sexual identity.

Abuse can and does occur within many situations. Some individuals seek employment or voluntary work with children in order to do them harm. Everyone involved in canoeing, in whatever capacity, has a role to play in safeguarding the welfare of children and preventing abuse.

It is every adult's responsibility to protect children from abuse. Our role is NOT to investigate but to report suspected cases of abuse.

Children are defined as anyone under the age of 18 years old, or adults with a learning disability.

The Canoe Association of Northern Ireland recognise that we have a responsibility to:

Safeguard and promote the interests and well being of children with whom we are working:

Take all reasonable practical steps to protect children from harm, discrimination or degrading treatment: and respect children's rights, wishes and feelings.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

All affiliated clubs must have a Child Protection Policy and Procedures developed in line with the C.A.N.I. Child Protection Policy and Procedures document.

**CHILD PROTECTION PROCEDURES**

Offer safeguards to the children with whom we work, and to our members of staff, volunteers and affiliated clubs: and

To help maintain the professionalism and standards set by C.A.N.I.

We recognise that any procedure is only as effective as the ability and skill of those who operate it. Each affiliated club should have its own policy and procedures linked to the C.A.N.I. document.

Coaches and club officials will work with parents/carers and other organisations to ensure that the needs and welfare of children remain paramount.

Supervision of individual coaches working on behalf of the Association will be carried out by the Local Coaching Officers. Supervision of coaches working within a club organisation will be carried out by designated officials.

It is recognised that our members are not experts in the field of child abuse and our duty is to report suspected cases of abuse **NOT** to investigate cases. The Social Services department has a statutory duty under the Children (NI) Order 1995 to investigate such cases.

Data Protection: The C.A.N.I. C.P.O. will hold all records deemed appropriate.

**Responding to Suspicious or Allegations of Child Abuse.**

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore in most situations it would be important to talk to parents or carers to help clarify any initial concerns.

However where a parent or carer may be responsible for the abuse. The suspicion, allegation or incident should be reported to the Club designated person of C.A.N.I. Child Protection Officer (C.P.O.) as soon as possible and RECORDED.

It is the responsibility of these Officers or the individual to inform the Social Services Child Protection Unit without delay if deemed appropriate.

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### **Allegations of Abuse Against Members of Staff and Volunteers**

Child abuse can and does occur outside the family setting. It is crucial that those involved in canoeing are aware of this possibility and that all allegations are taken seriously and the appropriate action is taken.

A Club designated C.P.O. or the C.A.N.I. C.P.O. should be informed of all allegations. Some allegations may be about poor practice rather than abuse. However advice can be sought from the social services. All allegations should be recorded and passed to the C.A.N.I. C.P.O. who will take the appropriate action.

The Club designated C.P.O. has a responsibility to ensure proper supervision of people working with children. Individual coaches not working with clubs or should, as part of best practice, inform their L.C.O. who will act as their supervisor.

**C.A.N.I. would want to assure all parents/carers, staff and volunteers that it would fully support and protect anyone who, in good faith, reports his or her concerns that a colleague is or may be abusing a child.**

Where there is a complaint of abuse against a member of staff there may be three types of investigation.

1. A criminal investigation
2. A child protection investigation
3. A disciplinary or misconduct investigation

Results of the police and social services investigation may well influence the disciplinary investigation, but not necessarily.

Issues if misconduct will be dealt with by a committee involving the two C.P.O.'s, the Chairperson of C.A.N.I. and one Coaching Panel representative.

Every effort will be made to ensure confidentiality for everyone concerned.

If the C.A.N.I. C.P.O. is the subject of the suspicion/allegation the report must be made to the Chairperson of C.A.N.I. or the second C.A.N.I. C.P.O.. They are then responsible for taking the appropriate action.

All incidents will be reported to the B.C.U.

The Canoe Association of Northern Ireland have the right to suspend or withdraw membership from members during or following investigations.

All affiliated clubs that have children as members should have a club policy and everyone, staff, volunteers and parents/carers must know who to report incidents to.

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

### **Recruitment and Selecting Staff and Volunteers**

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children.

When undertaking pre-selection checks for volunteers or paid staff who will work with people under 18 years old or adults with Special Needs the following should be included:

All volunteers and staff should complete an application form.

Consent must be obtained from applicants for police and social services checks to be made.

At least two references should be taken up, including where possible one regarding previous work with children.

C.A.N.I. Clubs should have effective measures in place to ensure the confidentiality of information received and it is treated with the strictest of confidence.

### **Good Practice in the Care of Children**

We can reduce situations for the abuse of children and help protect staff and volunteers by promoting good practice.

Coaches should adhere to the N.C.F. Coaches Code of Conduct.

Always be publicly open when working with children. Avoid situations where coaches and individual canoeists are completely unobserved.

When working with mixed groups coaches, where possible should have male and female staff. If this is not possible parents should be requested to stay to help supervise.

Where any form of manual support is required (e.g. in teaching rolling) this should be provided openly. The coach should where possible, hold the paddle rather than the child. If contact is unavoidable e.g. during rescues tell the child what you are about to do. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.

Where possible parents should take on the responsibility for the children in the changing rooms. Where classes have to be supervised in the changing rooms always ensure coaches work in pairs. (see staffing above). Encourage an open environment e.g. no secrets.

Coaches should not take children alone in their cars on journeys, however short.

**CANOE ASSOCIATION OF NORTHERN IRELAND**

**EQUALITY STATEMENT**

We the Canoe Association of Northern Ireland aim to promote sport for all people within the Northern Ireland and will be mindful of the need to carry out our functions in a manner which promotes equality of opportunity between:

- People of different religious beliefs, political opinion or racial group.
- Male and female.
- People with a disability and people without.

# Canoe Association of Northern Ireland Development Plan 2006 - 2009

## ANTI-DOPING AGREEMENT

THIS AGREEMENT IS DATED \_\_\_\_\_ 2005 AND IS BETWEEN:

- The following parties of the first part
  - UK SPORT of 40 Bernard Street, London WC1N 1ST ("**UK Sport**"); and  
*[delete as applicable:]*

- The Sports Council for Northern Ireland of Upper Malone Road, Belfast BT9 5LA (the "**Sports Council for Northern Ireland**"); and

and the Sports Council for Northern Ireland and the Sports Council for Wales] *[delete as applicable]* shall be referred to hereafter as the "**Home Country Sports Council (HCSC)**";

- and the following party of the second part:
  - Paul Harrington of The Canoe Association of Northern Ireland, Unit 2 River's Edge, 13-15 Ravenhill Road, Belfast BT6 8DN "**Governing Body**" or "**NGB**").

WHEREAS:

- A. UK Sport is a signatory to the World Anti-Doping Code (the "**Code**") and, in its capacity as the National Anti-Doping Organisation (as that term is defined in the Code) for the United Kingdom, has assumed the anti-doping responsibilities assigned to NADOs under the Code. As such, UK Sport is committed to the highest ethical standards in sport, and to the development and the fair and appropriate application to all UK sports of a world-class anti-doping programme that reflects national values and standards in delivering sport across the UK.
- B. HCSC is the Sports Council for the territory of N Ireland and in that capacity is responsible for certain decisions as regards recognition and

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funding/benefits in relation to sport in that territory/those territories, which decisions it wishes to make in line with and in support of the world-class anti-doping programme developed by UK Sport.

- C. National Governing Body is the national governing body for the territory of N Ireland for the sport of *Canoeing*. In that capacity, it is responsible for the governance and regulation of the sport of *Canoeing* in that territory. As a reflection of its support for the fight against doping in sport, and also in order to make itself eligible, from an anti-doping perspective, for receipt of recognition, funding/benefits and other support from UK Sport and/or HCSC, National Governing Body wishes to make the anti-doping commitments set out in this Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

### **1 PURPOSE AND TERM OF THIS AGREEMENT**

- 1.1 The purpose of this Agreement is to set out the respective commitments of UK Sport and HCSC on the one part and NGB on the other part to the fight against doping in sport, and to clarify the link between NGB's anti-doping commitments and its eligibility for recognition and for receipt of the public funding, support services and other benefits for sport administered by UK Sport and/or HCSC, including participation in the UK Sport National Anti-Doping Programme (as defined in paragraph 2.1.3, below).
- 1.2 This Agreement does not in and of itself establish any right on the part of NGB to recognition or to receipt of any public funding, support services or other benefits of any kind ("**Publicly-Funded Benefits**") from UK Sport or HCSC. NGB acknowledges that such right will depend upon satisfaction of a series of additional conditions, including the entry into and compliance with further agreements with UK Sport and/or HCSC. However, this Agreement is linked to and impacts directly on NGB's potential participation in the UK Sport National Anti-Doping Programme and on NGB's potential receipt of Publicly-Funded Benefits from UK Sport or HCSC, by making NGB's initial and ongoing eligibility for participation in such Programme and receipt of such Publicly-Funded Benefits contingent upon its compliance with its anti-doping commitments set out in this Agreement.
- 1.3 This Agreement shall come into force on the date first stated above, shall be updated by amendment as required by UK Sport and HCSC from time to time following consultation with NGB, and shall be reviewed by the parties on an annual basis to consider how it may be improved. On its anniversary each year, it shall renew automatically for a further year without the need for further formality, subject at all times to:



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- 1.3.1 the rights of termination of UK Sport and HCSC referenced at paragraph 4 of this Agreement; and
- 1.3.2 the right of either UK Sport and HCSC on the one part, or NGB on the other part, to terminate the Agreement with or without cause, such termination to become effective three months after the date of receipt by the other parties of formal written notice of such termination by the terminating party.
- 1.4 Capitalised terms not otherwise defined in this Agreement shall bear the meaning ascribed to them in the UK Sport Anti-Doping Model Rules.

### **2 COMMITMENTS OF UK SPORT AND HCSC**

- 2.1 In consideration for the commitments of NGB set out at paragraph 3 of this Agreement, and further to the principles set out in the document known as the UK National Anti-Doping Policy (a copy of the current version of which is attached to this Agreement as **Appendix One**), UK Sport agrees:
  - 2.1.1 to comply with the Code and the International Standards and to carry out its responsibilities thereunder as the National Anti-Doping Organisation for the United Kingdom;
  - 2.1.2 to cooperate with NGB, the World Anti-Doping Agency (“WADA”) and other relevant Anti-Doping Organisations in the coordination and implementation of a high quality and efficient anti-doping effort for sport;
  - 2.1.3 to promote a coordinated and consistent approach to anti-doping by all sports in the UK, by developing and maintaining a comprehensive world-class anti-doping programme based on the fundamental principles set out in the UK National Anti-Doping Policy, and encompassing elements such as an education programme for NGB, Athletes, Athlete Support Personnel and all others involved in the fight against doping in sport; the development and implementation of new programmes and operational policies for doping-free sport in the areas of doping control, education, prevention, research and participants’ rights; the creation and maintenance of a workable mechanism for processing TUE applications; and the institution of Testing programmes for individual sports using personnel appropriately trained in Sample collection techniques and procedures (together, the “**UK Sport National Anti-Doping Programme**”);
  - 2.1.4 where UK Sport agrees, pursuant to paragraph 3.5.2 of this Agreement, to conduct public interest and/or contracted Testing for NGB, to carry out

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- such Testing in accordance with the service commitments set out in **Appendix Six** to this Agreement;
- 2.1.5 to share with NGB any evidence that UK Sport receives of an apparent Doping Offence by a person under NGB's jurisdiction;
- 2.1.6 to assist NGB, as appropriate, in relation to the resolution of issues raised during the results management process (eg issues raised in relation to Testing conducted by UK Sport and/or analysis of Samples collected by UK Sport), including (where appropriate) providing evidence for the consideration of the anti-doping tribunal;
- 2.1.7 to conduct international advocacy for doping-free sport, including leading on the development of anti-doping standards worldwide; and
- 2.1.8 subject to continued compliance by NGB with its commitments set out at paragraph 3 of this Agreement, to consider NGB to have satisfied all of the anti-doping requirements for eligibility to receive recognition, Publicly-Funded Benefits and/or other assistance and support from UK Sport.
- 2.2 In consideration for the commitments of NGB set out at paragraph 3 of this Agreement, HCSC agrees:
- 2.2.1 to support UK Sport in its role as National Anti-Doping Organisation (as that term is defined in the Code) with primary responsibility for anti-doping matters in the United Kingdom;
- 2.2.2 to abide by its commitments under, and to respect and support in all respects, the UK National Anti-Doping Policy, as well as the UK Sport National Anti-Doping Programme, so as to ensure consistency of application across the United Kingdom; and
- 2.2.3 subject to continued compliance by NGB with its commitments set out at paragraph 3 of this Agreement, to consider NGB to have satisfied all of the anti-doping requirements for eligibility to receive recognition, Publicly-Funded Benefits and/or other assistance and support from HCSC.
- 2.3 UK Sport and HCSC acknowledge that NGB is a member of and subject to the jurisdiction of the international federation for the sport of *Canoeing*, International Canoe Fed. (the "**IF**"), and that in such capacity NGB is required to comply with the anti-doping obligations imposed upon it by IF (the "**IF Anti-Doping Obligations**"). To the extent that NGB can demonstrate that (a) its IF Anti-Doping Obligations conflict with its obligations under this Agreement, and (b) such IF Anti-Doping Obligations are compliant with the Code, then to that extent (and only to that extent) NGB's non-performance of its obligations under

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this Agreement shall not be treated as a breach of this Agreement and none of the rights and remedies that are available to UK Sport and/or HCSC in the event of such breach (under paragraph 3 of this Agreement or otherwise) shall apply in relation to such non-performance; Provided That NGB shall seek in good faith to facilitate a dialogue between UK Sport and IF to explore ways of resolving the conflict between the IF Anti-Doping Obligations and NGB's obligations under this Agreement.

- 2.4 UK Sport and HCSC acknowledge that certain of the persons who are subject to NGB's jurisdiction may also be subject to the anti-doping jurisdiction of other Anti-Doping Organisations, including IF, and that the same conduct of such persons may implicate not only NGB's anti-doping rules but also the anti-doping rules of such other Anti-Doping Organisations. UK Sport and HCSC further acknowledge that in such circumstances the jurisdictional and other issues that arise shall be resolved in accordance with the anti-doping rules of IF and the Code.
- 2.5 Where this Agreement requires NGB to provide information to UK Sport and/or HCSC in relation to anti-doping matters, to the extent that applicable law (eg the Data Protection Act 1998) or regulation (eg Article 14.1 of the Code) requires such information to be treated confidentially, each of UK Sport and HCSC respectively shall comply with that confidentiality requirement.

### 3. COMMITMENTS OF NGB

In consideration for the commitments of UK Sport and HCSC set out in paragraph 2 of this Agreement, and subject to the proviso at paragraph 2.3 of this Agreement, NGB agrees as follows:

#### 3.1 Recognition of and support for UK Sport and HCSC:

3.1.1 NGB shall recognise UK Sport as the National Anti-Doping Organisation (as that term is used in the Code) for the United Kingdom and shall fully support the efforts of UK Sport and HCSC in the fight against doping in sport, including respecting and promoting the principles of the UK National Anti-Doping Policy.

3.1.2 NGB is a member of British Canoe Union **UK GB**, which takes responsibility for anti-doping matters for the whole of the sport of Canoeing in the UK.

NGB represents and warrants that it and its members have made a valid and binding submission to the jurisdiction of UK GB/British GB *[delete as applicable]* in relation to anti-doping in the territory of N Ireland. NGB acknowledges that it is a condition of this Agreement, breach of which shall have the consequences set out in clause 4 of this Agreement, that such agreement be properly incorporated into NGB's

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constitution (if not there already) by no later than the first anniversary of signature of this Agreement, As a result, UK Sport and HCSC acknowledge that it will be UK GB/British GB *[delete as applicable]*, and not NGB, that will adopt and enforce anti-doping rules in relation to the sport of *[name of sport]* in the territory of \_\_\_\_\_. NGB's responsibility under the remainder of this clause 3 of this Agreement shall be limited to that set out below, ie to using its best endeavours to procure that the anti-doping commitments set out in this clause 3 are met in full by UK GB/British GB *[delete as applicable]*.

### 3.2 Adoption of UK Sport Anti-Doping Model Rules:

3.2.1 A copy of the UK Sport Anti-Doping Model Rules (the "**Model Rules**") is attached hereto as **Appendix Two**.

3.2.2 NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* without unnecessary delay adopts, brings into force and implements without material change, as part of its own anti-doping rules (the "**UK GB/British GB *[delete as applicable]* Anti-Doping Rules**"), the mandatory parts of the Model Rules with respect to all Athletes and Athlete Support Personnel within NGB's jurisdiction (and by virtue thereof shall incorporate by reference into its own anti-doping rules the provisions of the UK Sport Anti-Doping Procedures Guide for Sport, a copy of the current version of which is attached hereto as **Appendix Three**). For these purposes, the mandatory parts of the Model Rules are as follows:

Article 1.2:	Application
Article 1.3:	Core Responsibilities
Article 2:	Doping Offences
Article 3:	Incorporation of Prohibited List
Article 4:	Therapeutic Use Exemptions
Article 5:	Testing
Article 7.2/.3/.4/.6:	Results Management
Article 7.5.2:	Notification to UK Sport and others of charges
Article 7.7:	Statute of Limitations
Article 8.3.2:	Notification to UK Sport and others of progress of cases and of right to attend hearings
Article 8.5:	Burdens and Standard of Proof
Article 8.7.3:	Notification to UK Sport and others of decisions made by tribunals
Article 9.1 to 9.3:	Disqualification of Results
Article 10:	Sanctions on Individuals
Article 11:	Sanctions on Teams
Article 12.1/.2/.3/.4:	Appeals

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Article 13:	Reporting
Article 14:	Mutual recognition of decisions taken by Signatories and others
Article 15:	Challenges to a Decision or these Rules
Appendix:	Definitions

3.2.3 In the event that UK Sport amends such mandatory provisions, NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* amends the NGB Anti-Doping Rules to adopt such amendments as soon as reasonably practicable.

3.2.4 Where the Model Rules confer discretion as to the adoption of further or supplemental anti-doping provisions (eg Articles 9.2.1, 9.4.1, 9.5.1, 10.11.1, as applicable), NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* considers in good faith whether and how to exercise such discretion in relation to the NGB Anti-Doping Rules, having consulted with and taken into account in good faith UK Sport's views on the matter.

3.2.5 To demonstrate compliance with its obligations under this paragraph 3.2, NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* provides a complete copy of the **UK GB/British GB** *[delete as applicable]* Anti-Doping Rules, as well as of each update or amendment thereto, upon adoption thereof, to each of UK Sport and HCSC.

### 3.3 Education of Athletes and Athlete Support Personnel:

NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* takes all practical steps to educate NGB's Athletes and Athlete Support Personnel on ethical values in sport and so that they are familiar with the principles of the UK Sport Anti-Doping Policy and the provisions of the NGB Anti-Doping Rules, and in particular their own respective individual rights and responsibilities thereunder. This shall include (without limitation) printing the relevant provisions in the rulebook of UK GB/British GB *[delete as applicable]* and posting them on the official website of UK GB/British GB *[delete as applicable]* and where one exists, the official website of NGB, alongside a link to the anti-doping section of UK Sport's website.

### 3.4 Therapeutic Use Exemptions:

3.4.1 Where the rules of IF create a Code-compliant mechanism for Athletes subject to NGB's jurisdiction to obtain TUEs, NGB may direct (or may permit UK GB/British GB *[delete as applicable]* to direct) such Athletes to use that mechanism. Otherwise, however, NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* shall implement, and shall refer Athletes subject to its jurisdiction who wish to

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apply for a therapeutic use exemption to, the TUE procedures set out in the UK Sport Anti-Doping Procedures Guide for Sport.

- 3.4.2 If required by UK Sport after due consultation with UK GB/British GB *[delete as applicable]*, then NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* creates a Domestic Pool of Athletes who are not in the International or National Registered Testing Pools, but who shall also be required to obtain a TUE prior to use or possession of a Prohibited Substance or Prohibited Method.
- 3.4.3 NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* cooperates fully with UK Sport in relation to the processing of applications by Athletes subject to NGB's jurisdiction for standard and abbreviated therapeutic use exemptions, including (without limitation):
- a. providing to UK Sport copies of any TUE applications made by Athletes within NGB's jurisdiction to other Anti-Doping Organisations and of decisions made in relation to such applications; and
  - b. treating in confidence all medical and other information of which its personnel become aware in relation to TUE applications made by Athletes subject to its jurisdiction, and NGB shall use its best endeavours to procure that the personnel of UK GB/British GB *[delete as applicable]* with responsibility for TUEs shall, if so required by UK Sport, sign appropriate undertakings to that effect.
- 3.4.4 NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* provides such support as UK Sport may reasonably require in relation to any appeal that UK Sport may make against a decision of WADA or the UK TUE Appeal Panel to reverse a decision made by UK Sport or the UK Sport TUE Committee in relation to any TUE application made by an Athlete subject to NGB's jurisdiction.

### 3.5 Policing and Enforcement of Anti-Doping Rules:

- 3.5.1 NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* diligently polices and enforces the mandatory provisions of the Model Rules, as incorporated into the UK GB/British GB *[delete as applicable]* Anti-Doping Rules.
- 3.5.2 Without limiting the generality of the foregoing paragraph, UK Sport may, after due consultation with UK GB/British GB *[delete as applicable]*, establish an annual testing programme for Athletes who are subject to

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NGB's jurisdiction (the "UK GB/British GB *[delete as applicable]* Testing Programme"), as follows:

- a. each year, NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* completes a registration form ('Form R') to register for inclusion in the UK Sport National Anti-Doping Programme in the forthcoming year;
- b. NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* includes with that registration form (i) details of its current anti-doping education programme, identifying any areas where UK Sport's support is requested ('Form E'), and (ii) if it is, or wishes to become, part of the UK Sport National Anti-Doping Testing Programme, a calendar of events scheduled for the year ('Form A'), along with a recommendation regarding an effective level of testing both at those events and Out-of-Competition and how Athletes should be selected for those tests (including a recommendation as to the criteria to be used for including Athletes in a National Registered Testing Pool);
- c. UK Sport, having given due consideration to such recommendations, shall then determine whether to institute a UK GB/British GB *[delete as applicable]* Testing Programme for the forthcoming year. If it does so decide, it shall confirm its decision by letter to UK GB/British GB *[delete as applicable]*, which letter shall include the number of tests to be conducted, on what terms (ie how many public interest tests and/or contracted tests, as well as the circumstances in which UK GB/British GB *[delete as applicable]* will be responsible for the costs of missed tests, additional samples collected due to failed pH or specific gravity readings, and B Sample analysis) and an indication of the distribution of such tests across events and Out-of-Competition, together with details of how Athletes shall be selected for the tests (including confirmation of the criteria to be used for including Athletes in the National Registered Testing Pool). The UK GB/British GB *[delete as applicable]* Testing Programme shall also reiterate the right of UK Sport to test any Athlete under NGB's jurisdiction at any time, irrespective of any other provision of the UK GB/British GB *[delete as applicable]* Testing Programme; and
- d. the UK GB/British GB *[delete as applicable]* Testing Programme shall become effective for the forthcoming year (commencing in April) upon UK GB/British GB *[delete as applicable]*'s receipt of UK Sport's letter, which NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* shall countersign and return; provided that UK Sport shall retain the right to review the

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Programme from time to time and to amend it as required to ensure an effective anti-doping effort.

- 3.5.3 NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* cooperates with UK Sport in the implementation of any NGB Testing Programme established in accordance with paragraph 3.5.2, above, including (without limitation):
- a. providing access and logistical and other assistance as required to UK Sport's Doping Control Officers to facilitate their conduct of In-Competition Testing and Out-of-Competition Testing in accordance with the Programme;
  - b. assisting UK Sport as required in identifying and maintaining the National Registered Testing Pool;
  - c. assisting UK Sport as required in the notification of Athletes who fall within the National Registered Testing Pool and in the enforcement of such Athletes' obligations to provide personal details required for carrying out Testing (Article 5.5.1 of the Model Rules), to file whereabouts information with UK Sport (Article 5.5.3 of the Model Rules) and to make themselves available at such whereabouts for Out of Competition Testing (Article 5.5.5 of the Model Rules); and
  - d. ensuring that the details of Testing conducted pursuant to the UK GB/British GB *[delete as applicable]* Testing Programme are not revealed in advance other than to those who need to know such details in order for the programme to be implemented.
- 3.5.4 NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* provides Independent Observers with access and appropriate accreditation to Testing conducted at National Events, subject to reasonable advance notice.
- 3.5.5 UK Sport shall have the exclusive right to choose the WADA accredited laboratory/ies at which analysis of Samples collected pursuant to the UK GB/British GB *[delete as applicable]* Testing Programme shall be conducted. In exercising this right, UK Sport shall take into account in good faith any relevant factors brought to its attention on behalf of NGB (eg greater experience of another WADA-accredited laboratory in a particular area).
- 3.5.6 Following consultation with UK GB/British GB *[delete as applicable]*, UK Sport may make directions in relation to matters regarding the analysis and disposal of Samples, including (without limitation) in relation to the re-analysis of Samples based on knowledge or information arising after



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the initial analysis of the Samples. Save where prohibited from doing so by the rules of IF, NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* comply with such directions.

- 3.5.7 For the avoidance of doubt, it shall not be a breach of this Agreement for UK GB/British GB *[delete as applicable]* to contract with entities other than or in addition to UK Sport to collect Samples from Athletes on behalf of UK GB/British GB *[delete as applicable]* under its anti-doping rules, provided that each such entity complies in all respects in the collection of such Samples with the International Standard for Testing, and provided further that all such Samples are analysed at a WADA-accredited laboratory in accordance with the International Standard for Laboratories.

### 3.6 Results Management

- 3.6.1 NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* promptly and diligently investigates any apparent Doping Offence by a person under NGB's jurisdiction, arising under the provisions of the UK GB/British GB *[delete as applicable]* Anti-Doping Rules or the applicable anti-doping rules of another Anti-Doping Organisation, whether in relation to an Adverse Analytical Finding, a failure to file whereabouts information, missed tests or otherwise. This shall include taking all available steps to ascertain the circumstances of any failure by an Athlete that is subject to its jurisdiction to comply with the requirements (including but not limited to whereabouts requirements) of other applicable anti-doping rules.
- 3.6.2 NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* promptly notifies UK Sport (which shall in turn notify HCSC) in writing of such apparent offences, shares the evidence of such apparent offences with UK Sport, and consults with UK Sport and takes the views of UK Sport properly into account in good faith on all issues arising in relation thereto, including but not limited to:
- a. in the case of an Adverse Analytical Finding, allowing and assisting UK Sport to review, in accordance with Article 7.2 of the Model Rules, whether or not there is a TUE that covers such finding or a departure from the applicable International Standards for Testing and Laboratories that undermines the validity of such finding, and in the event of such departure NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* considers, in consultation with UK Sport and taking its views into account in good faith, whether that departure undermines the validity of the Adverse Analytical Finding;
  - b. consulting and cooperating with UK Sport in relation to any further investigation required by the Prohibited List in relation to

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such Adverse Analytical Finding in order to determine whether there is a case to answer, in accordance with Article 7.2 of the Model Rules; and

- c. in the case of an apparent missed test, consulting with UK Sport and taking the views of UK Sport into account in good faith as to whether or not an explanation provided by an Athlete for not being available at the declared whereabouts for an Out of Competition test is sufficient for such non-availability not to be counted as a missed test for purposes of Article 5.5.5 of the Model Rules.

3.6.3 Where the evidence establishes a case for the person(s) involved to answer under the NGB Anti-Doping Rules, NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]*:

- a. promptly bring and diligently pursues disciplinary charges against the person(s) involved under the relevant provision of the NGB Anti-Doping Rules; and
- b. considers in good faith whether or not to impose a provisional suspension on such person(s) in accordance with the provisions of Article 7.4 of the Model Rules, as incorporated into the NGB Anti-Doping Rules, and, if such suspension is imposed, defends such suspension against challenge and seeks to have it recognised by other Anti-Doping Organisations pursuant to Article 15.4 (Mutual Recognition) of the Code.

3.6.4 In accordance with Article 7.5.2 of the Model Rules, NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* provides UK Sport with a copy of each and every notice that UK GB/British GB *[delete as applicable]* issues, charging a person with commission of a Doping Offence under the UK GB/British GB *[delete as applicable]* Anti-Doping Rules, and thereafter keeps UK Sport fully informed, in accordance with Article 8.3.2 of the Model Rules, of the progress of the disciplinary proceedings and allows and enables representatives of UK Sport to attend any hearings.

3.6.5 Where an issue raised at the hearing requires the input of UK Sport (eg in relation to Testing and/or analysis of Samples), then NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* so advises UK Sport, and that UK GB/British GB *[delete as applicable]* consults and cooperates with UK Sport in relation to the resolution of such issue.

### 3.7 Tribunal Decisions and Appeals:

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- 3.7.1 NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* advises UK Sport and HCSC without delay of any decision reached by an anti-doping tribunal on the charges brought under UK GB/British GB *[delete as applicable]* Anti-Doping Rules and provides any information or assistance that UK Sport may require in relation to the consideration or exercise of its rights of appeal against that decision.
- 3.7.2 Where the anti-doping tribunal has determined that a Doping Offence has been committed:
- a. NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* discloses the decision publicly no later than 20 days after the date of the decision, and in any event UK Sport may thereafter make such disclosure, unless an appeal is filed by the person who is the subject of the decision and the UK GB/British GB *[delete as applicable]* Anti-Doping Rules prohibit public disclosure by any party pending resolution of the appeal; and
  - b. NGB shall take and/or shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* takes all necessary steps to recognise and enforce the disqualification, ineligibility and other sanctions imposed on such person as a consequence of his/her Doping Offence.
- 3.7.3 Where an appeal is filed against a decision of an anti-doping tribunal, and UK Sport is not a party to that appeal, NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* keeps UK Sport apprised of the status of the appeal, and allows and enables representatives of UK Sport to attend the appeal hearings, all in accordance with Article 12.7.3 of the Model Rules.
- 3.7.4 Where the appeal tribunal determines that a Doping Offence has been committed, NGB shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* discloses the decision publicly no later than 20 days after the date of the decision, and in any event UK Sport may thereafter make such disclosure, unless any further appeal exists and is filed by the person who is the subject of the decision, and the applicable rules prohibit public disclosure by any party pending resolution of that further appeal.
- 3.8 Publicly-Funded Benefits:
- 3.8.1 Where it is determined that a person has a case to answer under the UK GB/British GB *[delete as applicable]* Anti-Doping Rules or under the applicable rules of another Anti-Doping Organisation, and that person is a recipient (directly or indirectly) of Publicly-Funded Benefits from UK

## Canoe Association of Northern Ireland Development Plan 2006 - 2009

Sport or HCSC, then UK Sport and/or HCSC (as applicable) shall be entitled to suspend provision of any Publicly-Funded Benefits to such person pending final determination of the case. NGB shall, and shall use its best endeavours to procure that UK GB/British GB *[delete as applicable]* shall, cooperate as required with UK Sport/HCSC (as applicable) with respect thereto, and in addition shall, on demand by UK Sport/HCSC (as applicable), take all necessary steps to ensure that such person does not receive such Publicly-Funded Benefits indirectly (ie via assistance or benefits provided by UK Sport/HCSC through NGB, including but not limited to coaching or professional staff salaries, coaching internships or apprenticeships) pending final determination (ie including after any appeal) of the case; Provided That if it is finally determined that no offence has been committed, or if it is finally determined that an offence has been committed but no period of Ineligibility (as that term is defined in the Code) has been imposed, then any suspended payments shall be remitted by UK Sport/HCSC (as applicable) to the person as soon as possible and NGB shall reinstate access for that person to any Publicly-Funded Benefits provided via NGB.

- 3.8.2 If it is finally determined that a Doping Offence has been committed and a period of Ineligibility has been imposed, then:
- a. the suspended payments referenced in the foregoing paragraph shall be retained by UK Sport/HCSC;
  - b. UK Sport/HCSC (as applicable) shall be entitled to repayment from the offender, on demand, of all or part of any funding provided to the offender by UK Sport/HCSC (as applicable), either directly or via NGB, pursuant to the Award or otherwise, during the period when the offence was committed, and NGB shall cooperate with and assist UK Sport/HCSC (as applicable) with respect to the recovery of such funds from the offender;
  - c. UK Sport/HCSC shall also have the right to apply the future funding sanction with respect to the offender set out in **Appendix Four: Sanctions against Individuals**; and
  - d. NGB shall not reinstate access for the offender to Publicly-Funded Benefits supplied by UK Sport/HCSC via NGB unless and until so authorised in writing by UK Sport/HCSC.
- =
- 3.8.3 Where a person under NGB's jurisdiction undermines or brings the UK's anti-doping efforts into disrepute by conduct other than the commission of a doping offence, such as (by way of example but not by way of limitation) by using the services of a coach or other Athlete Support Personnel who has been finally determined, under the applicable anti-doping rules of an Anti-Doping Organisation, to have committed a

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doping offence for which a period of Ineligibility has been imposed -- then if such person fails, upon demand, to end that conduct, and that person is a recipient (directly or indirectly) of Publicly-Funded Benefits from UK Sport or HCSC, then UK Sport and/or HCSC (as applicable) shall be entitled to withdraw any Publicly-Funded Benefits previously committed to that person. NGB shall cooperate with UK Sport/the HCSC (as applicable) with respect thereto; shall, on demand by UK Sport and/or the HCSC (as applicable), withdraw access for that person to any Publicly-Funded Benefits provided via NGB; and shall not reinstate such access unless and until so authorised by UK Sport/the HCSC (as applicable). Provided Always That where such person disputes the right of UK Sport and/or HCSC to take action against him or her on such grounds, UK Sport and/or HCSC (as applicable) shall agree to the resolution of the dispute by an independent third party, including (where there is no pre-existing agreement between such person and UK Sport or HCSC [as applicable] to arbitrate and/or mediate disputes arising between them) agreeing to submit such dispute to mediation and/or arbitration before an appropriate forum on an ad hoc basis.

- 3.8.4 Some or all of the sanctions referenced in the foregoing clauses of this paragraph 3.8 may be withdrawn, and the Publicly-Funded Benefits reinstated, only at the instance of UK Sport (in the case of Publicly-Funded Benefits supplied by UK Sport) or HCSC (in the case of Publicly-Funded Benefits supplied by HCSC), each in its absolute discretion (provided that HCSC shall consult with UK Sport prior to exercising such discretion, to ensure consistency of approach across the UK).

### **3.9 Other disciplinary offences:**

Without prejudice to the provisions of paragraph 3.8.3, above, in the event that a person subject to NGB's jurisdiction commits an act of misconduct that relates to anti-doping but does not amount to a Doping Offence (see eg Articles 4.4.5, 5.6.3, 7.2.4(b), 7.3.2 and 11.2 of the Anti-Doping Rules), NGB shall ensure that such misconduct constitutes a breach of its disciplinary rules and shall consider in good faith the bringing of disciplinary proceedings against that person for such misconduct, including consulting with UK Sport and HCSC in relation thereto and taking their views into account in good faith.

## **4 CONSEQUENCES OF BREACH**

- 4.1 UK Sport and HCSC shall monitor compliance by NGB with its obligations under paragraph 3, above. To facilitate such monitoring, NGB shall use its best endeavours to procure that UK GB/British GB [*delete as applicable*] reports to UK Sport and HCSC on compliance with this Agreement each year on the anniversary of signature of this Agreement, including identifying any and all

## Canoe Association of Northern Ireland Development Plan 2006 - 2009

instances of non-compliance and providing any explanation or justification offered for such non-compliance.

- 4.2 Subject strictly to paragraph 2.3, above, in the event that NGB breaches any of its obligations under paragraph 3, above, then (without prejudice to any rights or remedies arising under common law) the provisions of **Appendix Five: Sanctions against NGB** shall apply.
- 4.3 UK Sport shall advise NGB of any and all instances of non-compliance by UK Sport with its obligations under paragraph 2, above. HCSC shall advise NGB of any and all instances of non-compliance by HCSC with its obligations under paragraph 2, above. In each case, any explanation or justification offered for such non-compliance shall be provided.
- 4.4 In the event that either UK Sport or HCSC breaches any of its respective obligations under paragraph 2, above, then NGB shall have such rights and remedies with respect thereto as arise under common law.

### 5. MISCELLANEOUS

- 5.1 The granting by any party of any time or indulgence in respect of any breach of any term of this Agreement by another party shall not be deemed waiver of such breach. The waiver by any party of any breach of any term of this Agreement by another party shall not prevent the subsequent enforcement of that term and shall not be deemed a waiver of any subsequent breach of that or any other term.
- 5.2 This Agreement shall be governed by and construed in accordance with English law. Subject strictly to the provisions in this Agreement for internal dispute resolution, the parties hereby submit to the exclusive jurisdiction of the courts of England & Wales in relation to all matters arising in relation to this Agreement. ***[Next clause only required where Sport Scotland is a party to the Agreement]*** [Provided however that, as the sole exception to the foregoing, where the matter that arises relates only to the relationship between NGB and Sport Scotland and does not involve UK Sport [or any other HCSC] or impact on its rights under this Agreement in any way, then and only then the matter shall be governed by Scottish law and the courts of Scotland shall have exclusive jurisdiction in relation to such matter]. ***[Next clause only required when Sports Council for Northern Ireland is a party to the Agreement]*** [Provided however that, as the sole exception to the foregoing, where the matter that arises relates only to the relationship between NGB and the Sports Council for Northern Ireland and does not involve UK Sport [or any other HCSC] or impact on its own rights under this Agreement in any way, then and only then the matter shall be governed by the laws of Northern Ireland and the courts of Northern Ireland shall have exclusive jurisdiction in relation to such a matter].

## Canoe Association of Northern Ireland Development Plan 2006 - 2009

Signed by )  
a duly authorised representative )  
for and on behalf of )  
UK SPORT )

*[delete as applicable:]*

Signed by )  
a duly authorised representative )  
for and on behalf of )  
Sport England )

Signed by )  
a duly authorised representative )  
for and on behalf of )  
Sport Scotland )

Signed by )  
a duly authorised representative )  
for and on behalf of )  
The Sports Council for Northern Ireland )

Signed by )  
a duly authorised representative )  
for and on behalf of )  
The Sports Council for Wales )

Signed by )  
a duly authorised representative )  
for and on behalf of )  
\_\_\_\_\_ )

**Canoe Association of Northern Ireland Development Plan  
2006 - 2009**

Appendix One: UK National Anti-Doping Policy



**Canoe Association of Northern Ireland Development Plan  
2006 - 2009**

**Appendix Two: UK Sport Anti-Doping Model Rules**

**Canoe Association of Northern Ireland Development Plan  
2006 - 2009**

**Appendix Three: UK Sport Anti-Doping Procedures Guide for Sport**

## Canoe Association of Northern Ireland Development Plan 2006 - 2009

### Appendix Four: Sanctions Against Individuals

If it is determined that a Doping Offence has been committed, and a period of Ineligibility has been imposed as a sanction for such offence, then a future funding ban shall be imposed on the offender as set out in the table below.

Offence	Code Sanction – 1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence	UK Sport/HCSC Funding Sanction
<b>Athlete:</b>				
Presence of a Prohibited Substance	2 years' ineligibility	Lifetime ineligibility	Not applicable (N/A)	1 <sup>st</sup> offence - Lifetime funding ban unless No Significant Fault or Negligence, in which case funding ban will match period of ineligibility finally imposed. 2 <sup>nd</sup> offence - lifetime funding ban
Use or attempted Use of a Prohibited Substance or Method	2 years' ineligibility	Lifetime ineligibility	N/A	1 <sup>st</sup> offence - Lifetime funding ban unless No Significant Fault or Negligence, in which case funding ban will match period of ineligibility finally imposed. 2 <sup>nd</sup> offence - lifetime funding ban
Possession of a Prohibited Substance	2 years' ineligibility	Lifetime ineligibility	N/A	Lifetime funding ban
Refusal to submit to sample collection	2 years' ineligibility	Lifetime ineligibility		1 <sup>st</sup> offence - Lifetime funding ban unless No Significant Fault or Negligence, in which case funding ban will match period of ineligibility finally imposed. 2 <sup>nd</sup> offence - lifetime funding ban.
Tampering with Doping Control	2 years' ineligibility	Lifetime ineligibility		1 <sup>st</sup> offence - Lifetime funding ban

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Trafficking	4 years' ineligibility (min) up to lifetime ineligibility			1 <sup>st</sup> offence - Lifetime funding ban
Administration of a Prohibited Substance or Method	4 years' ineligibility (min) up to lifetime ineligibility			Lifetime funding ban unless No Significant Fault or Negligence, in which case funding ban will match period of ineligibility finally imposed. 2 <sup>nd</sup> offence - lifetime funding ban
Failure to provide whereabouts information or missed test (discretionary sanction)	6 months' ineligibility	1 year's ineligibility	2 years' ineligibility	1 <sup>st</sup> offence - 6 month funding ban 2 <sup>nd</sup> offence - 1 year funding ban 3 <sup>rd</sup> offence - lifetime funding ban
Presence or Use of Specified Substances	Warning & reprimand (min) and 1 year's ineligibility (max)	2 years' ineligibility	Lifetime ineligibility	1 <sup>st</sup> offence: funding ban will match the ineligibility sanction. 2 <sup>nd</sup> offence: lifetime funding ban imposed unless ineligibility sanction eliminated or reduced due to No Significant Fault or Negligence, in which case funding ban will match period of ineligibility imposed (if any). 3 <sup>rd</sup> offence - lifetime funding ban.
<b>Athlete Support Personnel:</b>				
Tampering with Doping Control	2 years' ineligibility	Lifetime ineligibility		Lifetime funding ban
Possession of a Prohibited Substance	2 years' ineligibility	Lifetime ineligibility	N/A	Lifetime funding ban

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Trafficking	4 years' ineligibility up to a lifetime (if involving a minor and not a specified substance - lifetime ineligibility)			Lifetime funding ban
Administration of a Prohibited Substance or Method	4 years' ineligibility up to a lifetime (if involving a minor and not a specified substance - lifetime ineligibility)			Lifetime funding ban unless No Significant Fault or Negligence, in which case funding ban will match period of ineligibility finally imposed. 2 <sup>nd</sup> offence - lifetime funding ban

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

### **Appendix Five: Sanctions Against NGB**

1. Subject strictly to paragraph 2.3 of the Agreement, in the event that NGB breaches any of its obligations under paragraph 3 of the Agreement, then the following provisions shall apply.
2. Unless UK Sport is already aware of such breach(es), NGB and/or HCSC shall bring such breach(es) to the attention of UK Sport, supplying all available details. UK Sport shall send formal written notice to NGB, identifying the breach(es) with specificity and requiring an explanation and/or (where the breach(es) can be remedied) a proposal for remedy of the breach(es).
3. NGB shall respond within ten (10) working days, either:
  - 3.1 denying or seeking to justify the alleged breach(es), and setting out with specificity the basis of such denial or justification; or
  - 3.2 admitting the breach(es) and (where the breach(es) can be remedied) proposing a plan for remedy of the breach(es) within a specified time-period, for UK Sport's agreement.
4. Where NGB denies or seeks to justify the breach(es), if its explanation and denial or attempted justification is accepted by UK Sport then no further action shall be taken. If UK Sport does not accept such denial or justification, however, it shall notify NGB of that fact and the reasons for it. In that event, if NGB does not by return commit to remedy the breach(es), then UK Sport and/or HCSC (as applicable) shall have the right to take such of the steps set out at paragraph 6 below as it in its absolute discretion (in the case of HCSC, having first consulted with UK Sport to ensure consistency of approach across the UK) shall see fit.
5. Where the breach(es) cannot be remedied, or where no agreement is reached between NGB and UK Sport (in consultation with HCSC) on a plan for remedy of the breach(es) within a specified time-period, or where such an agreement is reached but NGB subsequently fails to meet its commitment to remedy the breach(es) within the specified period or the proposed measures prove ineffective to remedy the breach(es) and no alternative plan can be agreed, then UK Sport and/or HCSC (as applicable) shall have the right to take such of the steps set out at paragraph 6 below as it in its absolute discretion (in the case of HCSC, having first consulted with UK Sport to ensure consistency of approach across the UK) shall see fit.
6. In the circumstances set out in paragraphs 4 and 5 above, UK Sport and/or HCSC (as applicable) may take one or more of the following steps against NGB, as UK Sport and/or HCSC (as applicable), in its absolute discretion (but in the case of HCSC, having first consulted with UK Sport to ensure consistency of approach across the UK) shall see fit, based on the severity of the breach(es):

## Canoe Association of Northern Ireland Development Plan 2006 - 2009

- 6.1 termination of the Agreement, in which case:
    - a. NGB shall be deemed removed from the UK Sport Anti-Doping Programme and as a result shall no longer be eligible for receipt of Publicly-Funded Benefits from UK Sport or HCSC;
    - b. no further Publicly-Funded Benefits shall be provided by UK Sport or HCSC to NGB unless and until NGB is reinstated to the UK Sport Anti-Doping Programme and satisfies any other conditions laid down for receipt of such benefits; and
    - c. NGB shall be required to repay to UK Sport and/or HCSC any funding received from either of them during the period of breach(es).
  - 6.2 reducing or withholding from NGB for a period, on such terms as UK Sport or HCSC (in the case of HCSC, having first consulted with UK Sport to ensure consistency of approach across the UK) shall see fit, some or all Publicly-Funded Benefits provided by UK Sport and/or HCSC (as applicable);
  - 6.3 in the case of UK Sport, reducing or withholding from NGB for a period, on such terms as UK Sport shall see fit, some or all public interest tests otherwise applicable under a previously-instituted NGB Testing Programme;
  - 6.4 in the case of UK Sport, reducing or withholding from NGB for a period, on such terms as UK Sport shall see fit, some or all education services otherwise available under the UK Sport Anti-Doping Programme;
  - 6.5 withdrawal or suspension of recognition of NGB as the governing body in the territory of \_\_\_\_\_ for the sport of *[name of sport]*; and/or
  - 6.7 such other sanction as UK Sport and/or HCSC (as applicable) shall deem appropriate in all of the circumstances.
7. In exercising its discretion under paragraph 6, above, UK Sport and/or HCSC (as applicable) shall proceed as follows:
- 7.1 UK Sport/HCSC officers will consider all factors and put a recommendation to the UK Sport Board and/or (as applicable) the HCSC Board, detailing the facts of the breach, setting out the reasons why a remedy was not actioned by the NGB and setting out the proposed sanction.

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

- 7.2 NGB shall be given not less than ten (10) working days to comment on the submission made by UK Sport/HCSC officers pursuant to the foregoing paragraph, and UK Sport officers shall be given an opportunity to reply in relation to such comments.
  - 7.3 The UK Sport Board and/or the HCSC Board (as applicable) shall then, after due consideration (and in the case of the HCSC Board having consulted with the UK Sport Board to ensure consistency of approach across the UK), either adopt the sanction proposed by the UK Sport/HCSC officers or else adopt a greater or lesser sanction as it shall see fit, based on the severity of the breach(es) in issue.
  - 7.4 The decision of the UK Sport Board and/or the HCSC Board (as applicable) shall be notified to the NGB in writing within 5 working days of the Board's decision.
  - 7.5 NGB shall be entitled to appeal against the decision of the UK Sport Board and/or the HCSC Board (as applicable) to an independent appeal panel, in accordance with the terms of reference and guidance in relation to the procedure for appeals issued from time to time by UK Sport and published to all NGBs.
  - 7.6 The decision of the appellate body in relation to the appeal shall be final and binding on all parties.
8. UK Sport and HCSC shall keep each other and IF and the World Anti-Doping Agency informed of all steps taken pursuant to this schedule.



# Canoe Association of Northern Ireland Development Plan 2006 - 2009

## Appendix Six Service Standards

### 1. Warranties

UK Sport hereby warrants that:

- 1.1 it is an organisation specialising in the provision of anti-doping services, including sample collection, custody and transportation to the laboratory for analysis, and related administrative services, for sporting events including, but not limited to, major international and European sporting tournaments, and it has all of the necessary experience, capability and personnel to provide the Testing services described in more detail at paragraph 2, below (the "**Services**") to NGB to the highest professional standards;
- 1.2 it has full right, title, authority, capacity, power and consents to enter into this Agreement and to comply in full with its obligations hereunder, and it has not entered into, nor will it enter into, any agreement or other arrangement that might restrict its ability to comply in full with all of the terms and conditions of this Agreement;
- 1.3 it has in place a valid and enforceable contract with one or more WADA-accredited laboratories (the "**Laboratory**") such that it is able to procure that the Laboratory will carry out the sample analysis required under the Agreement in conformity with the provisions of this Agreement;
- 1.4 it has in full force and effect all licences, registrations, permits, authorities, certificates, consents and other qualifications required for the provision of the Services and there has been no act, event or omission as a result of which any such qualification will or may be withdrawn, will or may not be renewed or otherwise will or may cease to have effect during the term of this Agreement;
- 1.5 it has disclosed to NGB all such facts, matters and things as would reasonably be likely to affect the willingness of NGB to use UK Sport to carry out the Services;
- 1.6 it shall use staff who are qualified and trained and in sufficient numbers to perform the Services in a timely, effective and satisfactory manner;
- 1.7 it shall procure that each UK Sport staff member that it uses to deliver any element of the Services (including, without limitation, all Doping Control Officers and Chaperones) shall be provided with relevant extracts of the NGB Testing Programme (the "**Programme**"); and it shall ensure that each such person understands the relevant terms of the Programme and his/her role, duties and responsibilities thereunder;
- 1.8 it, and each UK Sport staff member that it uses to deliver any element of the Services (including, without limitation, all Doping Control Officers and Chaperones), (a) will at all times use all necessary skill, care and judgement in the performance of the Services and the fulfillment of UK Sport's duties under this

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

Agreement, to the highest professional and scientific standards; and (b) shall comply in all respects with (i) the provisions of this Agreement, and (ii) the terms of the Programme;

- 1.9 it, and each UK Sport staff member that it uses to deliver any element of the Services (including, without limitation, all Doping Control Officers and Chaperones), will liaise as necessary with local authorities and shall comply in all respects with all relevant regulations, laws, legislation, subordinate legislation, governmental decrees and court orders that relate in any way to the provision of the Services;
- 1.10 it, and each Staff member that it uses to deliver any element of the Services (including, without limitation, all Doping Control Officers and Chaperones), as well as any other officer, employee, agent and/or representative of UK Sport who may receive confidential information, shall at all times during this Agreement and after the expiry or termination of this Agreement
  - 1.10.1 treat and safeguard as private, secret and confidential all confidential information received at any time pursuant to this Agreement;
  - 1.10.2 use confidential information only for the purposes set out in the Programme or this Agreement; and
  - 1.10.3 not at any time disclose or reveal any confidential information to any person or party other than to persons or parties authorised to receive confidential information under the Programme or as otherwise required by law;
- 1.11 it shall conduct regular internal auditing of its provision of Services under this Agreement; and
- 1.12 it shall provide all necessary co-operation and liaison with the courier service that it uses and with the Laboratory to ensure that the samples are delivered into the custody of the courier service and the Laboratory in as safe, secure and confidential a manner as possible and in accordance with the timetable set out in the Programme.

## **2 The Services**

### **A Sample Collection**

- 2.1 For each event at which samples are to be collected (a "**Event**"), UK Sport shall provide a sample collection team consisting of an appropriate number of Doping Control Officers and Chaperones.

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- 2.2 At each Event, NGB shall procure that the host provides facilities in connection with the Doping Control Station that are appropriate and sufficient for the successful operation of the Programme; and the lead DCO in the sample collection team shall liaise with the host to confirm that the facilities meet this standard.
- 2.3 At each Event, as well as at any Out of Competition Test conducted by UK Sport, UK Sport shall provide all necessary documentation and equipment required to enable drug-testing to be carried out in accordance with the Programme, including (without limitation) all necessary Berlinger sample collection equipment and secure transit containers and all other necessary equipment for storing the samples and transporting the samples safely and securely to the Laboratory.
- 2.4 At each Event, as well as at any Out of Competition Test conducted by UK Sport, the DCO and/or the Chaperones shall carry out the following:
  - 2.4.1 the selection of athletes for drug tests;
  - 2.4.2 the notification and escorting of athletes selected for a drug test to the Doping Control Station;
  - 2.4.3 the supervision of athletes reporting to the Doping Control Station;
  - 2.4.4 the witnessing of sample provision by athletes selected for drug tests;
  - 2.4.5 sample division and sealing and completion of all relevant forms and documentation;
  - 2.4.6 where required, the partial sample collection procedures; and
  - 2.4.7 storage of samples and secure conveyance of all samples to the Laboratory, pursuant to comprehensive chain of custody procedures.
- 2.5 At each Event, as well as at any Out of Competition Test conducted by UK Sport, the lead DCO shall be responsible, on behalf of UK Sport, for:
  - 2.5.1 the overall implementation and management of the sample collection process, custody, transportation and chain of custody procedures in accordance with the UK Sport Anti-Doping Procedures Guide for Sport and in compliance with the highest professional and scientific standards;
  - 2.5.2 the maintenance and storage of all samples in an appropriate, secure environment from the time of sample provision by the athlete until

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

such time as the samples are transported to the Laboratory for analysis;

- 2.5.3 undertaking all necessary steps to ensure the safety and security of samples during transportation to the Laboratory, such transportation to be carried out by either the DCO, a Chaperone, a designated staff member of UK Sport, or the courier service; and
- 2.5.4 ensuring that all chain of custody procedures are properly and fully completed in respect of each sample collected by UK Sport personnel.

### **B. Sample Analysis**

- 2.6 UK Sport shall procure that the Laboratory:
  - 2.6.1 applies proper accessioning procedures on receipt of samples, in accordance with WADA procedures;
  - 2.6.2 analyses all samples in accordance with WADA procedures, to the highest professional and scientific standards and using fully qualified and competent staff;
  - 2.6.3 provides the results of the analysis of the "A" sample of each sample received to UK Sport, so that UK Sport can report such results to NGB within a maximum of seventeen (17) working days of the time of collection of the sample;
  - 2.6.4 holds and stores in a sealed state the residue of all "A" samples collected and analysed under the Programme and holds all "B" samples collected pursuant to the Programme in their sealed condition in a secure, refrigerated area of the Laboratory, in accordance with WADA procedures;
  - 2.6.5 where required, performs an analysis of the "B" sample and all related services in accordance with WADA procedures;
  - 2.6.6 maintains a complete intra-laboratory chain of custody for all samples collected under the Programme from the time of receipt of the samples until all testing is completed, results are reported and while samples are in storage;
  - 2.6.7 ensures that the Laboratory is secure at all times and that unauthorised personnel are not permitted to enter the Laboratory; and

## **Canoe Association of Northern Ireland Development Plan 2006 - 2009**

- 2.6.8 acknowledges that the results of analysis carried out by the Laboratory shall be relied on by NGB and/or other competent authorities in considering sanctions against a athlete under the Programme.
- 2.7 In relation to each adverse analytical finding or other possible doping offence uncovered in connection with the Services, UK Sport shall undertake all necessary reviews and verification with the Laboratory and all UK Sport personnel involved in the relevant procedures, in collaboration with NGB, to ensure the accuracy and authenticity of all results and documentation. Without limiting the generality of the foregoing, in the event of an adverse "A" sample test result, UK Sport shall contact NGB immediately and, as soon as possible, in collaboration with an RFU representative, shall undertake all necessary steps to verify the result, including but not limited to compiling the results of the "A" sample analysis, obtaining appropriate information from the Laboratory and preparing written reports in relation to the adverse "A" sample.
- 2.8 Upon request, UK Sport shall make available to NGB the originals of all documentation received in relation to sample collection and analysis under the Programme including but not limited to all chain of custody and laboratory documentation together with all correspondence, notes of communication as well as any other relevant or related documents. In addition, UK Sport shall also establish and maintain a parallel file of such documentation in a secure and controlled environment.
- 2.9 Where required, UK Sport shall cooperate with NGB in providing evidence for the consideration of an anti-doping tribunal convened to determine charges brought by NGB based on a doping offence uncovered in connection with the Services, including providing witness statement evidence and, where the personal attendance of the witness before the tribunal is required, procuring such attendance.
- 2.10 UK Sport shall procure that its staff members are available to NGB during working hours for consultation on any matter arising in respect to UK Sport's performance of the Services.

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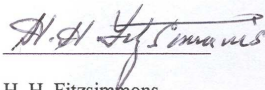
**THE CANOE ASSOCIATION FOR  
NORTHERN IRELAND**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2004**

**Canoe Association of Northern Ireland Development Plan  
2006 - 2009**

25 Glenkeen  
Church Road  
Randalstown  
BT41 3 JX

I certify that the accounts accurately reflect the activities of the Association for the period under review, based on representations made by the Treasurer and in accordance with information supplied



H. H. Fitzsimmons  
A.C.I.S. AA.I.A.

20<sup>th</sup>. June 2005

# Canoe Association of Northern Ireland Development Plan 2006 - 2009

## CANOE ASSOCIATION OF NORTHERN IRELAND

### ACCOUNTS FOR THE YEAR ENDING 31 DECEMBER 2004 PROFIT AND LOSS ACCOUNT

	Note	£	2004 £	2003 £
<b>Sales</b>	1		6,411	6,249
<b>Cost of Sales</b>	2		2,888	2,851
<b>Gross Profit (Loss)</b>			3,523	3,398
<b>Other Income</b>	3		55,411	27,994
			58,934	31,392
<b>Overheads</b>				
Wages and National Insurance		9,908		5,692
Development Officer		23,128		5,919
Squad Support		7,564		1,800
Coaching Support		50		350
NEC		1,072		
Telephone, postage & stationery		5,735		4,430
Insurance				418
BCU fees /Canoe Focus		4,039		4,344
Travel & Subsistence		384		1,495
Advertising		71		
Yearbook		1,029		954
Legal Fees		1,458		
Audit fees		150		150
Office expenses		1,600		2,515
Trophies		220		401
Depreciation on fixed assets		984		1,146
Miscellaneous expenses		428		561
Bank Fees		37		61
			57,857	30,236
<b>TRADING PROFIT/ (Loss)</b>			1077	1,156



**Canoe Association of Northern Ireland Development Plan  
2006 - 2009**

**CANOE ASSOCIATION OF NORTHERN IRELAND**

**ACCOUNTS FOR THE YEAR ENDING 2004  
BALANCE SHEET**

	2004	2003
	£	£
<b>Fixed Assets</b>		
Tools & Equipment	202	268
Office Equipment	837	1,096
Canoes & Trailer	2,154	2,574
	3,193	3,938
<b>Current Assets</b>		
Stock account	823	850
Debtors	649	42
Business Reserve Account	24	1,023
Loan	500	500
Ulster Bank Account	12,097	2,182
Giro Account	2,189	57
Grant	2,752	1,878
	19,034	6,532
<b>Creditors &lt; 1 year</b>		
Creditors & Accruals	10,068	150
2004 Fees prepaid	4,425	3,663
Inland Revenue	14,493	3,813
	14,493	3,813
<b>Net Current Assets</b>	4,541	2,719
<b>Total Net Assets</b>	7,734	6,657
<b>Represented By:</b>		
Reserves brought forward	6,657	5,501
Current year profit	1,077	1,156
	7,734	6,657

# Canoe Association of Northern Ireland Development Plan 2006 - 2009

## CANOE ASSOCIATION OF NORTHERN IRELAND

### ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2004 NOTES TO THE ACCOUNTS

	2004	2003
<b>1. SALES</b>		
Sales are made up of the following sub categories		
Course Fees	1,388	2,090
Lifeguard sales	662	866
Star Test	2,772	2,762
Miscellaneous Income	1,589	531
<b>TOTAL</b>	<b>6,411</b>	<b>6,249</b>
<b>2. Cost of Sales</b>		
Cost of goods for resale	1,520	676
Course costs	1,368	2,175
	<b>2,888</b>	<b>2,851</b>
<b>3. OTHER INCOME</b>		
Other income is made up as follows		
Grants (net)	40,567	11,418
Membership subscriptions	12,930	15,092
Inst reg.fees	1,913	1,483
Interest received (net)	1	1
	<b>55,411</b>	<b>27,994</b>