



Information, Guidelines and Criteria for Governing Bodies of Sport (Sports Associations) & Multi Sport organisations.

1. The Ministry for Sport

2. The Gibraltar Sports and Leisure Authority

3. The Gibraltar Sports Advisory Council.

**4. Recognition & registration of Sports Associations
and Multi Sports organisations as Governing Bodies of
Sport in Gibraltar.**

5. The Financial Assistance Schemes & Procedures.

- 1. The Ministry for Sport** (Page 3).
- 2. The Gibraltar Sports and Leisure Authority** (Page 4)
- 3. The Gibraltar Sports Advisory Council** (Page 5).
- 4. Recognition & registration of Sports Associations and Multi Sports Organisations as the Governing Body of Sport in Gibraltar**
 - 4.1. Criteria for Recognition as a Sport.
 - 4.2. What is a locally recognised Governing Body of Sport or Multi Sport organisation?
 - 4.3. The Application process for recognition as a new Governing Body of Sport or Multi Sport organisation and initial registration.
 - 4.4. Application for annual registration as a Governing Body or Multi sport organisation.
- 5. The Financial Assistance Schemes & Procedures**
 - 5.1 Who can submit bids for financial assistance?
 - 5.2 Financial Assistance objectives and criteria.
 - ❖ Official International Competitions
 - ❖ Sports Development projects
 - ❖ Improvements to facilities
 - 5.3 Bids & applications
 - 5.4 Completing the official application for financial assistance.
 - 5.5 Submission of the application form for financial assistance.
 - 5.6 Costs considered for financial assistance.
 - 5.7 Extent of Financial Assistance.
 - 5.8 Evidence required before and after the event.
 - 5.9. Changes of event & late applications.
 - 5.10. Financial bids procedures flowchart.
- 6. Appendices**

1. The Ministry for Sport

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

The Government of Gibraltar recognises the benefits derived from participation in sports and recreational activities. Importance is given to the availability of suitable facilities for the practise of sport. A large number of sports facilities of varying standards exist in Gibraltar. These provide opportunities for residents and visitors alike to enjoy sport as a recreation and for committed sports enthusiasts to improve standards and participate in local and international events.

The Government of Gibraltar 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. It also strongly advises that Sports Associations which either lose or wish to relinquish their membership of their respective International Federation inform the Gibraltar Sports and Leisure Authority, as soon as possible. Support and assistance will be available for Associations experiencing difficulties in maintaining or achieving membership of an International Federation.

Gibraltar's resident population is active in sport and standards are, by and large, high, in relation to the size of its population. 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 at home and on the international front.

Visiting Athletes also make use of Gibraltar Sports facilities for 'warm-weather' training. This practise is encouraged and more and better facilities are due to be completed in the near future to improve the product for locals and visitors alike.

The Gibraltar Sports and Leisure Authority administers sports matters for the Government of Gibraltar's Ministry for Sport.

The GSLA Sports Development Unit assists the Governing Bodies of Sport in the improvement of their infrastructures and standards and also provides support for educational establishments as required.

Under the chairmanship of the Minister for Sport, the Gibraltar Sports Advisory Council has been set up to advise the Government of Gibraltar on matters relating to sport in Gibraltar, as required.

There are, many Gibraltar Governing Bodies of Sport that have been accepted as members of their respective International Governing Body (Federation). (See Appendix 2) Other local organisations, including the National Olympic Committee, the Commonwealth Games Associations and the Small Islands Games Association, fall under the category of Multi-Sport Organisations.

All Governing Bodies of Sport and Multi-Sport Organisations in Gibraltar are required to be registered with the Ministry for Sport 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.

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, (Sports Directory Available) or contact the Gibraltar Sports and Leisure Authority at Bayside Sports Centre. Telephone No. (350) 20078409 or (350) 20076522 or E-mail vicstad@gibtelecom.net or gibsportsdev@gibtelecom.net

4. The Gibraltar Sports and Leisure Authority

In 2004 the Gibraltar Government passed the Gibraltar Sports Authority, 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 Authority are:-

- 1) Provision of sports and leisure facilities, including their running and maintenance as necessary;
- 2) Support to educational establishments and governing bodies of sport in Gibraltar
- 3) Execution of Government sport policy, and provision of advice in this respect
- 4) Sports development
- 5) Community sports and leisure programmes and facilities.

The Authority's staff structure is:

Chief Executive Officer – Joseph L Hernandez
Deputy CEO – Reagan Lima
Sports Development and Training Officer – Michelle Turner
Facilities Manager – Matthew Reoch
Finance Manager – Andrew Rowbottom
Administration and Resources Manager – Linda Freyone
Assistant Sports and Development and Training Officer – Victor Hermida
Assistant Facilities manager – Albert Tellez

Contacting the Authority:

CEO – Tel. (350) 78256
Sports Development Unit – Tel. (350) 200 765322
Administration and Finance – Tel. (350) 200 75915
Daily/weekly bookings – Tel. (350) 200 78409
Facilities – Tel. (359) 200 59864
Duty Managers –Tel. (350) 200 45430

Fascimile messages – (350) 200 42749

Emails: CEO, admin and finance facilities: vicstad@gibtelecom.net
Sports Development: gibsportsdev@gibtelecom.net

5. The Gibraltar Sports Advisory Council (GSAC)

The Gibraltar Sports Advisory Council was set up by the Ministry for Sport to advice on matters relating to sport in Gibraltar, this includes:

Allocation of financial assistance to Governing Bodies of Sport and Multi Sports organisations, in the following areas:

- a. International Competitions
- b. Sports Development projects
- c. Improvements to sports facilities.

G.S.A.C. is comprised of ten voting members, six of whom are elected by representatives of registered Governing Bodies of Sport in Gibraltar from nominations submitted. The six elected 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, the 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 Council. 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 & Training, the Sports Development Officer, and the Chief Executive Officer of the Gibraltar Sports and Leisure Authority, who performs the duties of Executive Secretary to GSAC.

GSAC meets as often as 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.

4. Recognition & Registration of Sports Associations as the Governing Bodies of sport in Gibraltar.

The Government of Gibraltar, on the advice of the Gibraltar Sports Advisory Council, has established clear guidelines and criteria to be used when considering applications from Sports Associations for recognition as the Governing Bodies of their sport in Gibraltar.

In order to assist the Government in monitoring the development of sport locally it is important that all recognised Governing Bodies of Sport and Multi-Sport organisations register with the Gibraltar Sports and Leisure Authority on an annual basis. Non-registration prohibits applications for financial assistance to be considered by the Gibraltar Sports Advisory Council (GSAC) and inhibits support from the Gibraltar Sports and Leisure Authority and the Ministry for Sport.

4.1. Criteria for Recognition as a Sport.

On the advice of the Gibraltar Sports Advisory Council the Government of Gibraltar will recognise as sports only those activities included in the International Olympic Committee's list of Official and recognised sports as well as those that meet the criteria laid down by the Council of Europe - Committee for the Development of Sport. In 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 is recognised by the IOC as an official sport whilst the European Core List includes the different aquatics disciplines separately). (See Appendix A).

How does a sport become Olympic?

To make it onto the Olympic programme, a sport first has to be recognised: it must be administered by an International Federation which ensures that the sport's activities follow the Olympic Charter. If it is widely practiced around the world and meets a number of criteria established by the IOC session, a recognised sport may be added to the Olympic programme on the recommendation of the IOC's Olympic Programme Commission.

4.2. Definition of a recognised Governing Body of Sport or Multi Sport organisation Gibraltar.

A Sports Association or organisation that has gone through the process (see below 4.3) of becoming recognised as the Governing Body of their sport or Multi Sport event, and registers with the Gibraltar Sports and Leisure Authority annually as the Body responsible for the development of the infrastructure and performance of their particular sport or event in Gibraltar. Continued failure to register with the Gibraltar Sports and Leisure Authority will result in a suspension of recognition as a Governing Body of Sport/Multi Sport organisation.

Sport Governing Bodies are required to be open to, and work for, all individuals and groups (teams/clubs etc, as applicable) in the community with an interest in that sport, within Rules etc (included in its Constitution) set by that Body and applied for the general benefit of the sport.

4.3 The Application process for recognition as a new Governing Body of Sport or Multi Sport organisations and initial registration.

Application forms for initial recognition and registration as the Gibraltar Governing Body of a Sport or Multi Sport organisation can be obtained from the Gibraltar Sports and Leisure Authority based at the Bayside Sports Centre. (Appendix – Form 1)

IT MUST BE NOTED THAT ONLY 1 (ONE) GOVERNING BODY OF EACH SPORT WILL BE RECOGNISED AND REGISTERED AT ANY GIVEN TIME. THIS CONFORMS WITH THE STANDARD REQUIREMENTS OF INTERNATIONAL SPORTS FEDERATIONS. MULTI-SPORT ORGANISATIONS WILL BE SIMILARLY RESTRICTED.

Sports Associations and Multi Sports organisations applying for initial recognition and registration must support their official applications with:

- a. Evidence that a publicly advertised and democratic public meeting was held when forming the Governing Body or Multi Sport organisation together with a certified copy of the minutes of the said meeting.
- b. Copy of the Constitution of the Governing Body or Multi Sport organisation.
- c. List of elected committee members with contact details.
- d. List of clubs (if applicable) affiliated to the Governing Body (or Sports Associations in the case of Multi-sport organisations) with contact details.
- e. Acceptance in writing of the Rules and requirements of the National Anti-Doping Organisation (NADO). Ideally Constitutions of Sports Governing Bodies should also reflect this requirement.

NB: The Sports Development Officer is available for support and advice on the preparation of constitutions and completing the initial registration process.

NB: All registered Governing Bodies will be expected to 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 the Council).

NB: It is strongly recommended that Constitutions follow the requirements of that sport's International Governing Body, even if at the time it is not proposed by that Gibraltar Association to seek membership of that International Federation. This is particularly important as regards details of entitlement, criteria and procedures for membership by clubs/teams and individuals.

4.4 Application for annual registration as a Governing Body or Multi Sport organisation.

Once recognised by the Gibraltar Government, all Governing Bodies of Sport and Multi Sport organisations in Gibraltar are required to register every year with the Gibraltar Sports and Leisure Authority on a date specified by the Authority to maintain their official recognition.

Application forms for annual registration can be collected from the Gibraltar Sports and Leisure Authority based at the Bayside Sports Centre (Appendix – Form A). Failure to register on an annual basis could result in the suspension of the Governing Body's or Multi Sports organisation's

Government of Gibraltar Ministry for Sport

recognition by the Gibraltar Government and the loss of all rights inherent in such recognition, including the right to apply for financial assistance.

❖ **Governing Bodies of Sport and Multi-Sport organisations must provide the following information and details with their annual applications:**

- a. Evidence of having held the last Annual General Meeting together with a certified copy of the last AGM minutes approved at that meeting. This must include evidence of a public notice formally calling the AGM.
- b. Details of any amendments to the constitution of Governing Body or Multi Sport organisation since the last registration or a copy of their updated constitution.
- c. A list of the members of the committee, including the names, positions, contact addresses and Tel/Fax numbers (and e-mail address if possible) of at least two members of committee. Preferably President/Chairperson and Secretary.
- d. A list of member clubs/teams affiliated to the Governing Body (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.(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. 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 Association at the time of application.
- i. Evidence of current membership to the International Governing Body (World and/or European). It must be noted that any Association that either relinquishes or loses its membership to its sport's International Federation is required to inform the Gibraltar Sports and Leisure Authority (and through it the Council), as soon as possible. Assistance will be provided for Associations having difficulties in maintaining or achieving membership of an International Federation.
- j. In the case of membership of an English or UK Association proof of such membership must be included.
- k. Outline bids for financial assistance including evidence of events or initiatives and approximated costs, including quotes, which will be sought by the Governing Body or Multi Sport organisation and its affiliated clubs or associations for the following financial year.

(NB: It is imperative that this information is included to ensure competitive and development needs are built into budget requests.)

Information on recognised and registered Governing Bodies of Sport will be published annually and can be obtained from the Gibraltar Sports and Leisure Authority.

5. The Financial Assistance Process.

The Government of Gibraltar, on the advice of the Gibraltar Sports Advisory Council, 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 that will lead to greater participation and clear pathways for Athletes of all ages and abilities to reach their true potential at home, abroad and in the international arena.

The financial schemes are administered by the Gibraltar Sports and Leisure Authority on the advice, recommendations and criteria of the Gibraltar Sports Advisory, through funds provided by the Government of Gibraltar.

5.1. Submission of bids for financial assistance

The following are entitled to submit bids for financial assistance.

- a. All locally recognised and registered Governing Bodies of Sport and Multi-Sport organisations.
- b. Sports clubs affiliated to the recognised Governing Body of Sport, through and with the **written** approval of the recognised Governing Body of Sport. **All applications by sports clubs must be sanctioned and countersigned by their relevant Governing Body of sport. In the case of multi-sport competitions only applications from the recognised and registered multi-sport organisation will be considered.**

5.2. Financial Assistance objectives and criteria.

Financial Assistance will be considered to support the primary objectives shown below:

5.2.1. Official International Competitions & Multi Sport Events.

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

Official International Competition is more specifically defined as sporting events that are sanctioned and held in accordance with the rules and under the auspices of their respective International Governing Body (Federation), and which form part of the Official Events Calendar of that International Federation.

Multi sport competitions are more specifically defined as events including a number of sports, but not necessarily under the auspices of a Multi sport International Federation.

The Government of Gibraltar considers these forms of competition are the gauges by which sporting standards in Gibraltar can be measured with the aim of improving standards. There will be a yearly sum allocated exclusively for sporting associations who reach the qualifying standard (as required by the event or defined by the relevant Governing Body of Sport in Gibraltar, or of the International Official Competition) to apply for part funding of approved costs involved in competing.

5.2.2. Sports Development

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.

The Government of Gibraltar, through the Gibraltar Sports and Leisure Authority and the Gibraltar Sports Advisory Council, is committed to supporting Sports Development initiatives that promote sport for all, sporting opportunities and sporting standards in Gibraltar and includes but is not limited to the following:

- a. Accredited coach education for coaches and officials, approved and or recognised by the International Governing Bodies (Federations).
- b. Junior sports development projects, including officiating, leadership, administration and skill development.
- c. Sports development projects that include a mixture of coach education, coach mentoring, skill development and competition for athletes.
- d. The hosting of proven development events in Gibraltar, not of an official international competition nature.
- e. Attendance at International Federation Congresses and seminars.
- f. In special circumstances the attendance in sports events abroad not covered in 5.2.1. Objective 1 above, and which are considered of particular benefit to the development of sport.
- g. 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 (Federation).
- h. Initiatives to develop officials at all levels.

5.2.3. Improvements to facilities

Aiming to improve the number and standard of sporting facilities within the resources available to ensure that sport in Gibraltar has access to facilities that will support development to its full potential.

The Government of Gibraltar through the Gibraltar Sports and Leisure Authority, the Gibraltar Sports Advisory Council and its Premises Committee aims to support the development of more, better and safe facilities that can be used by Governing Bodies of Sport and members to support the development of their sport.

- ❖ All applications for financial assistance will be considered on a case by case basis.

NB: The CEO, Gibraltar Sports and Leisure Authority & the Sports Development Officer are available to give support and advice on all applications for financial assistance.

5.3. Bids and applications.

Before seeking financial assistance within the annual registration process, the relevant Governing Body of Sport must decide under which section (as per above) the application should be considered. The CEO Gibraltar Sports and Leisure Authority and the Sports Development Officer will be able to help with any queries regarding the estimates, provisional bids and formal applications.

The Gibraltar Sports and Leisure Authority will advise which of the bids (if any) have been approved, following the recommendations of the Gibraltar Sports Advisory Council and Government's Budget funding.

Once the bid(s) have been approved and prior to the event / initiative for which funding has been approved, the official application form (B) for financial assistance must be completed. This can be obtained from the Gibraltar Sports and Leisure Authority based at the Bayside Sports Centre.

5.4. Completing the official application for financial assistance.

- i. Applicants should familiarise themselves with the application form and conditions.
- ii. The application form must be completed in full and a registered official from the Governing Body or Multi Sport organisation must sign it.
- iii. All official application forms must be supported by evidence of expenditure estimated.
- iv. In the case of applications from sports club, these must be countersigned by a registered official of the relevant Governing Body of Sport in Gibraltar.
- v. Only duly completed applications submitted on the Official Form will be considered.
- vi. Details of all events/projects for which fund bids are submitted must only cover the period of the financial year (April to March) following the registration/bid submission process dates.

5.5. Submission of the application form for financial assistance

The initial bids must be completed as part of the annual registration process. The official application forms must be submitted before the event/initiative for which funding has been approved takes place. Funding may not be available for events which were not included in the original bid submission for a particular year, although a late application process is available (see 5.9.2 below). Requests for funds for events that pertain to a previous financial year will NOT be considered.

5.6. Costs considered for financial assistance

☐ Approved Official International 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, if applicable.
- D. Insurance costs.
- E. Transportation and or hire of equipment if it is a necessary part of the competition/event/initiative

□ Approved Sports Development Projects:

- 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, if applicable.
- d. Insurance costs.
- e. Transportation and or hire of equipment if it is a necessary part of the competition/event/initiative
- f. A maximum of £1,000.00 per annum is available towards the cost of attending International Governing Body (Federation) Congress(es), or 50% of approved costs, whichever is the lesser.

□ Approved competition, event or initiative held in Gibraltar:

- a. Organisational costs on a case by case basis.
 - i. Costs specified by the International Organising Body to the host nation.
 - ii. Tutor fees; travel expenses, accommodation fees and expenses for accredited coach educators and or officials.
 - iii. Equipment hire if required.

□ Improvements to facilities financial assistance.

- a. Organisational costs on a case by case basis, priority considerations given to safety.
- b. Up to 100% of costs can be awarded towards approved improvements to facilities, subject to proof of financial expenditure.

5.7. Extent of Financial Assistance.

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.

It is current practice, on the recommendation of the Gibraltar Sports Advisory Council, that events of an Official Competition nature are entitled to 50% of allowable expenses (see above). Sports Development Projects resulting in accreditation are entitled to 50% of allowable expenses, whilst other projects (non-official competitions etc) are entitled to between 25% and 40%, depending on the project's developmental value, as recommended by the Council on a case by case basis.

5.8. Evidence required before and after the event.

Before. (Form B)

Official application form including full details of the event/initiative, supporting documentation and proof of expenditure as set out in the condition (5.4).

After. (Form C)

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

The Gibraltar Sports and Leisure Authority will provide confirmation of event Form C when the financial grant is awarded. Please ensure that the form is completed in full, as failure to provide the required information will jeopardise your Governing Body of Sport, Multi-Sport organisation or Club's ability to obtain future financial assistance. **NB: Governing Bodies of Sport & Multi-Sport organisations that have received funds before the events/initiatives may be due funds or funds held in credit for any difference between the amount advanced and the ratified amount in form C**

5.9. Changes of event & late applications.

5.9.1. Change of event.

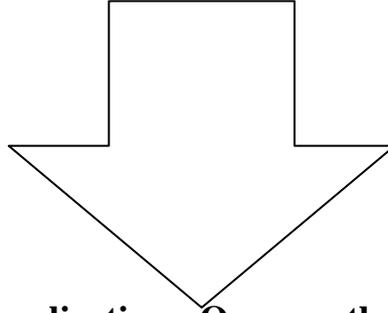
In certain circumstances a Governing Body of Sport may not be able to attend an approved event/initiative, or feel that participation in another similar event/initiative is more beneficial to the development of their sport. In these instances a letter requesting a change of event, giving a full explanation for the change must be forwarded to the GSAC 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 Association is requesting more funds, the application will have to be considered as a late application for additional funds.

5.9.2. Late applications

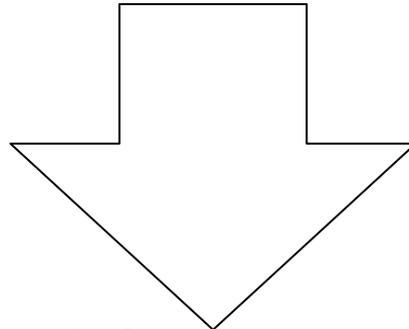
In special circumstances requests for late applications will be considered. If a Governing Body of Sport or a Multi Sport organisation can prove that an opportunity to participate in a developmentally important event or initiative that was not known or available at the time of bids being submitted as part of the registration process. Then they can apply in writing accompanied by the official application form to the GSAC Secretary for consideration to be given to their request. 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).

5.10. Financial Bids Procedures Flowchart

Financial Assistance Estimate bids for the following year. A must if you expect to receive finance. Fill in details on your Annual Registration **Form A**



The Official Application - One month before you take part in the event/project. You must complete the Official Application for financial assistance **Form B, as it is this form which enables the release of funds.**



Within one month of completing the event/project you must complete the Confirmation of Event – **Form C, giving details of your participation in the event. Failure to complete this form will affect future funding.**

6. Appendices.

6.1. Criteria for recognition as a Sport.

6.2. Application for recognition and registration of a new Governing Body of Sport or Multi-Sport organisation – Form **1**

6.3. Application for annual registration as a Governing Body of Sport or Multi-Sport organisation – Form **A**

6.4. Financial Assistance official application form **B**

6.5. Confirmation of Event form **C.**

6.1. Criteria for recognition as a Sport.

(Extracts from council of Europe – Committee for Sport)

‘SPORT’ DEFINED

1.16.

- (a) **The general characteristics of sport are defined in the European Sport for all Charter and by the Olympic Committee.**
- (b) Ideally all the four following elements are present in a sport, and the first two are always present. A sport involves physical activity, it is practised for a recreational purpose, there is an element of competition and a framework of institutional organisation.
- (c) Sport involves active participation by the sportsman: the passive sports spectator is excluded.
- (d) The so-called ‘thinking sports’, for example cards, chess, draughts, are excluded.
- (e) Activities which place the muscular and cardio-respiratory system under only slight stress, but which demand precise physical co-ordination, are accepted, for example shooting. Certain ‘mechanical sports’ like motor racing may be included, on the same principle.
- (f) Café-variants for sports, for example table football, are excluded: similarly where the necessary equipment has the character of a plaything (e.g. marbles), the activity is excluded.
- (g) Games derived from the history and folk-culture of a country, e.g. archery, skittles, folk dancing, may be regarded as sports if they meet the criteria above.

AND/OR

RECOGNITION AND INCLUSION AS A SPORT IN THE INTERNATIONAL OLYMPIC
COMMITTEE’S LIST OF OFFICIAL AND RECOGNISED SPORTS.

Council of Europe – Committee for the Development of Sport

1.22 International Core List of Sports (Council of Europe)

Athletics	Hiking
Autosport	Ice Skating
Badminton	Ice Hockey
Baseball	Judo – Karate
Basketball	Motor Cycle Sport
Billiards	Pistol Shooting
Bowling/Skittles	Petanque (and equivalents)
Boxing	Parachuting (and hang gliding)
Canoeing	Riding
Clay Pigeon Shooting	Rifle Shooting
Climbing	Rowing
Caving	Roller Skating
Cycling (touring)	Rugby
Cycling (racing)	Skiing
Diving	Swimming
Fencing	Squash
Fishing	Sailing
Football (and mini-football, 5 -a- side)	Tennis
Gliding	Table Tennis
Golf	Underwater Sport
Gymnastics	Volleyball
Gymnasium Work	Wrestling
Handball	Waterpolo
Hockey	Weight Lifting
Hunting	Water Skiing

N.B. Fishing, walking, hunting, cycling – see section 6.1, extract 1.15(a).

AND/OR

THE INTERNATIONAL OLYMPIC COMMITTEE'S LIST OF OFFICIAL AND RECOGNISED SPORTS WHICH SHALL BE THAT WHICH, AT ANY GIVEN TIME AS APPLICABLE, IS POSTED IN THE IOC'S OFFICIAL WEBSITE.

15. Financial Assistance

Estimate of financial assistance required for the next financial year (1st April to 31st March), with details of the event/initiatives.

15.1. Official International Competitions.

Details of Event (s).

Benefits of the event.

Details of who will be attending (Athletes/Officials)

Breakdown of costs. (Including quotes)

- Travel costs
- Accommodation costs
- Competition fees
- Insurance
- Transportation or hire of equipment
- Other (please specify)

Overall amount of support requested

Details of how you will fund the whole amount

(Attach a separate sheet if required).

15.2. Sports Developments.

Details of project (inc. attendance at Congress of Int Gov. Body (Federation).

Benefits of project

Details of who will be taking part in project

Breakdown of costs. (Including quotes)

- Tutor/Official costs
- Overall Travel costs
- Accommodation costs
- Official Expenses
- Insurance
- Transportation or hire of equipment
- Other (please specify)

Overall amount of support requested

Details of how you will fund the whole amount

(Attach a separate sheet if required).

14.3. Improvements to facilities.

Details of project.

Details of how many people will benefit

Detailed breakdown of costs. (Including quotes)

Amount requested

(Attach a separate sheet if required).

Initial registration signatories

Signed.....

Name.....

Position.....

Date.....

NB: Signatories must be senior office bearers

CONDITIONS

Sports Associations 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 annual registration Form.
- b. Evidence that a publicly advertised and democratic public meeting was held when forming the Governing
- c. Body or Multi Sport organisation together with a certified copy of the minutes of the said meeting.
- d. Copy of the Constitution of the Governing Body or Multi-port organisation.
- e. List of elected committee members with contact details.
- f. List of individuals or clubs (if applicable) affiliated to the Governing Body (or Sports Associations in the case of Multi-sport organisations) with contact details.

NB: The Sports Development Officer is available for support and advice on the preparation of constitutions and completing the initial registration process.

Please return completed application to:

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



5.3.

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/fax numbers of committee President: Secretary:	
4. Names, positions, e-mail and tel/fax of all other persons in the committee:	(If short of space please attach separate sheet)
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, addresses, e-mail and Tel/fax of clubs/teams/associations affiliated to your Governing Body or Multi-Sport organisation.	(If short of space please attach separate sheet)

Government of Gibraltar Ministry for Sport

<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: Male: (c) Veterans: Male: Female: Female:</p> <p>(b) Seniors : Male: (d) Social Female: (Please define age groups)</p>
<p>10. Individual membership fees by categories (if applicable)</p>	<p>(a) Juniors: Male: (c) Veterans: Male: Female: Female:</p> <p>(b) Seniors : Male: (d) Social Female: (Please define age groups)</p>
<p>11. Details of amendments to the constitution of Governing Body/Multi-sport organisation since the last registration</p> <p>Please provide copy of amendments to constitution or a copy of amended constitution.</p>	
<p>12. Provide details of Public Liability insurance for members (Association/Clubs/Teams) arranged by Governing Body/Multi-Sport Org</p> <p>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 (Federation)</p> <p>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>(If short of space please attach separate sheet)</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>
<p>16. Details of any clubs registered with your Association that hold a Clubs Registry Licence</p>	<p>(If short of space please attach separate sheet)</p>

17. Financial Assistance	Estimate of financial assistance required for the next financial year (1 st April to 31 st March), with details of the event/initiatives.
17.1 Official International Competitions	
Details of Event (s). Benefits of event. Details of who will be attending (Athletes/Officials) Breakdown of costs. (Including quotes) <ul style="list-style-type: none"> ● Travel costs ● Accommodation costs ● Competition fees ● Insurance ● Transportation or hire of equipment ● Other (please specify) Overall amount of support requested Details of how you will fund the whole amount?	(If short of space please attach separate sheet)
17.2 Sports Development	
Details of project (inc. attendance at Congress of International Governing Body (Federation). Benefits of project Details of who will be taking part in project Breakdown of costs. (Including quotes) <ul style="list-style-type: none"> ● Tutor/Official costs ● Overall Travel costs ● Accommodation costs ● Official Expenses ● Insurance ● Transportation or hire of equipment ● Other (please specify) Overall amount of support requested Details of how you will fund the whole amount	(If short of space please attach separate sheet)
17.3 Improvement to Facilities	
Details of project. Benefits of the project Detailed breakdown of costs. (Including quotes) Amount requested	(If short of space please attach separate sheet)

18 Bank Details	The Gibraltar Sports Advisory Council will only pay the relevant Governing Body of Sport. Individuals or clubs will not receive direct
------------------------	--

Government of Gibraltar Ministry for Sport

	payment.
18.1 Association Bank Details	Bank: Account Name: Account Number: Sort Code:
19 Anti Doping	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.
19.1	<p>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.</p> <p>Failures to do so will result in your Sports Association not being eligible for GSAC Financial Assistance.</p>

Annual Registration Signatories	
Signed
Name
Position
Date
Countersigned
Name
Position
Date
NB: Signatories must be senior office bearers	

Annual Registration Conditions

Government of Gibraltar Ministry for Sport

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

- l. Evidence of holding the last Annual General Meeting together with a certified copy of the last AGM minutes approved at that meeting
- m. Details of any amendments to the constitution of Governing Body or Multi Sport organisation since the last registration or a copy of their updated constitution.
- n. A list of the members of the committee, including the names, positions, contact addresses and Tel/Fax numbers (and e-mail address if possible) of at least two members of committee. Preferably President/Chairperson and Secretary.
- o. A list of individual members/clubs/teams affiliated to the Governing Body (If applicable) or Sports Associations in the case of Multi Sports organisations with contacts.
- p. A list of qualified Coaches, including levels within the Governing Body (Not applicable for Multi-sport organisations).
- q. A list of qualified Officials, including levels within the Governing Body (Not applicable for Multi-Sport organisations).
- r. Completion of all relevant sections of the official annual registration Form A.
- s. A copy of the last annual audited accounts available prior to registration.
- t. Evidence of current membership to the International Governing Body (Federation).
- u. 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.
(NB: It is imperative that this information is included to ensure competitive and development needs are built into budget requests.)

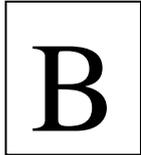
Please return completed application to:

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

Gibraltar

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

5.4.



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 _____

Approved _____

Please return completed application (in black ink) to:

Chief Executive Officer
Financial Assistance,
Gibraltar Sports & Leisure Authority
Bayside Road
Gibraltar

Official International Competitions <input type="checkbox"/>	Sports Development <input type="checkbox"/>	Improvements to facilities <input type="checkbox"/>
--	---	---

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

Date of application

1. Name of Governing Body/Multi Sport organisation.	
2. Contact name; position held, e-mail, address and Tel/Fax number.	
3. Official International Competition	
Details of Event <ul style="list-style-type: none"> • Dates of Event. • Official organising body. • How many squads are competing, please highlight age group. • Is the squad the National representative squad or a club? • No's. in squad(s) competing. • No of teams competing in event. • No of officials accompanying team. • Venue of Event. • Benefits of participating in this Event. 	

4. Sports Development	
<p>Full details of project(s).</p> <ul style="list-style-type: none"> • Dates of proposed project(s) • Type of Project(s). • Benefits of Project(s) • Details of who will be taking part in project(s) • Venue for Project(s). 	
	(Please add additional sheet if more than one project).
5.Improvements to facilities	
<p>Full details of proposed project.</p> <ul style="list-style-type: none"> ● Proposed time scale for the improvements. ● How will this proposed project effect the development of your sport? ● What will happen if the project isn't carried out? 	
6. Detailed breakdown of costs. (Including quotes)	
<ul style="list-style-type: none"> • Tutor/Officials fees • Travel costs. • Accommodation costs. (Bed & breakfast only – Max 3*) • Competition Fees. • Transportation or hire of equipment • Insurance • Official's expenses • Any other costs associated with the Event • Materials. • Building costs. (For all building works three quotes must be included). • Other costs. (Please give details) 	
7. Total amount for event/project.	

Government of Gibraltar Ministry for Sport

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 Association/ Club

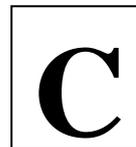
In the event of this application being received from a club, the application needs to be countersigned by a senior member of the relevant Governing Body of Sport or Multi Sport organisation

*Association's countersignature _____ *Name _____

*Position in Association _____

Conditions attached to Financial Assistance Application.

- a. Only requests received on an official form will be considered.
- b. All sections of this application for financial assistance must be completed in full and accompanied by the requested supporting information to be considered.
- c. International Official Competitions must be approved and on the official calendar of the International Governing Body (Federation)
- d. Details of Events/ Projects must be completed accurately and supported by information from the relevant International Federation.
- e. 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 Centre 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 Travel Agents whenever an application involves travel and /or other accommodation expenses.
- h. Following the event/initiative Governing Bodies of Sport/Multi Sport organisations are required to submit a confirmation of the event **Form C** together with receipts of the actual expenditure incurred. A summary of the event/project(s), including results, special achievements, benefits of the event and beneficial contacts made should also be submitted. Failure to produce such evidence may affect future applications.
NB: Governing Bodies of Sport & Multi Sport organisations that have received funds before the events/initiatives may be due funds or funds held in credit for any difference between the amount advanced and the ratified amount in form C
- i. Up to a maximum of 50% of approved total costs will 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 Guidelines for Sports Associations, Governing Bodies of Sport and Multi Sport organisations booklet (4.6.)



5.5.

Official International Competition, Sport Development projects and improvements to facilities - Confirmation of Event(s)

Please return completed application to: **The CEO
Gibraltar Sports and Leisure Authority
Confirmation of Events,
Bayside Sports Centre
Bayside Road
Gibraltar**

Date

Official International Competitions <input style="width: 40px; height: 20px; vertical-align: middle;" type="checkbox"/>	Sports Development <input style="width: 40px; height: 20px; vertical-align: middle;" type="checkbox"/>	Improvements to facilities <input style="width: 40px; height: 20px; vertical-align: middle;" type="checkbox"/>
--	---	---

Please tick category of confirmation of event/initiative.

Date:

1. Name of Governing Body/Multi-Sport organisation/Club.	
2. Contact name; position held, address and Tel/Fax number.	
3. Full details of the Event/project for which the financial assistance was awarded.	
4. Details of members benefiting from the Event / project?	
5. Benefits achieved from taking part in the Event/project? <small>(Including qualifications if gained, if applicable)</small>	
6. Detailed breakdown of actual costs of Event / project. <small>(Including receipts)</small>	
7. Total amount of Financial Assistance received	

Government of Gibraltar Ministry for Sport

<p>8. Details and results of the Event / project (including results sheets for events, any qualifications attained, beneficial contacts made and the benefit of projects to the development of your sport)</p>	
(If short of space please attach separate sheet)	
<p>9. Sponsorship gained towards the Event/project (if applicable)</p>	
<p>10. Any other information in connection with the Event / project.</p>	

Signed _____ Name _____

Position in Association _____

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-port organisation

*Association Countersignature _____ Name _____

*Position in Association _____

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 Department of Sport & Youth within one month of the event/initiative/project taking place.

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