



Cook Islands Sports & National Olympic Committee

ALLSPORTS FUNDING POLICY

1. POLICY

The purpose of this policy is to provide background and understanding of the purpose and the application and selection process for the Allsports funding.

2. SCOPE

Sport plays an important role in the community through the delivery of social and economic benefits by promoting active and healthy lifestyles. Sport provides significant opportunities to improve the quality of life through better health, education and in stimulating the economy to create new and varied job opportunities. Regular and frequent competition both in country and within the Pacific Region provides the framework for the establishment of the sports industry and provides the incentive for active participation in sport.

Sport creates pathways for our youth to achieve better standards of education, appreciate values and moral principles, and become a successful candidate for employment, which will be essential for the future survival of our Island Nation.

Apart from also engendering national pride and enhancing our national identity, participation in competitive sport acts as a catalyst in increasing participation at all levels of sport, which in turn helps deliver the values that enhance the quality of life.

Sport therefore continues to retain a significant place in the overall development strategies adopted by Government.

3. ALLSPORTS FUND COMMISSION

3.1. CISNOC shall administer the Allsports Fund for the benefit of the sporting community through sports development programmes in the Cook Islands and shall appoint an "Allsports Fund Commission" (The Commission), to receive, review and recommend to the CISNOC Executive Board the distribution of grants from the Allsports Fund.

3.2. The composition of the Commission will comprise of 5 members:

3.2.1. CISNOC Executive Board Member as Chairman

3.2.2. CISNOC Secretary General as Assistant Chairman

3.2.3. Internal Affairs, Head of Ministry

3.2.4. CISNOC Sports Manager

3.2.5. Athletes Commission Representative

3.3. The Chairperson shall be a CISNOC Executive Board member, who will report back to the board. In the absences of that Board member the Assistant Chairperson who is the CISNOC Secretary General shall chair and coordinate meetings.

3.4. Commission members as in 2(a) and 2(e) will each serve terms not exceeding four years, except the CISNOC Secretary General and Sports Manager shall remain on the commission.

3.5. The CISNOC Administration Officer shall act as the secretariat of the Commission, also attend the meetings to report to and assist the Commission in their deliberations.

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	Endorsed by	CEO & Board	Version Version 2



Cook Islands Sports & National Olympic Committee

- 3.6. Commission members are there representing their particular interests, who must understand that when authorising funding, it is based on the benefit of all the National Federations and Island Associations.
- 3.7. The Commission may review from time to time these guidelines and recommend to CISNOC and the Cook Islands Government for approval amendments that meet the highest standards of best practice, transparency and accountability.

4. COMMISSION MEETINGS TO CONSIDER PROGRAMS AND APPLICATIONS

- 4.1. The Allsports Commission will meet annually and no later than 1 June of each year to consider applications for Allsports funding. Applications will close with CISNOC on the 1 May of each year. The SDU Unit through the Sports Manager will review all applications in detail, and submit a summarised sheet with finances and budgets, also with recommendations.
- 4.2. The Commission will offer each applicant the opportunity to meet with the Commission, where the budgets and supporting information will be discussed and verified, ONLY if the Commission feels that more information is needed.
- 4.3. The Commission will consider applications in accordance with the guidelines listed below. The Commission shall consider all applications and recommend to CISNOC Executive Board grants for approval that meet these guidelines and criteria, and best achieve the needs of the sport, satisfy the objectives and interests of the stakeholders including Government, Sports and the community.
- 4.4. The Commission shall call meetings to review, reallocate funds, or if deemed necessary, these meetings shall be at the discretion of the Commission

5. GUIDELINES FOR NATIONAL FEDERATION AND ISLANDS SPORT ASSOCIATION APPLICATIONS FOR CONTESTABLE FUNDS

- 5.1. The primary focus will be on the development of the “athlete” with an emphasis on participation and competition. The word “athlete” may include individual, competitor, player, team, coach, manager and technical official.
- 5.2. Priority will be given to Associations whose sports are not recognised as Olympic sports.
- 5.3. In considering applications the Commission will adopt the following guidelines and criteria to assist their decision making:
 - 5.3.1. The applicant is in Good Standing as defined by By-Law 1 of The Constitution of CISNOC.
 - 5.3.2. Only costs that will be incurred within the relevant period will be considered.
- 5.4. The following expenditure items will **not** be funded:
 - 5.4.1. Expenditure in the nature of international fees, levies, administration operating costs and other non specified items. Miscellaneous items must be specified.
 - 5.4.2. Funding of competition uniforms and personal allowance & benefit payments to athletes, administrators and coaches. This is the responsibility of the National

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Federation and Island Association and shall not be included in the budget of allowable costs for Allsports Fund grants.

- 5.4.3. Funding will not be generally available for international travel. However, applications for National Federations to attend their International Federation General Assembly where that Assembly is considered an important assembly in a four-year cycle shall be considered on the basis of reimbursing the full costs of airfares and accommodation for one National Federation executive delegate to attend, airfares at lowest economy rate, accommodation at General Assembly Hotel, providing that an application is only submitted once each four years and the International Federation is unable to offer a subsidy to National Federation for this program.
- 5.5. A threshold for minor and major proposals will be applied, as determined by the Allsports Commission having regard to the total number of applications received.
- 5.6. Major proposals will be partially funded having regard to:
 - 5.6.1. priorities as determined by the Allsports Commission by-annual basis
 - 5.6.2. available contestable funds
 - 5.6.3. whether it is a non Olympic sporting code
- 5.7. A maximum cap per application will be applied at a rate as determined by the Allsports Commission.
- 5.8. Multiple applications submitted by the same National Federation or Island Sports Administration may be considered together by the Allsports Commission, irrespective of the minor threshold or the maximum cap per application.
- 5.9. Applicants have considered funding support from alternative organisations (e.g. Olympic Solidarity, IOC, ONOC, OTC, CGF, ASP, IF and NF programs & Foreign Government programs) so as to maximize shared funding and to avoid any duplication between programs. Where applicants have sought funding from any of the above sources for a particular program then these will be disclosed in the applicant's revenue budget so that the source of funds is disclosed in all applications and duplication is avoided.
- 5.10. Applications will be submitted on the Allsports Fund application forms provided by CISNOC accompanied by extracts from the applicants development plan, budgets plus supporting information from the host or organiser of the event/competition.
- 5.11. Applications for athlete or sport participation at any event organised by an International Federation or other sporting body, shall include details of the International Federations conditions of entry and financial support or assistance provided by the International Federation or organiser for all athletes and participants.
- 5.12. All payments are made by providing CISNOC with an invoice from the supplier and payment is made direct, however if the National Federation has already made payment, CISNOC will make reimbursement on the produce of an invoice and receipt.

6. COMMISSION RECOMMENDATIONS

- 6.1. The Commission will submit its grant recommendations to the CISNOC Executive Board for approval. In submitting its recommendations the Commission shall be required to confirm that the applications submitted for approval meet the above guidelines.

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- 6.2. If the Executive Board endorses the recommendations of the Allsports Commission, the Secretary General of CISNOC will write to all applicants informing them of the outcome of the funding round.
- 6.3. If the Executive Board requests changes to the Allsports Commission decision, a written report will be provided to the Allsports Commission outlining the reason for the requested changes prior to writing to all applicants informing them of the outcome of the funding round.
- 6.4. The Secretary General of CISNOC will write to the Secretary of Internal Affairs advising the outcome of the funding round and requesting release of the funds. A report of the process undertaken by the Allsports Commission will be attached to the request.
- 6.5. The Ministry responsible for Sport shall act on this request and within 14 days disburse to CISNOC the full amount of the claim.
- 6.6. Allocations of funds approved by the Executive Board through the Commission, whereby 75% will be paid out with the remaining 25% until receipt of report from the NF or IA, and that remaining 25% will then be released. However for NFs and IAs failing to report within 90 days of the completion of the programme, shall lose the remaining 25%, those funds will return to the Commission for redistribution to those NFs who have completed their programmes and where reports have been accounted for, and have requested extra funds or funding because of the expenses of their programme.
- 6.7. The decision of the Executive Board will be final and not be subject to further appeal.

7. DISTRIBUTION OF GRANTS

- 7.1. Allsports Funds grants shall be distributed bi-annually, as below:
- 7.2. A contribution to CISNOC administration to ensure program integrity (*based on \$20,000 per annum*). These funds will be used to ensure that:
 - 7.2.1. Funding is allocated in accordance with the agreed policies and procedures;
 - 7.2.2. That reporting of use of funds to the Cook Islands Government meets generally accepted accounting principles; and
 - 7.2.3. Appropriate record keeping of disbursement of funds for audit purposes. Normal acquittal of funds as required by CISNOC applies.
- 7.3. An allocation to Outer Islands Sports Associations to support the development of sports.
 - . Funding is based on Good standing clause (*Presidents report, calendar of events, financial reporting to the amount of \$1,000.00 per annum*)
- 7.4. CISNOC Sports Development Annual Plan (*based on \$20,000 per annum*)
 - 7.4.1. Funding will be provided to assist the Sports Development Unit administer programs, especially targeting outer islands sports, as outlined by annual.
 - 7.4.2. By annual reporting will be provided to the Cook Islands Government regarding planned activities / programmes.
 - 7.4.3. Normal acquittal of funds as required by CISNOC applies.
- 7.5. National Federations and Island Sport Associations in accordance with the recommendations submitted by the Commission and endorsed by the Executive Board.
- 7.6. Normal acquittal of funds as required by CISNOC applies.

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8. ACCEPTANCE OF GRANTS

In accepting grants from the Allsports Fund, applicants will be required to acknowledge the above principles and guidelines and to publicly recognise the Allsports Fund financial assistance to the development of their sport in any media releases or event program that receives Allsports Fund grants, with a view to creating greater public awareness of grant money expenditure in the development of Cook Islands Sport.

9. IDENTIFICATION OF FUNDING OPPORTUNITIES

CISNOC will in its sports development planning each year direct its SDO' to work with all stakeholders in identifying and developing funding opportunities

10. REPORTING AND AUDIT

- 10.1. SDU will submit written reports to the Commission on a quarterly basis of activities and programs adopted by successful beneficiaries of grants and compliance with the terms under which grants were approved. Quarterly reporting will commencing from and including 1 April of each year.
- 10.2. An auditor appointed by CISNOC will annually review Allsports grants to ensure compliance with these guidelines.
- 10.3. CISNOC will provide quarterly reporting to the Ministry of Internal Affairs within three months of each quarter and annual reporting within three months after the end of the relevant financial year on the expenditure and achievements of the Allsports grants.

The Ministry of Internal Affairs will ensure that the outcome of each funding round and annual reporting is publicly available

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