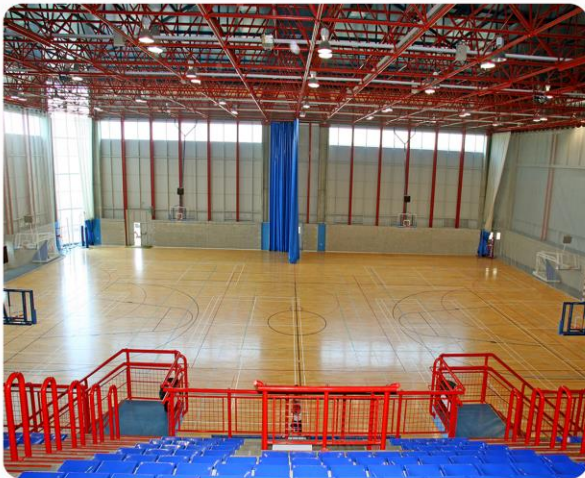




**MINISTRY OF SPORT**  
HM Government of Gibraltar



## **Information, guidelines and criteria to support the development of sport and the recognition of Governing Bodies of Sport in Gibraltar**



Telephone: (350) 20078409, Centrex: 3861; Fax: (350) 20042749, Centrex: 3860;  
Email: vicstad@gibtelecom.net / info@gsa.gi or gibsportsdev@gibtelecom.net / sportsdevelopment@gsa.gi



Gibraltar Sports and Leisure Authority information guidelines and criteria to support the development of sport and the recognition of Governing Bodies of Sport in Gibraltar (“HMGOG”).

1. HM Government of Gibraltar’s Ministry for Sport (“MFS”).
2. The Gibraltar Sports and Leisure Authority (“GSLA”).
3. The Gibraltar Sports Advisory Council (“GSAC”).
4. Recognition and registration of sports associations as Governing Bodies of Sport in Gibraltar.

- 4.1. *Criteria for recognition as a sport.*
- 4.2. *Criteria for recognition as a Governing Body of Sport in Gibraltar.*
- 4.3. *Provisional recognition as a developing sport.*
- 4.4. *The application process for recognition as a Governing Body of Sport in Gibraltar.*
- 4.5. *Annual registration of the Governing Body of Sport.*
- 4.6. *The financial assistance process, eligibility and objectives.*
- 4.7. *The financial assistance application process.*
- 4.8. *Completing the official application form that releases approved financial assistance.*
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- 4.10. *Approvable costs.*
- 4.11. *Extent of financial assistance.*
- 4.12. *Changes of events/initiatives.*
- 4.13. *Late applications.*
- 4.14. *Financial assistance flowchart.*

**5. Appendices– Information available to support the contents of this booklet.**

- 5.1. *GSLA/GSAC information booklet – Amendments register.*
- 5.2. *Form 1 – Application for recognition/ initial registration of a new Governing Body of Sport.*
- 5.3. *Form A – Governing Body of Sport annual application to the GSLA.*
- 5.4. *Form B – Financial assistance official application form for approved events/initiatives.*
- 5.5. *Form C – Confirmation of event/initiative.*
- 5.6. *GSLA Criteria for working with children and young people on Government premises.*
- 5.7. *National Anti-Doping Policy.*

**All information noted in the appendices may be obtained from the GSLA via [vicstad@gibtelecom.net](mailto:vicstad@gibtelecom.net) / [info@gsia.gi](mailto:info@gsia.gi) / [gibsportsdev@gibtelecom.net](mailto:gibsportsdev@gibtelecom.net) or [sportsdevelopment@gsia.gi](mailto:sportsdevelopment@gsia.gi) as well as downloaded from the GSLA Website: [www.gsla.gi](http://www.gsla.gi)**



## **1. HM Government of Gibraltar's Ministry for Sport.**

MFS headed by HMGOG Minister for Sport, is responsible for matters of policy related to sports in Gibraltar. It provides encouragement and support to the community generally, the Governing Bodies of Sport and educational establishments in Gibraltar to assist them in pursuing their aims.

MFS recognises the benefits derived from participation in sports and recreational activities. Importance is given to the availability of suitable facilities for the practice of sport. These provide opportunities for residents to enjoy recreational sport and for committed sports enthusiasts to improve standards and participate in local and international events.

The MFS encourages and supports all Governing Bodies of Sport in Gibraltar to become active members of and work closely with their relevant International Governing Body (Federation). To attend Annual General Meetings, international competitions and development conferences, and to develop partnerships that will enhance opportunities and standards of sport in Gibraltar.

Gibraltar's resident population is active in sport; its standards in relation to the size of its population are reasonably high. Participation in officially recognised or other sports events, abroad or in Gibraltar, is welcomed and encouraged. All Governing Bodies of Sport in Gibraltar are also encouraged to identify training and development plans that will enhance sporting performance both locally as well as internationally.

Visiting athletes also make use of Gibraltar Sports facilities for 'warm-weather' training. This practise is encouraged; teams and athletes will have their fees revised / waived should it be deemed that they have contributed positively to the development of local sport.

The GSLA administers sporting matters on behalf of the MFS.

The GSLA Sports Development and Training Unit assists and enables Governing Bodies of Sport in Gibraltar in improving their infrastructures and standards and also provides advice and links to statutory and voluntary partners.

Under the chairmanship of the Minister for Sport, GSAC has been set up to advise HM GOG on matters relating to sport in Gibraltar.

Numerous Gibraltar Governing Bodies of Sport have been accepted as members of their respective International Governing Body (Federation). Other local organisations, including the Gibraltar National Olympic Committee, the Gibraltar Commonwealth Games Associations and Gibraltar Islands Games Association, fall under the category of Multi-Sport Organisations, which will be referred to as Governing Body of Sport in this document. *(See [GSLA Website www.gsla.gi](http://www.gsla.gi) for further information).*

All Governing Bodies of Sport in Gibraltar are required to register with MFS, through the GSLA to obtain such recognition. They are also required to maintain this recognition by submitting an annual registration in order to maintain eligibility for funding and support.



## 2. The Gibraltar Sports and Leisure Authority.

In 2004 Parliament passed the Gibraltar Sports Authority Ordinance, later amended in 2005 to become the Gibraltar Sports and Leisure Ordinance. Subsequently this became the Gibraltar Sports and Leisure Authority Act.

This enabled the setting up of the Gibraltar Sports and Leisure Authority to take over the role of the Sports Department.

### The main functions of the GSLA are:-

- i. Provision of sports and leisure facilities, including their running and maintenance as necessary.
- ii. Execution of Government sport policy, and provision of advice in this respect.
- iii. Support and enable governing bodies of sport and leisure providers in Gibraltar.
- iv. Sports Development.

### The GSLA's staff structure is as follows:

Chief Executive Officer ("CEO").	Reagan Lima	Tel. (350) 200 78256
Head of Finance, Human Resources & Administration.	Linda Freyone	Tel. (350) 200 78256
Head of Facilities, Sports Development & Training.	Matthew Reoch	Tel. (350) 200 75915
Sports Development and Training Manager.	Michelle Turner	Tel. (350) 200 76522
Facilities Manager.	Steven Victory	Tel. (350) 200 59864
Finance, IT and Social Media Manager.	Victor Hermida	Tel. (350) 200 73387
Administration and Resources Manager.	Rachel Santos	Tel. (350) 200 79625
Assistant Sports Development and Training Manager.	Liam Payas	Tel. (350) 200 63392
Assistant Facilities Manager.	Albert Tellez	Tel. (350) 200 60128
Assistant Administration Manager	Megan Mauro	Tel. (350) 200 66596
GSLA Swimming Pools.	Main Reception	Tel. (350) 200 66118/57349000

### Contacting the GSLA:

Daily/weekly bookings	Tel. (350) 200 78409
Facilities	Tel. (350) 200 59864
Centre Managers	Indoors Tel. (350) 20045430 / 58008897 Outdoors Tel. (350) 20047583 / 58007539 (350) 200 42749
Facsimile messages.	
Emails: CEO, Administration, Finance, Facilities. Sports Development & Training.	<a href="mailto:vicstad@gibtelecom.net">vicstad@gibtelecom.net</a> / <a href="mailto:info@gsa.gi">info@gsa.gi</a> <a href="mailto:gibsportsdev@gibtelecom.net">gibsportsdev@gibtelecom.net</a> <a href="mailto:sportsdevelopment@gsa.gi">sportsdevelopment@gsa.gi</a>

**To obtain information regarding sport in Gibraltar, establishing contacts, including the possibility of organising sports visits to Gibraltar, at any level, or seek Gibraltarian participation in sports events abroad please contact the individual Governing Bodies of Sport, or contact the GSLA at Bayside Sports Complex. Telephone No. (350) 20078409 or (350) 20076522 or E-mail [vicstad@gibtelecom.net](mailto:vicstad@gibtelecom.net) / [info@gsa.gi](mailto:info@gsa.gi) or [gibsportsdev@gibtelecom.net](mailto:gibsportsdev@gibtelecom.net) / [sportsdevelopment@gsa.gi](mailto:sportsdevelopment@gsa.gi)**



### 3. The Gibraltar Sports Advisory Council.

GSAC was set up by MFS to advise on matters relating to sport in Gibraltar, this includes:

Allocation of financial assistance to Governing Bodies of Sport under the following areas:

- i. International Competitions.
- ii. Sports Development Projects.
- iii. Improvements to Sports Facilities.
- iv. Elite Athlete Development.
- v. Hosting of Official International Competitions.

GSAC is comprised of ten voted members, six of whom are elected by representatives of locally registered Governing Bodies of Sport in Gibraltar from nominations submitted and elected at the GSAC Annual General Meeting. These six members of GSAC are elected for a period of two years. Three members are elected every year on an alternate year basis, to ensure continuity of GSAC's work.

In addition HMGOG Minister for Sport appoints four members to GSAC at the beginning of each year's term of office, from representatives of recognised and registered sports governing bodies not already elected to the GSAC. Preference is given to those persons nominated for election to the Council that year, but not elected.

Three ex-officio members with no voting rights are also co-opted to GSAC. These are, a representative from the Department of Education, the Sports Development and Training Unit and the Chief Executive Officer of the GSLA, who performs the duties of Executive Secretary to GSAC.

By default GSAC will convene its Annual General Meeting in which all registered Governing Bodies of Sports are required to send a representative. Failure to do so without reasonable prior notice could jeopardise the Governing Body from gaining financial assistance from HM GoG through the GSLA.

GSAC meets as often as is required and specifically around the period of annual registrations and the financial assistance application process. Sub-committees meet on a regular basis and make recommendations to GSAC on financial assistance applications and other sports matters, as necessary. (GSAC membership details available on [www.gsla.gi](http://www.gsla.gi)).

### 4. Recognition and registration of sports associations as Governing Bodies of Sport in Gibraltar

**4.1. Criteria for recognition as a sport** - When deciding whether to recognise a sport, HM GoG assesses if that sport is recognised by the International Olympic Committee, meets the Council of Europe's European Sports Charter 1993 (revised 2001) definition of sport and if the sport is feasible and well established in Gibraltar. In the case of sports listed by the latter and also by the IOC (particularly when more than one discipline of a sport is listed) then the IOC recognised sport prevails. (I.e. Aquatics are recognised by the IOC as an official sport whilst the European Core List includes the different aquatics disciplines separately).



**4.2. Criteria for recognition as a Governing Body of Sport in Gibraltar** - A Governing Body of Sport will be recognised once it meets the above criteria (4.1.), meets the criteria below (4.2.1. to 4.2.6.) and registers with the GSLA annually as the Governing Body of Sport responsible for the development of their sport locally.

**4.2.1. Essential purpose and Governance** - It is not the role of GSAC to establish or appoint National Governing Bodies. National Governing Bodies are typically independent, self-appointed organisations that govern their sports through the common consent of their sport.

The aim of the recognition process is to identify a single lead Governing Body structure that governs their sport in the jurisdiction of Gibraltar. The recognition criteria focus is on establishing if a Governing Body has committed to the development of that sport and if it has a reasonable level of organisation and governance.

Recognised Governing Bodies of Sport are required to be open to, and work for all individuals, groups, teams and clubs in the community with an interest in sport. Supporting the development, rules and requirements included in their constitution, set by and or adopted by that body and applied for the general benefit of the sport.

The constitution has to be relevant to the jurisdiction of Gibraltar, demonstrating that the Governing Body of Sport will operate across the jurisdiction that it is applying to represent, and is independent of undue influence from other bodies. The constitution has to include policies on development strategies, equality, safeguarding of children and young people, anti-doping and to be supported by rules and regulations accepted by an international Governing Body/Federation of their sport.

**4.2.2. History** – The association applying for recognition must normally have been in operation for a minimum of two years as evidenced by certified or appropriately signed off minutes and records of accounts of the two most recent Annual General Meetings. (HMGOG may waive this requirement in exceptional circumstances).

**4.2.3. Affiliation** – The association applying for recognition as a Governing Body of Sport in Gibraltar must either demonstrate its affiliation to their sport's International Federation or Governing Body or to reference its intention to prioritise affiliation in its constitution.

**4.2.4. Membership numbers** – The association applying must be able to evidence a current membership level (individual members) in excess of 40. Suggested ways of evidencing membership are from attendance at public meeting, membership database, clubs affiliated to association or an estimate based on revenues. (HMGOG may waive this requirement in exceptional circumstances).

**4.2.5. Exclusions** - An association cannot be recognised as a Governing Body of Sport if it is recognised as a cultural activity.

**4.2.6. Gibraltar National Anti-Doping Policy** - All associations applying for recognition must sign up to the Gibraltar National Anti-Doping Policy (Appendix 5.7).

**4.3. Provisional recognition as a developing sport** - In certain circumstances GSAC may recommend the provisional recognition of a sports association aspiring to become the Governing Body of Sport in Gibraltar, but who does not have the initial active membership, competitive infrastructure or qualified coaches to meet the full criteria for recognition. In these circumstances an association who has received provisional recognition as a developing sport will be reviewed annually and given up to four years to meet all recognition criteria. In the interim applications for financial assistance towards developing infrastructure to meet recognition criteria and allocations will be considered by GSAC, GSLA and MFS.

***HMGOG on advice from GSAC has the final decision on recognising a Governing Body of Sport in Gibraltar and is not bound by criteria set by the IOC or the Council of Europe on recognising a sport or discipline of sport in Gibraltar.***



**4.4. The application process for recognition as a Governing Body of Sport in Gibraltar** - Application Form 1 (Appendix 5.2) for initial recognition as the Gibraltar Governing Body of a Sport can be obtained from the GSLA, Bayside Sports Complex, email [info@gsia.gi](mailto:info@gsia.gi) or [sportsdevelopment@gsia.gi](mailto:sportsdevelopment@gsia.gi) or downloaded on the GSLA Website: [www.gsla.gi](http://www.gsla.gi)

***It must be noted that only one Governing Body of Sport per sport will be recognised and registered at any given time. This conforms to the standard requirements of International Sports Federations.***

**4.4.1. Sports associations applying for recognition must support their official applications with:**

- i. Evidence that a publicly advertised and democratic public meeting was held within a calendar year of application when forming the Governing Body of Sport. That the public meeting was held at a public meeting place, all stakeholders personally invited and as well as a certified copy of the minutes of the said meeting to support application.
- ii. A constitution of the Governing Body of Sport including approved rules, regulations and safeguarding policy by the majority of stakeholders who attended the initial public meeting or meeting convened within two calendar months of application submission.
- iii. Completing the annual registration process that accepts HMGOG criteria on working with Children and Young People. (Appendix 5.6)
- iv. A constitution checked and approved for its legality.
- v. List of caretaker committee members with contact details.
- vi. List of clubs (if applicable) affiliated to the Governing Body of Sport with contact details (If applicable).
- vii. Acceptance by completing the recognition and annual registration process that it accepts the Gibraltar National Anti-Doping Policy (Appendices 6.9.)
- viii. Governing Bodies policy on public liability insurance for members, clubs and individuals.

***It is expected that all registered Governing Bodies conduct their affairs, at all times, in full compliance with their own registered Constitution (as may from time to time be amended and subsequently submitted to GSAC)***

***Constitutions to follow the requirements of their sport's International Governing Body/Federation, even if at the time of application they are not members. This is particularly important as regards details of criteria, procedures, safety and eligibility for membership by clubs/teams and individuals.***

**4.5. Annual registration of the Governing Body of Sport** - Once recognised by the GSLA on behalf of HMGOG all Governing Bodies of Sport in Gibraltar are required to register annually with the GSLA on a date specified by the GSLA to maintain their official recognition.

Application Form A (Appendix 5.3) Annual registration can be collected from the GSLA based at the Bayside Sports Complex or downloaded from [www.gsla.gi](http://www.gsla.gi) . Failure to register on an annual basis will result in the suspension of the Governing Body's recognition by HMGOG and the loss of all rights inherent in such recognition including the rights to apply for financial assistance.



**4.5.1. Governing Bodies of Sport must provide the following information and details with their annual registrations:**

- i. Evidence of having held their last Annual General Meeting (“AGM”) together with a certified copy of the last AGM Minutes even if not approved at the time of registration. Minutes to acknowledge all initiatives supported by HMGOG through MFS and/or GSLA.
- ii. Details of any amendments to the constitution of Governing Body of Sport since the last registration or a copy of said constitution.
- iii. Details of committee members, including contact email, telephone and address.
- iv. Details of members/clubs/teams affiliated to the Governing Body. (If applicable)
- v. A list of qualified and active coaches, including levels of the awards and expiry dates.
- vi. A list of qualified and active officials, including levels of awards and expiry dates.
- vii. Evidence that the Governing Body of Sport is meeting the criteria for working with children and young people i.e. have a Safeguarding Policy in place, provide list of qualified, police vetted and safeguarding trained junior coaches. (Appendix 5.6).
- viii. Completion of all relevant sections of the official annual registration Form A.
- ix. A copy of the last annual audited accounts available prior to registration. Should this document be more than 6 months prior to the submission then a statement must be included clearly stating the financial position of the Governing Body of Sport at the time of application.
- x. Evidence of current membership to the International Governing Body (World and/or European). It must be noted that any Governing Body of Sport that considers relinquishing or loses its membership to its sport’s International Federation is required to inform and take advice from the GSLA (and GSAC), as soon as possible.
- xi. In the case of membership of an English or UK Governing Body of Sport proof of such membership must be included.
- xii. Outline bids for financial assistance including evidence of events or initiatives planned and approximated costs, including quotes, which will be sought by the Governing Body and its affiliated clubs or associations for the following financial year.

***It is imperative that this information is included to ensure the competitive and development needs of the Governing Body of Sport is budgeted for.  
Information on recognised and registered Governing Bodies of Sport will be published annually and can be obtained from the GSLA website [www.gsla.gi](http://www.gsla.gi) or from the Bayside Sports Complex.***





**4.6. The financial assistance process, eligibility and objectives** - HMGOG, on GSAC's advice, has established clear guidelines to be used by Governing Bodies of Sport and Multi-Sport Organisations when submitting applications for financial assistance.

The purpose of the financial assistance scheme is to promote the development of sport in Gibraltar and to improve opportunities for competition, coach education and skill development.

The GSLA administers the financial schemes on advice and recommendations by GSAC as per set criteria, through funds provided by HMGOG.

**4.6.1. Eligibility to apply for financial assistance.**

The following are entitled to submit bids for financial assistance:

- i. All locally recognised and registered Governing Bodies of Sport.

**4.6.2. Financial assistance categories and objectives.**

**i. Official International Competitions.**

Aiming to develop sporting opportunities and increase standards by competing in the official international arena and raising the profile of Gibraltar as a sporting nation.

Official International Competitions defined as sporting events that form part of the official events calendar of the relevant International Governing Body of Sport

HMGOG considers that these types of competition are the gauges by which sporting standards in Gibraltar can be measured with the aim of improving the same. There will be a yearly sum allocated for Governing Bodies of Sport who reach the qualifying standard as required by the organising International Governing Body/Federation or defined by the relevant Governing Body of Sport in Gibraltar to apply for part funding of approved costs involved in competing.

Funding is available to Gibraltar national representative squads/athletes who have excelled within their local competitive structures and earned the right to represent Gibraltar in Official International Competition.

***A maximum of 50% funding is approvable towards allowable expenses incurred in participating in approved Official International Competitions.***

***It is recommended that all sports associations adopt the eligibility criteria of the International Governing Body/Federation with regard to representing Gibraltar in Official International Competition.***



## **ii. Sports Development Initiatives.**

Aiming to develop the infrastructure for all sports persons, coaches, umpires, administrators and athletes to reach their full potential in all aspects of the sporting arena.

HMGOG through the GSLA and GSAC, is committed to supporting sports development initiatives that promote sport for all, sporting opportunities and sporting standards in Gibraltar. These include but are not limited to the following:

- a. Accredited coach education for coaches and officials, approved and or recognised by the International Governing Bodies (Federations). (Up to 50% funding).
- b. Junior sports development projects, including officiating, mentoring, administration and empowerment. (Up to 40% funding).
- c. Sports development projects that include a mixture of coach education, coach mentoring, skill development and competition for athletes. (Up to 40% funding).
- d. The hosting of proven development events in Gibraltar, not of an Official International Competition nature. (Between 30% and 40% funding) – GSAC will use discretion when recommending percentage.
- e. Attendance at Official International Federation Congresses and Seminars. (Funding up to a ceiling of £1,000).
- f. In special circumstances the attendance in sports events abroad not covered in Official International Competition, and which are considered of particular benefit to the development of sport. (Between 30% and 50%) – GSAC will use discretion when recommending percentage.
- g. Initiatives to develop umpires and officials at all levels. (Up to 50% for accredited qualifications).

***GSAC will consider sports development applications on an individual basis and make recommendations based on information submitted by recognised Governing Bodies of Sport.***

## **iii. Elite Athlete Development.**

- a. Coach development initiatives aimed at elite coaches and athletes. Elite athletes are defined by the Governing Body of Sport in Gibraltar and ratified by the relevant International Governing Body.
- b. Athletes who are acknowledged by their local Governing Body of Sport in Gibraltar and their application ratified and recommended by GSAC Elite sub-committee as having the potential to reach elite standard. (Funding between 50% and 100% up to a ceiling of £3,000).



#### **iv. Improvements to Sports Facilities.**

Aiming to improve the standards, prioritising safety within the resources available to ensure that sport in Gibraltar has access to quality facilities that will support the development of sport to its full potential.

- a. Applications considered on a case by case basis, priority considerations given to safety and junior development.
- b. Purchase of non-personal development equipment that will either attract new participants or meet initial training requirements until equipment can be purchased.
- b. Up to 100% of costs may be awarded towards approved improvements to facilities, subject to proof of financial expenditure – GSAC will use discretion when recommending percentage.

***All applications for financial assistance towards improvements to sports facilities managed by GSLA will be considered on a case by case basis. All applications for premises and maintenance towards premises to be directed to HMGOG managing agent.***

**v. Hosting of Official International competition. (Sport led tourism)** - Applications to be directed to Minister for Sport / CEO GSLA in the first instance:

- a. Organisational costs on a case by case basis.
- b. Costs specified by the International Organising Body to the host nation.
- c. Tutor fees, travel expenses, accommodation fees and expenses for accredited coach educators and or officials.
- d. Equipment hire if required.  
(Up to 50% funding towards approvable costs for the hosting of accredited International Competitions may be approved at the discretion of MFS).

#### **4.7. The financial assistance application process.**

**Form A** - Before seeking financial assistance within the annual registration process, the relevant Governing Body of Sport must decide under which section (4.6.2.) the application should be considered. The GSLA Sports Development & Training Unit will advise on queries regarding development plans, provisional bids and formal applications.

The GSLA will advise local Governing Bodies of Sports, following the recommendations of the GSAC and once HM GoG budget has been approved, which of the bids (if any) have been approved. (Normally May/June).

Once the bid(s) included in Form A have been approved, prior to the event, the official application Form B for financial assistance must be completed. This can be obtained from the GSLA based at the Bayside Sports Complex or downloaded from the GSLA website [www.gsla.gi](http://www.gsla.gi) (Appendix 5.4).

***All Governing Bodies of Sport receiving financial assistance and/or support from HMGOG must include the [www.visitgibraltar.gi](http://www.visitgibraltar.gi) logo on event advertising and uniforms.***

#### **4.8. Form B - Completing the application form that releases recommended financial assistance.**



- i. Applicants should familiarise themselves with the application form and conditions.
- ii. The application form must be completed in full and signed by a registered official from the Governing Body.
- iii. All official application forms must be supported by evidence of estimated expenditure. (Quotes/receipts).
- iv. In the case of applications from a sports club, these must be approved and countersigned by a senior official of the relevant Governing Body of Sport.
- v. Only duly completed applications submitted on the Official Form B (Appendix 5.4) will be considered.
- vi. Details of all events/projects for which applications are submitted must cover the period of the financial year (April to March) following the annual registration where initial bids are recommended.
- vii. Any additional bids must be lodged with GSLA as a late application.
- viii. Financial assistance will be paid into the bank account of the relevant Governing Body of Sport.

**4.9. Form C - Confirmation of event** - Following the event/initiative Governing Bodies of Sport are required to submit a confirmation of the event – Form C (Appendix 5.5). This should also have documentary evidence (receipts etc.) of the actual expenditure incurred and a summary of event/project, including results, special achievements, benefits of the event and contacts made. This information should be forwarded to GSAC's Secretary within one month of the event/initiative taking place.

The GSLA will forward confirmation of event Form C when Form B is received. Please ensure that the form is completed in full, as failure to provide the required information will jeopardise your Governing Body's ability to obtain future financial assistance. Any differential in estimated and actual approved expenses will result in associations being held in credit.

***Applications will not be accepted from Governing Bodies of Sport that have not met all GSLA annual registration criteria.***



#### 4.10. Approvable costs.

##### i. Approved Official International Competitions, including hosting of competitions:

- a. Travel costs of the official delegation.
- b. Accommodation costs. (Bed & Breakfast only) up to a three star hotel rate, or at the hotel designated by the organising body, if applicable.
- c. Competition fees.
- e. Transportation and or hire of equipment if it is a necessary part of the competition/event/initiative.
- f. Insurance if not provided by organising body.

***GSAC recommend priority to participation in Official International Competitions. Funding will not be recommended towards participation in development competitions unless an Official International Competition is not available or appropriate.***

##### ii. Approved Sports Development Projects and elite performers initiatives:

- a. Travel costs of the official delegation.
- b. Tutor/coach educator fees/expenses.
- c. Course fees.
- d. Accommodation costs. (Bed & Breakfast only) up to a three star hotel rate, or at the hotel designated by the organising body, if applicable.
- e. Competition fees.
- g. Transportation and or hire of equipment if it is a necessary part of the competition/event/initiative.
- h. A maximum of £1,000 per annum is available towards the cost of attending International Governing Body Congress(s).

##### iii. Approved Improvements to facilities.

- a. Up to 100% of fees towards approved expenses.

***In the case of international travel only the most cost effective fares will be considered. If using a travel agent, three quotes will be required to support the application. In the case of accommodation only 3\* hotel accommodation will be considered unless hotels are enforced as part of the organisation of the International Competition/event.***



#### **4.11. Extent of Financial Assistance.**

- i. All applications will be considered on their individual merits. However, grants will not exceed 50% of approved costs, excluding Improvements to facilities for which levels will be established on the merits of the individual projects.
- ii. Official International Competitions, on GSAC's recommendation are entitled to 50% of allowable expenses. (See 4.10).
- iii. Sports Development Projects resulting in accreditation are entitled to 50% of allowable expenses, whilst other projects (non-accredited training and development competitions etc.) are entitled to between 30% and 40%, depending on the project's development value, as recommended by GSAC on a case by case basis.

*The above percentages awarded are maximum allowable but could be less if the GSAC recommends once they assess the application.*

#### **4.12. Change of event/initiative.**

In certain circumstances a Governing Body of Sport may not be able to attend an approved event/initiative, or feel that participation in another similar event/initiative is more beneficial to the development of their sport. In these instances a letter requesting a change of event, giving a full explanation for the change must be forwarded to GSAC's Secretary, before the event takes place for consideration by the relevant GSAC sub-committee. Funding for the new event will only be considered if the funding is the same or less than that originally approved by GSAC. If the Governing Body of Sport is requesting more funds, the application will have to be considered as a late application for additional funds.

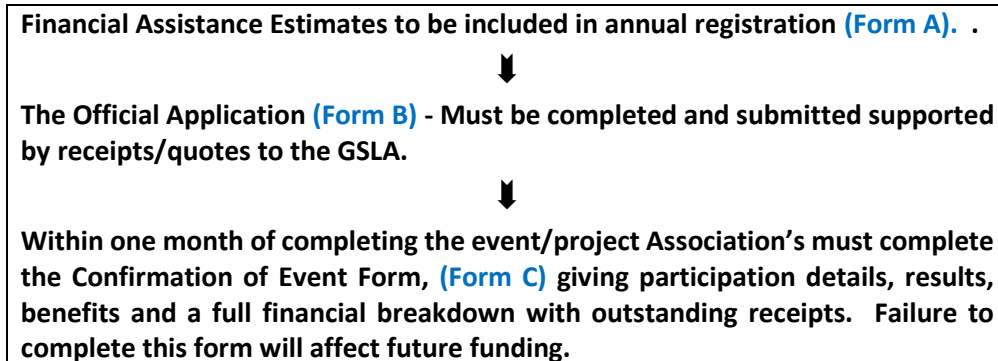
#### **4.13. Late applications**

Special consideration for funding can be given to Governing Bodies of Sport whom at the time of registration were not aware of events or developmental opportunities. These can apply in writing accompanied by the official application form to the GSAC Secretary for consideration.

If the late application is recommended and subsequently approved by GSAC, it will be approved subject to availability of funds towards the end of the financial year (February/March).



#### 4.14. Financial Assistance Flow Chart.



*Recap - The initial bids must be completed as part of the annual registration process (**Form A**). The official applications form (**Form B**), that actions the release of funds must be submitted before the approved event/initiative takes place. Funding may not be available for events/initiatives that were not included in the original bid Form A. A late application process is available (see 4.13). Requests for funds for events that pertain to a previous financial year will NOT be considered. Once the event has taken place a Confirmation of Event Form, (**Form C**) must be submitted giving full details of expenditure, results, contacts made and benefits.*

#### 5. Appendix – Information available to support contents of this booklet.

Information in appendices can be obtained from the GSLA e-mail [vicstad@gibtelecom.net](mailto:vicstad@gibtelecom.net) / [info@gsia.gi](mailto:info@gsia.gi) or [gibsportsdev@gibtelecom.net](mailto:gibsportsdev@gibtelecom.net) / [sportsdevelopment@gsia.gi](mailto:sportsdevelopment@gsia.gi) or downloaded from the GSLA website [www.gsla.gi](http://www.gsla.gi)

- 5.1. GSLA/GSAC information booklet - Amendments Register.
- 5.2. Form 1 - Application for recognition and initial registration of a new Governing Body of Sport.
- 5.3. Form A - Governing Body of Sport annual application with the GSLA.
- 5.4. Form B - Financial Assistance official application form for approved events/initiatives.
- 5.5. Form C - Confirmation of Event.
- 5.6. HMGOG/GSLA criteria for working with children and young people on HMGOG premises.
- 5.7. National Anti-Doping Policy.

*All enquiries and completed application forms to be forwarded to GSAC's Secretary, GSLA, Bayside Sports Complex, Bayside Road, Gibraltar. Email [vicstad@gibtelecom.net](mailto:vicstad@gibtelecom.net) / [info@gsia.gi](mailto:info@gsia.gi) or [gibsportsdev@gibtelecom.net](mailto:gibsportsdev@gibtelecom.net) / [sportsdevelopment@gsia.gi](mailto:sportsdevelopment@gsia.gi)*



**5.1. GSLA/GSAC information booklet - Amendments Register.**

No.	Date.	Section to be added to info booklet.	Amendment details.	GSAC Minutes details.





5.2. Form 1.

**Application for recognition and initial registration of a new Governing Body of Sport or Multi-Sport organisation in Gibraltar.**

Date of Application:

1. Proposed name of Governing Body/Multi-Sport organisation.	
2. Sport. (or Sports involved in the case of a Multi-Sport organisation)	
3. Names, positions, e-mail and Tel/fax numbers of committee members:  President:  Secretary:	Details available to the public unless otherwise stated.
4. Names, positions, e-mail and Tel/fax of other committee members.	(All Governing Bodies of Sport must have a nominated welfare officer).
5. Details of sub-committee. (If applicable).	
6. Date of Public Meeting. (provide proof thereof, and attach minutes).	
7. Names, addresses and contacts of clubs/teams/associations that are affiliated to your Governing Body /Multi-Sport Organisation.	
8. Number of individual registered members in each category.	(a) Juniors:                      (c) Veterans:  (b) Seniors :                      (d) Social: (Please define age groups).



<p>9. Association membership fees. <i>(Individual, team or club?)</i>.</p>	<p>(a) Juniors:                      (c) Veterans:</p> <p>(b) Seniors :                      (d) Social:</p>
<p>10. Details of competitive structure present or proposed into the future. i.e. club or individual competition.</p>	
<p>11. Provide details of Public Liability insurance for members. (Association/Clubs/Teams).</p> <p><i>(If not provided, please state Association policy on public liability insurance for members).</i></p>	
<p>12. Please provide details/proof of membership to relevant International Governing Body (Federation)</p> <p><i>(If not applicable, please state whether it is the intention to seek membership in the future).</i></p>	
<p>13. Details of qualified Officials within your sport. <i>(Please give details of names, contacts, level and type of qualification).</i></p>	<p>(All coaches working with children and young people must meet HMGOG /GSLA safeguarding criteria).</p>



<p>14. Details of qualified Coaches within your sport. <i>(Please give details of names, contacts, level and type of qualification).</i></p>	<p>(If short of space please attach separate sheet).</p>
<p>15. <b>Anti-Doping Policy</b> - The Gibraltar Sports &amp; Leisure Authority (“GSLA”) has been recognised by the Gibraltar Government, the UNESCO Convention and WADA (World Anti-Doping Agency) as the NADO (National Anti-Doping Organisation) in Gibraltar.</p>	<p>If you are accepted as a Governing Body of Sport in Gibraltar you are agreeing to adopt the rules and regulations of the GSLA as NADO with regard to all anti-doping matters in relation to your sport. Failure to do so will result in your sports association, once recognised not being eligible for GSAC funding.</p>
<p>16. Bank Details.</p>	<p>Bank:  Account name:  Account Number: Sort Code:</p>
<p><b>17. Financial Assistance</b></p>	<p>Estimate of financial assistance required for the next financial year (1<sup>st</sup> April to 31<sup>st</sup> March), with details of the event/initiatives.</p>
<p><b>17.1. Official International Competitions.</b></p>	
<p>Details of event (s).  Benefits of the event.  Details of who will be attending (athletes/officials)  Breakdown of costs. (Including quotes)</p> <ul style="list-style-type: none"> <li>● Travel costs.</li> <li>● Accommodation costs.</li> <li>● Competition fees.</li> <li>● Insurance.</li> <li>● Transportation or hire of equipment.</li> <li>● Other (please specify).</li> </ul> <p>Overall amount of support requested  Details of how you will fund the whole amount.</p>	<p>(Attach a separate sheet if required).</p>





<b>17.2. Sports Developments.</b>	
<p>Details of project (Inc. attendance at Congress of International Governing Body).</p> <p>Benefits of project.</p> <p>Details of who will be taking part in project.</p> <p>Breakdown of costs. (Including quotes).</p> <ul style="list-style-type: none"> <li>● Tutor/official costs.</li> <li>● Overall travel costs.</li> <li>● Accommodation costs.</li> <li>● Official expenses.</li> <li>● Insurance.</li> <li>● Transportation or hire of equipment.</li> <li>● Other (please specify).</li> </ul> <p>Overall amount of support requested.</p> <p>Details of how you will fund the whole amount</p>	(Attach a separate sheet if required).
<b>17.3. Improvements to facilities.</b>	
<p>Details of project.</p> <p>Details of how many people will benefit.</p> <p>Detailed breakdown of costs. (Including quotes).</p> <p>Amount requested</p>	(Attach a separate sheet if required).

**NB: Please note that contact details for President and Secretary will be available to the public unless otherwise stated. We recommend all recognised Governing Bodies of Sport adopt a central email address accessible to all executive members.**

<b>Initial registration signatories</b>	
Signed.....	Name.....
Position.....	Date.....
<b><i>Signatories must be senior office bearers</i></b>	



### Recognition and registration initial conditions.

**Governing bodies of sport and Multi-Sports Organisations applying for initial recognition and registration must support their official applications with:**

- a. Completion of all relevant sections of this official application (Form 1).
- b. Evidence that a publicly advertised and democratic public meeting was held when forming the Governing Body of Sport or Multi Sport Organisation together with a copy of the minutes of the said meeting.
- c. Copy of the constitution of the Governing Body of Sport or Multi-Sport Organisation.
- d. List of elected committee members with their contact details.
- e. List of members or clubs (if applicable) affiliated to the Governing Body of Sport (or Sports Associations in the case of Multi-Sport Organisations) with telephone or email contact details. (Must have an active membership of 40 participants).
- f. Information on the competitive infrastructure as per recognition criteria.
- g. Information on the Governing Body of Sport's qualified coaches.
- h. Evidence of how the Governing Body of Sport demonstrate a commitment to the GSLA criteria for working with children and young people on Government premises, including the submission of a safeguarding policy.
- i. Evidence that 75% of active members are meeting Gibraltar eligibility criteria set by International Governing Body (Federation) or Gibraltar Island Games Association.

***NB: The Sports Development Unit is available for support and advice on the preparation of constitutions and completing all relevant forms.***

***Data Protection: The information provided on this form will be used by the Gibraltar Sports & Leisure Authority conforming with the Data Protection Act.***

**Please return completed application to:**

**The CEO  
Gibraltar Sports and Leisure Authority  
Initial Registrations  
Bayside Sports Complex  
Bayside Road  
Gibraltar**



5.3. Form A.

**Application for Annual Registration as a Governing Body of Sport / Multi-Sport Organisation.**

**Date of Application**

1. Name of Governing Body/Multi-Sport Organisation.	
2. Sport (or Sports involved in the case of Multi-Sports Organisation).	
3. Names, addresses, e-mail and telephone numbers of committee. President:  Secretary:	Details available to the public unless otherwise stated.
4. Names, positions, e-mail and telephone of all other persons in the committee:	All Governing Bodies of Sport must have a nominated Welfare Officer.
5. Details of Sub-Committee. (If applicable).	
6. Date of last Annual General Meeting (provide certified copy of the last AGM minutes approved at the meeting).	
7. Contact names, e-mail and telephone numbers of clubs/teams/associations affiliated to your Governing Body or Multi-Sport Organisation.	(If short of space please attach separate sheet)



<p>8. Number of individual registered members in each category.</p>	<p>(a) Juniors: Male:                      (c) Veterans: Male:  Female:                                              Female:</p> <p>(b) Seniors : Male:                      (d) Social:  Female:  (Please define age groups).</p>
<p>9. Club/Team/Association membership fees. (if applicable).</p>	<p>(a) Juniors:                                      (c) Veterans:    (b) Seniors:                                      (d) Social:</p>
<p>10. Individual membership fees by categories. (if applicable)</p>	<p>(a) Juniors:                                      (c) Veterans:    (b) Seniors :                                      (d) Social:</p>
<p>11. Details of amendments to the constitution.  (Please provide copy of amendments to constitution or a copy of amended constitution).</p>	
<p>12. Please provide details of public liability insurance for members. If not applicable, please state whether members (association/clubs/teams) will be encouraged or assisted to provide Public liability insurance.</p>	
<p>13. Please provide details/proof of membership to relevant International Governing Body of Sport.  If not applicable please state whether it is the intention to seek membership in the future.</p>	
<p>14. Details of qualified coaches within your sport (Please give details of names, contacts, level and type of qualifications).</p>	<p>(All coaches working with children and young people must meet GSLA Safeguarding criteria).</p>
<p>15. Details of qualified Officials within your Sport. (Please give details of names, contacts, level and type of qualifications).</p>	<p>(If short of space please attach separate sheet)</p>





<b>16. Financial Assistance</b>	Estimate of financial assistance required for the next financial year (1 <sup>st</sup> April to 31 <sup>st</sup> March).
<b>16.1. Official International Competitions</b>	
<p>Details of event (s).</p> <p>Benefits of event.</p> <p>Details of who will be attending (athletes/officials)</p> <p>Breakdown of costs. (Including quotes).</p> <ul style="list-style-type: none"> <li>● Travel costs.</li> <li>● Accommodation costs.</li> <li>● Competition fees.</li> <li>● Insurance.</li> <li>● Transportation or hire of equipment.</li> <li>● Other (please specify).</li> </ul> <p>Overall amount of support requested.</p> <p>Details of how you will fund the whole amount?</p>	(If short of space, please attach separate sheet).
<b>16.2. Sports Development</b>	
<p>Details of project (Including attendance at Congress of International Governing Body).</p> <p>Benefits of project.</p> <p>Details of who will be taking part in project.</p> <p>Breakdown of costs. (Including quotes).</p> <ul style="list-style-type: none"> <li>● Tutor/official costs.</li> <li>● Overall travel costs.</li> <li>● Accommodation costs.</li> <li>● Official expenses.</li> <li>● Insurance.</li> <li>● Transportation or hire of equipment.</li> <li>● Other (please specify).</li> </ul> <p>Overall amount of support requested.</p> <p>Details of how you will fund the whole amount.</p>	(If short of space, please attach separate sheet).



<b>16.3. Improvement to Facilities</b>	
Details of project.  Benefits of the project.  Detailed breakdown of costs. (Including quotes). Amount requested.	(If short of space, please attach separate sheet).
<b>17. Bank Details.</b>	The Gibraltar Sports Advisory Council will only pay Governing Body bank account.
17.1 Association Bank Details.	<b>Bank:</b>  <b>Account Name:</b>  <b>Account Number:</b>  <b>Sort Code:</b>
<b>18. Anti-Doping.</b>	The Gibraltar Sports & Leisure Authority has been recognised by the Gibraltar Government, the UNESCO Convention and W.A.D.A. (World Anti-Doping Agency) as the 'NADO' (National Anti-Doping Organisation) in Gibraltar.
18.1.	By signing this form you are agreeing to adopt the rules and regulations of the Gibraltar Sports & Leisure Authority (as the NADO in Gibraltar) with regards to all anti-doping matters in relation to your sport.  Failures to do so will result in your Governing Body of Sport not being eligible for GSAC Financial Assistance.

**NB: Please note that contact details for the President and Secretary provided in this application will be available to the public unless otherwise stated. We recommend all recognised Governing Body of Sport adopt a central email address accessible to all executive committee members.**

<b>Annual Registration Signatories</b>	
Signed.....	Name.....
Position.....	Date.....
NB: Signatories must be senior Committee Members	

**Data Protection: The information provided on this form will be used by the Gibraltar Sports & Leisure Authority conforming with the Data Protection Act.**



### Annual Registration Conditions

The following information must be included in, or attached to your official application form:

- a. Evidence of holding the last Annual General Meeting together with a certified copy of the last AGM minutes approved at that meeting
- b. Details of any amendments to the constitution of Governing Body or Multi Sport Organisation since the last registration or a copy of the updated constitution.
- c. A list of executive committee members, including the names, positions, email addresses and telephone numbers. Preferably President/Chairperson and Secretary. (Available to public unless otherwise stated).
- d. A list of individual members/clubs/teams affiliated to the Governing Body of Sport (if applicable) or Sports Associations in the case of Multi Sports Organisations with contacts.
- e. A list of qualified coaches, including levels within the Governing Body of Sport (not applicable for Multi-Sport Organisations).
- f. A list of qualified officials, including levels within the Governing Body (Not applicable for Multi-Sport Organisations).
- g. Completion of all relevant sections of the official annual registration Form A.
- h. A copy of the last annual audited accounts available prior to registration.
- i. Evidence of current membership to the International Governing Body of Sport.
- j. A commitment that the association will meet the GSLA Safeguarding criteria when working with children and young people when working in HMGOG sporting facilities, including the submission of a safeguarding policy.
- k. Outline bids for financial assistance including evidence of events or projects and approximated costs, including quotes that will be sought by the Governing Body or Multi Sport Organisation and its affiliated clubs or associations for the following financial year. **(It is imperative that this information is included to ensure competitive and development needs are built into budget requests.)**

Please return completed application to:

**Chief Executive Officer  
Annual Registrations  
Gibraltar Sports and Leisure Authority  
Bayside Sports Complex  
Bayside Road  
Gibraltar**

***NB: The Chief Executive Officer and Sports Development and Training Unit are available to give support and advice on the preparation of development projects and bids.***



5.4. Form B.

**Application for a Financial Assistance from Governing Bodies of Sport or Multi-Sport organisations.**

**For official use only**

Application approved by GSAC  
Y/N \_\_\_\_\_

Budget heading \_\_\_\_\_

Quotes Y/N \_\_\_\_\_

Amount approved for payment \_\_\_\_\_

**Please return completed application (in black ink) to:**  
**Chief Executive Officer**  
**Financial Assistance**  
**Gibraltar Sports & Leisure Authority**  
**Bayside Sports Complex**  
**Bayside Road**  
**Gibraltar**

(Please tick the category under which you wish to apply for financial assistance)

<b>Official International Competitions.</b> <input style="width: 30px; height: 20px;" type="checkbox"/>	<b>Sports Development.</b> <input style="width: 30px; height: 20px;" type="checkbox"/>	<b>Improvements to facilities.</b> <input style="width: 30px; height: 20px;" type="checkbox"/>
<b>Date of application:</b>		
1. Name of Governing Body/Multi Sport organisation.		
2. Contact name, position held, e-mail, address and Tel/Fax number.		
3. Official International Competition		
<b>Details of Event</b> <ul style="list-style-type: none"> <li>Date of event.</li> <li>Official organising body.</li> <li>How many squads are competing, please highlight age group.</li> <li>Is the squad the national representative squad or a club?</li> <li>No of teams competing in event.</li> <li>No of officials accompanying team.</li> <li>Venue of event.</li> <li>Benefits of participating in this event.</li> </ul>		



4. Sports Development	
<b>Full details of project(s).</b> <ul style="list-style-type: none"> <li>• Dates of proposed project(s).</li> <li>• Type of project(s).</li> <li>• Benefits of project(s)</li> <li>• Details of who will be taking part in project(s)</li> <li>• Venue for project(s).</li> </ul>	(One project per Form B).
5. Improvements to Facilities	
<b>Full details of proposed project.</b> <ul style="list-style-type: none"> <li>• Proposed time scale for the improvements.</li> <li>• How will this proposed project effect the development of your sport?</li> <li>• What will happen if the project is not carried out?</li> </ul>	
6. Detailed Breakdown of Costs.	(Including quotes)
<ul style="list-style-type: none"> <li>• Tutor/officials fees.</li> <li>• Travel costs.</li> <li>• Accommodation costs. (Bed &amp; breakfast only – Max 3*).</li> <li>• Competition fees.</li> <li>• Transportation or hire of equipment.</li> <li>• Insurance.</li> <li>• Official’s expenses.</li> <li>• Any other costs associated with the Event.</li> <li>• Building costs. (For all building works three quotes must be included).</li> </ul>	



7. Total amount for event/project.	
8. Details of proposals to fund the total amount of event/project(s).	
9. Details of direct sponsorship towards the event/project(s).	
10. Any other information in support of this application.	
11. Bank details.	Bank: Account Name: Account Number: Sort Code:

Signed \_\_\_\_\_ Name \_\_\_\_\_

Position within Governing Body of Sport \_\_\_\_\_

*\* In the event of this application being received from a club, the application needs to be countersigned by a senior member of the relevant Governing Body of Sport or Multi Sport Organisation*

\*Governing Bodies of Sport countersignature \_\_\_\_\_ \*Name \_\_\_\_\_

\*Position in Governing Body of Sport \_\_\_\_\_

**Conditions attached to Financial Assistance Application.**

- Only requests received on an official form will be considered.
- All sections of this application for financial assistance must be completed in full and accompanied by the requested supporting information.
- Official International Competitions must be accredited and on the official calendar of the International Governing Body (Federation)
- Details of events/ projects must be completed accurately and supported by information from the relevant International Federation.
- All event / project promotion and contributions to the media must acknowledge the support of the Government of Gibraltar.



- f. The application must be forwarded to the Chief Executive Officer, GSLA, Bayside Sports Complex at least one month before the event / project takes place. **(Applications will only be considered if received before attendance at the event or before the project takes place).**
- g. Applications **MUST** include copies of quotes from three travel agents whenever an application involves travel and /or other accommodation expenses.
- h. Following the event/project Governing Bodies of Sport/Multi Sport organisations **MUST** submit a confirmation of the event **Form C** together with receipts of the actual expenditure incurred. Failure to produce such evidence may affect future applications.

***(Due to accounting systems Governing Bodies of Sport and Multi-Sport Organisations may have funds held in credit as a result of any differences between total received and actual costs highlighted in the Form C).***

- i. Up to a maximum of 50% of approved total costs, subject to criteria, may be awarded to Governing Bodies/Multi Sport Organisations successful in their application for financial assistance. Assistance for improvements to facilities, will be subject to the individual merits of the project and may attract up to 100% funding.
- j. For further information on what constitutes approvable funding please see Information guidelines and criteria to support the development of sport and the recognition of Governing Bodies of Sport in Gibraltar booklet.

***Data Protection: The information provided on this form will be used by the Gibraltar Sports & Leisure Authority conforming with the Data Protection Act.***



5.5. Form C

Official International Competition, Sport Development Projects and Improvements to Facilities - Confirmation of Event(s)

Please return completed application (in black ink) to: **The CEO  
Gibraltar Sports and Leisure Authority  
Confirmation of Events  
Bayside Sports Complex  
Bayside Road  
Gibraltar**

**Date:**

Please tick category of confirmation of event/initiative.

Official International Competitions <input style="float: right; margin-left: 10px;" type="checkbox"/>	Sports Development <input style="float: right; margin-left: 10px;" type="checkbox"/>	Improvements to facilities <input style="float: right; margin-left: 10px;" type="checkbox"/>
1. Name of Governing Body/Multi-Sport Organisation/Club.		
2. Contact name; position held, address and Tel/email address.		
3. Full details of the event/project for which the financial assistance was awarded.		
4. Details of members benefiting from the event / project.  (Team Sheets)		
5. Benefits achieved from taking part in the event/project.  (Including qualifications if gained, if applicable).		
6. Detailed breakdown of actual costs of event / project. (Including receipts).		
7. Total amount of financial assistance received.		





8. Details and results of the event project (results sheets for event, qualifications gained, contacts made).	
9. Sponsorship gained towards the event/project (if applicable)	
10. Any other information in connection with the event/project.	

(If short of space, please attach separate sheet).

Signed \_\_\_\_\_ Name \_\_\_\_\_

Position in Governing Body of Sport \_\_\_\_\_

In the event of this conformation form being received from a club, it needs to be countersigned by a senior member of the relevant Governing Body of Sport or Multi-Sport Organisation

\*Governing Body of Sport Countersignature \_\_\_\_\_ Name \_\_\_\_\_

\*Position in Governing Body of Sport \_\_\_\_\_

**Conditions.**

- a. **ONLY** confirmation received on this official form will be accepted.
- b. All sections of Form C **MUST** be answered in full.
- c. Details of the event/projects **MUST** include all available information (including receipts, results sheets, qualifications achieved).
- d. This form **MUST** be forwarded to the Gibraltar Sports & Leisure Authority within one month of the event/initiative/project taking place.

**Following the completion of the event/project, documentary evidence MUST be submitted as proof of participation. Failure to produce such evidence will affect future applications.**

**Data Protection: The information provided on this form will be used by the Gibraltar Sports & Leisure Authority conforming with the Data Protection Act.**

Email; [vicstad@gibtelecom.net](mailto:vicstad@gibtelecom.net) / [info@gsla.gi](mailto:info@gsla.gi) or [gibsportsdev@gibtelecom.net](mailto:gibsportsdev@gibtelecom.net) / [sportsdevelopment@gsla.gi](mailto:sportsdevelopment@gsla.gi)



#### 5.6. Gibraltar Sports & Leisure Authority – Safeguarding criteria for working with children and young people.

- All coaches, leaders and volunteers working with children and young people in HMGOG sport & leisure facilities are required to hold a recognised level 1 qualification (or equivalent) in the coaching of their sport, physical or leisure activity. They must also be Royal Gibraltar Police Vetted and to have taken part in a recognised safeguarding and protecting children workshop or produce recent vetting documentation from country of origin.
- All Governing Bodies of Sport must have a nominated Welfare officer who must have undertaken or will complete the Care Agency's Tier 1 Safeguarding training.
- Emergency First Aid and the training of first aiders during sporting, physical or leisure association/club activities on HMGOG facilities is the responsibility of the sports association or leisure provider leading that activity.
- All registered Governing Bodies of Sport must submit an up to date safeguarding policy. (The GSLA's Sports Development and Training Unit can offer advice and guidance in this respect).

*For information on Safeguarding and Protecting Children and Young People training opportunities please contact the Gibraltar Sports Development & Training Unit on email [gibsportsdev@gibtelecom.net](mailto:gibsportsdev@gibtelecom.net) / [sportsdevelopment@gsia.gi](mailto:sportsdevelopment@gsia.gi) or [michelle.turner@gsia.gi](mailto:michelle.turner@gsia.gi).*



## 5.7. Gibraltar National Anti-Doping Policy.

- **HM Government of Gibraltar.**
- **Ministry for Sport.**
- **Gibraltar Sports & Leisure Authority.**
- **National Anti-Doping Organisation. (NADO).**

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## Gibraltar National Anti-Doping Policy

### 1. Introduction

- 1.1 The Anti-Doping Policy for Gibraltar needs to be viewed in the context of global efforts to tackle doping in sport. The World Anti-Doping Agency (“WADA”), an independent non-governmental organisation was created through collective initiative led by the International Olympic Committee following the Lausanne Declaration of Doping in Sport (1999). WADA is funded equally by the Olympic Movement and the governments of the world to enhance, supplement and coordinate existing efforts to educate Athletes about the harms of doping, reinforce the ideal of fair play and sanction those who cheat themselves and their sport.
- 1.2 The World Anti-Doping Code (“Code”) is a core document that provides a framework for the harmonisation of anti-doping policies, rules and regulations across all sports and all countries in the world.
- 1.3 Governments, including the HMGOG, through its acceptance of its extension by the UK Government of the UNESCO International Convention Against Doping in Sport, have made a commitment to the Code and have formally recognised the role of WADA through the Copenhagen Declaration on Anti-Doping in Sport (2003). Their commitment to the implementation of the Code is reviewed by WADA.
- 1.4 International Federations of Olympic and Paralympic sports must accept and implement the mandatory provisions of the Code to compete in the Olympics/Paralympics.
- 1.5 National Governing Bodies of Sport must comply with:
  - a) their International Federation Code compliant rules; and
  - b) the National Anti-Doping Organisation (“NADO”) rules for their respective country.
- 1.6 The GSLA, as the designated NADO for Gibraltar has an obligation and responsibility to promote and support the elimination of doping in sport.
- 1.7 In honouring Gibraltar’s commitment to the Code, the GSLA, in conjunction with the HMGOG and WADA, have developed the Gibraltar National Anti-Doping Policy and Gibraltar National Anti-Doping Model Rules for all Gibraltar Governing Bodies of Sport and Participants.

### 2. GSLA Values

- 2.1 The GSLA values the contribution that sport can make to the health, national pride and social development of the nation if developed and nurtured within a strong ethical environment. The GSLA identifies integrity, fairness, equity and respect as values essential to success in performance sport.

### 3. Principles of Policy



- 3.1 Fundamental to sport being enjoyed by all is sporting conduct; the way sport is played. Across all sports there must be a commitment to ensuring standards are set for fair play and then enforced. To achieve the highest levels of integrity and sporting conduct it is necessary for sports organisations to work together, nationally and internationally. A commitment to common goals and harmonisation, particularly with respect to anti-doping, is crucial to the development of sport.
- 3.2 Doping in sport is cheating. It is fundamentally contrary to the spirit of sport and is detrimental to the positive impact of sport in society. The elimination of doping in sport requires a commitment by all to ethical practice and upholding standards of fair play. It requires consistent and accountable decision-making and sanctioning of participants who are found guilty of a doping violation.
- 3.3 Governing Bodies of Sports have a responsibility for the common goal of eliminating doping in sport. Anti-doping measures should be transparent, open to scrutiny and publicly accountable.
- 3.4 This Policy and the Gibraltar National Anti-Doping Model Rules are designed to benefit and assist National Governing Bodies of Sport in ensuring compliance with the anti-doping rules of their International Federation and those of the Code. By stipulating the minimum standards and procedures (based on best practice) expected to be applied by National Governing Bodies of Sport in implementing this Policy and the Gibraltar National Anti-Doping Model Rules the GSLA aims to promote a more coordinated and consistent approach to testing by all sports.
- 3.5 Sport can thrive in an environment that nurtures and protects its participants. This includes the upholding of basic human rights and fairness in process. It also required a commitment to equality through provision of opportunities for all to participate in sport.
- 3.6 In recognition of the above this Policy is based on the following general principles:
- a) Cheating and abuse in sport are unacceptable and are to be condemned.
  - b) The welfare of athletes and other sports participants is the primary concern.
  - c) All sports participants whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to participate and be protected from abuse in sport.
  - d) Sporting conduct and the spirit of sport are fundamental to the provision of sport.
  - e) Fairness in procedure and a commitment to accountability is critical to the effective governance of sport.
  - f) Anti-Doping is an international issue that requires a co-ordinated commitment by all Governing Bodies of Sport.
  - g) All personal data is to be protected and processed in accordance with the requirements of current Data Protection laws.



#### 4. Policy Aim and Objectives

4.1 The aim of this Policy in accordance with the general principles is:

‘To protect an athlete’s fundamental right to participate in doping-free sport and thus promote health, fairness and equality for athletes in Gibraltar.

4.2 This aim is supported by the following Policy objectives:

- a) To protect athletes and other participants in sport in Gibraltar.
- b) To promote doping-free sport in Gibraltar.
- c) To establish consistent standards of anti-doping policy, testing and education in Gibraltar.
- d) To encourage and build upon national and international harmonisation of anti-doping in sport.

4.3 In order to achieve the aim and objectives the Policy sets out the statement of the GSLA’s commitment to anti-doping; the definition of roles and responsibilities nationally and internationally; the establishment of policy compliance requirements and penalties for non-compliance; and the definition of policy parameters.

#### 5. GSLA’s Policy Statement

5.1. The GSLA and the Gibraltar Sports Advisory Council (“GSAC”) have a responsibility to commit to this Policy and the Gibraltar National Anti-Doping Model Rules within their own respective organisations in order to stand by the following statement:

“The Gibraltar Sports & Leisure Authority and the Gibraltar Sports Advisory Council condemn the misuse of drugs in sport”

5.2. The GSLA and the GSAC shall adopt appropriate measures to enable this Policy and the Gibraltar National Anti-Doping Model Rules to be carried out within Gibraltar and recognise the GSLA as the designated NADO having responsibility for all anti-doping matters in Gibraltar.

5.3. In accordance with the Code, the GSLA shall commit to the following role and responsibilities:

- a) Adoption and implementation of a national policy and set of rules for anti-doping procedure, which conform to the Code and International Standards.
- b) Cooperation with other relevant national organisations, other Anti-Doping Organisations and WADA.
- c) Encouragement of reciprocal Testing between National Anti-Doping Organisations.
- d) Provision of an anti-doping programme of policy development, education and advice for National Governing Bodies of Sport, athletes and athlete support personnel aspiring to abide by or already abiding by this Policy and the Gibraltar National Anti-Doping Model Rules and or the rules of their Code compliant International Governing Bodies of Sport.
- e) Promotion of anti-doping research.



5.4. In addition the GSLA will:

- a) Provide an anti-doping programme of Testing for National Governing Bodies abiding by this Policy and the Gibraltar National Anti-Doping Model Rules.
- b) Require National Governing Bodies of Sport in Gibraltar, particularly those in receipt of GSAC and/or other HMGOG funding and services, to adhere to this Policy and the rules of their Code compliant International Governing Bodies of Sport.
- c) Sanction National Governing Bodies, Athletes and Athlete Support Personnel, in receipt of funding or services, who are found to be in breach of this Policy and or the rules of their Code compliant International Federation.
- d) Review and evaluate this Policy.
- e) Conduct international advocacy for doping-free sport, including leading on the development of anti-doping standards worldwide.
- f) Co-ordinate the development and implementation of new programmes and operational policies for doping-free sport in the areas of doping control, education, prevention, participants' rights and research.

## 6. Education

- 6.1. The basic principle for information and education programmes shall be to protect the spirit of sport, as described in this Policy, from being undermined by doping and to establish an environment which influences doping-free behaviour and conduct among participants.
- 6.2. The primary goal shall be to educate and inform athletes and athlete support personnel about issues concerning doping in sport, the risks of inadvertent doping e.g. through contaminated supplements, and to dissuade Athletes from using prohibited substances and prohibited methods.
- 6.3. The GSLA will plan, implement and monitor information and education programmes. The GSLA will assist National Governing Bodies in the planning and implementation of information and education programmes on doping-free sport for their athletes and athlete support personnel. The programmes should provide Participants with updated and accurate information on at least the following issues:
  - a) Substances and methods on the Prohibited List.
  - b) Health consequences of doping.
  - c) Sample collection procedures.
  - d) Athlete's rights and responsibilities.
- 6.4. Athlete support personnel have a responsibility to help educate and counsel athletes regarding anti-doping policies and rules established by GSLA's National Anti-Doping Policy and the rules of their respective International Governing Body of Sport.
- 6.5. The GSLA will also promote and seek to plan, implement and monitor information and education programmes on doping-free sport for society in general.
- 6.6. The GSLA, GSAC, sport organisations and participants shall cooperate with each other and governments to coordinate their efforts in anti-doping information and education.



## 7. Application

### Application to Sport Organisations

- 7.1. Governing Bodies of Sport committed to doping-free sport shall adopt the Gibraltar National Anti-Doping Policy. Where not in conflict with their International Governing Body of sport rules, National Governing Bodies shall adopt the Gibraltar National Anti-Doping Model Rules and the operational principles and standards of the Gibraltar Sport Anti-Doping Programme (or equivalent standards of policy rules and practice) as part of their governing documents and thus as part of the rules of sport and the rights and obligations governing their members and participants. National Governing Bodies of Sport whose International Governing Body of sport's rules are in direct conflict with Gibraltar's National Anti-Doping Policy and Gibraltar National Anti-Doping Model Rules will be dealt with on a case by case basis.

### Application to Individuals

- 7.2. Individuals are bound by this Policy by virtue of the contractual relationships that exists between Governing Bodies of Sport and their members or participants through their agreement to participate in sport according to its rules. In this regard, this Policy applies to:
- All individuals who are members of Governing Bodies of Sport adopting it, regardless of nationality or where they reside or are situated.
  - All individuals who are members of such bodies' affiliated members, clubs, teams, associations or leagues.
  - All individuals who participate in any capacity in any activity organised, convened or authorised by such bodies.
- 7.3. In so doing, these Governing Bodies of Sport and individuals recognise the GSLA as the authority responsible for administering this Policy, the Gibraltar National Anti-Doping Model Rules and carrying out the Gibraltar Sport Anti-Doping Programme.

## 8. Requirements of Sport Organisations

- 8.1. Sport Organisations in Gibraltar shall respect the designated authority of the GSLA, as the NADO, on all anti-doping matters. In addition they are further obligated to implement anti-doping measures as required by their respective International Governing Body of Sport as set out in the Code.
- 8.2. All Governing Bodies of Sport seeking GSAC's recognition, funding and services must adhere to this Policy and the Gibraltar National Anti-Doping Model Rules. To attain recognition and receipt of GSAC's funding and/or services Governing Bodies of Sport must provide on an annual basis an anti-doping policy and set of rules in accordance with this Policy and the Gibraltar National Anti-Doping Model Rules, amended where necessary to comply with the rules of their respective International Federation.
- 8.3. On compliance or agreement to become compliant a Governing Bodies of Sport will be able to access support detailed in the Gibraltar Sport Anti-Doping Programme.





## 9. Requirements of Gibraltar Athletes and Athlete Support Personnel

9.1. All athletes and athlete support personnel shall, in accordance with the Code, abide by this Policy and the Gibraltar National Anti-Doping Model Rules and or the policies and rules of their respective National Governing Body and International Federation.

9.2. In addition athletes, as a minimum, must:

- a) Have knowledge of and comply with all anti-doping policies and rules, which are applicable to them.
- b) Make themselves available for Sample Collection.
- c) Take responsibility in the context of anti-doping for what they ingest and use.
- d) Not knowingly cheat by using performance enhancing substances.
- e) Inform medical personnel of their obligations not to use Prohibited Substances and Prohibited Methods and to take responsibility for ensuring that medical treatment received does not violate anti-doping policies and rules pursuant to the Code, particularly the rules of procedure for Therapeutic Use Exemptions.
- f) Co-operate with the Gibraltar Sport Anti-Doping Testing Programme and other recognised Code compliant international anti-doping programmes.
- g) Positively demonstrate the values and behaviour required to foster doping-free sport and true excellence in performance.

9.3. Athlete Support Personnel must, as a minimum:

- a) Have knowledge of and comply with all anti-doping policies and rules which are applicable to them or the Athletes they support.
- b) Co-operate with the Gibraltar Sport Anti-Doping Testing Programme and recognised Code compliant international anti-doping programmes.
- c) Inform medical personnel of the obligations on an Athlete not to use Prohibited Substances and Prohibited Methods and to take responsibility for ensuring that medical treatment received by an Athlete does not violate anti-doping policies and rules pursuant to the Code, particularly the rules of procedure for Therapeutic Use Exemptions.
- d) Positively influence the values and behaviour required to foster doping-free sport and true excellence in performance.

## 10. Requirements of Multi-Sport/Multi-Service/Major Games Organisations

10.1. Multi-Sport/Multi-Service/Major Games Organisations (“MSOs”) who provide a wide range of services and/or programmes to the Gibraltar sport community shall endorse and support this Policy and the Gibraltar National Anti-Doping Model Rules.



## **11. Sanctions**

11.1. Athletes and athlete support personnel who are found guilty of a doping violation in accordance with the Gibraltar National Anti-Doping Policy and the Code compliant rules of their sport will be subject to sanctions, which may include withdrawal of GSAC's and/or other HMGOG direct funding and/or funding via the relevant Governing Bodies of Sport.

11.2. In the event of a Sport Organisation failing to comply with this Policy or the Gibraltar National Anti-Doping Rules, a review will take place and sanctions may result, which may include the removal of GSAC and/or Gibraltar Government funding, and/or GSLA Anti-Doping Programme support.

## **12. Monitoring and Evaluation of Sport Organisations**

12.1. The monitoring and evaluating of compliance by Governing Bodies of Sport with the Gibraltar National Anti-Doping Policy and Gibraltar National Anti-Doping Model Rules, the Code, the International Standards and the International Governing Bodies of Sport Rules for the sport will be carried out by the GSLA. As a minimum Governing Bodies of Sport carrying out Testing will be subject to review and assessment on an annual basis.

## **13. Monitoring and Evaluation of GSLA's Anti-Doping Programme**

13.1. The anti-doping procedures adopted by the GSLA may be subject to regular independent audits and review.

## **14. Review of the Gibraltar Anti-Doping Policy**

14.1. This Policy will be reviewed on an annual basis and, or as required, such as on review of changes made to the Code or International Standards. The annual review will include appropriate consultation with the sporting community and may result in amendments to this Policy and/or the Gibraltar National Anti-Doping Model Rules.

14.2. In the event of a change to this Policy, The GSLA will provide Governing Bodies of Sport with reasonable notice of the change.

## **15. Reporting**

15.1. Under the provisions of the Code, the GSLA will provide an annual report to WADA and/or UNESCO and participate in independent NADO reviews as required.