



Officiating Development Program

Guidelines 2017–18

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Overview

The Northern Territory Institute of Sport (NTIS) Officiating Development Program is a Northern Territory Government (NTG) initiative administered by the Department of Tourism and Culture (the Department).

There are two funding categories, Accreditation Courses and Competitions; and Officiating Coaches/Educators. There are two rounds accepting applications.

Peak Sporting Bodies (PSB) can apply for a grant in either or both programs to a maximum of \$4000 in each (i.e. maximum \$8000).

The primary objectives of this program are:

- Strengthen the capability and capacity of sport organisations to assess, coach and educate other Northern Territory (NT) officials;
- Increase the number of Territorians officiating at the highest levels in sport; and
- Improve the knowledge, skills and experience of accredited sport officials participating in the NT.

Key dates

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| Round 1 applications open online | 25 September 2017 |
| Closing date for applications | 31 October 2017 |
| Assessment of applications..... | November 2017 |
| Agreements finalised and funds available..... | 1 December 2017 |
| Funding period..... | 1 December 2017 to 31 October 2018 |
| | |
| Round 2 applications open online | 26 February 2018 |
| Closing date for applications | 30 March 2018 |
| Assessment of applications..... | April 2018 |
| Agreements finalised and funds available..... | May 2018 |
| Funding period..... | 1 May 2018 to 30 April 2019 |

How to apply

Round 1 applications open on 25 September 2017

Round 2 applications open on 26 February 2018

All applications must be lodged online at <https://nt.gov.au/leisure/sport/apply-for-a-sport-or-active-recreation-grant-online>.

If you would like assistance with your application please call (08) 8922 6811 or email ntis.coachandofficial@nt.gov.au

Who can apply?

NT Peak Sporting Bodies

The PSB must:

- Be currently registered as an incorporated body with the Department of Trade, Business and Innovation or hold another comparable legal status;
- Operate as a not-for-profit organisation;
- Be compliant with Licencing NT, or other relevant authority; and
- Have a current public liability insurance (minimum \$10M).

Who cannot apply?

- Clubs, associations, regional councils, organisations that do not meet the Department's definition of a NT Peak Sporting Body;
- Individuals;
- Parents and citizens/parents and friends associations;
- State and federal government departments;
- For-profit groups/commercial organisations;
- Tertiary education institutions, school councils, student groups;
- Organisations that are not based in the NT; or
- Organisations with outstanding government grant acquittals.



What can be funded?

Accreditation Courses and Competitions

Funding is provided in two categories. Examples of the types of projects supported in each are listed below.

It is important that your application clearly details the objectives and outcomes of the project and that funding requested is directly aligned with these objectives.

Previous applicants, while welcome to apply, cannot submit an application for a similar funding category (as per below) within each funding period (2017-18 financial year).

Funded categories:

ACCREDITATION COURSES

Costs associated with delivering:

- An intermediate or higher officiating training course including the travel of an intra-Territory or interstate presenter.

Costs associated with attending:

- An intermediate or higher officiating training course intra-Territory, interstate or overseas.

COMPETITIONS

Costs associated with officials officiating:

- At an event as part of higher level accreditation requirements;
- At an international selection event not fully funded by the PSB or National Sporting Organisation (NSO) that assists in being selected for a higher level competition;
- At a state, national (including School Sport Australia) or international event (not fully funded by the PSB or NSO) that assists in maintaining accreditation; or
- At a state, national or international competition on the officiating pathway.

Costs can include airfare, accommodation and presenter fees only.

Funding will not be considered for:

- Activities or projects that have been approved under other NTG grant programs;
- Activities or projects that are normally covered by the NSO;
- Applications that are not supported by a breakdown of costs;
- Applications from organisations in the officiating stream proposing to run beginner or introductory officiating courses in the NT;
- Costs for an official to attend or conduct an introductory officiating course (this is funded from within the PSB grant);
- Overheads involved with running an officiating course including room hire, facility usage and cost of support materials such as printing and binding of manuals;
- Hire car associated with attending an event;
- Meals associated with attending an event;
- Equipment or clothing (including uniform items);
- Costs associated with being an announcer or ball person at an event;
- Fees to maintain accreditation;
- Participation in competitions that are not part of the NSO's or PSB's recognised officiating pathway. The scholarship is to support officials to reach the highest levels in the sports official pathway.

Officiating Coaches/Educators

Funding is provided for officiating coaches/educators. Examples of the types of projects supported in each are listed below.

It is important that your application clearly details the objectives and outcomes of the project and that funding requested is directly aligned with these objectives.

Previous applicants, while welcome to apply, cannot submit an application for a similar funding category (as per below) within a 12 month period.

Funded categories:

Costs associated with delivering:

- An officiating coaching accreditation/training course including the travel of an intra-Territory or interstate presenter.

Costs associated with officials attending:

- An officiating coaching accreditation/training course intra- Territory or interstate.

Professional development costs associated with coach officials attending:

- A national competition to provide officiating coaching under supervision of a mentor/coach.

Costs can include airfare, accommodation and presenter fees only.

Funding will not be considered for:

- Activities or projects that have been approved under other NTG grant programs;
- Activities or projects that are normally covered by the NSO;
- Applications that are not supported by a breakdown of costs;
- Applications from organisations in the officiating stream proposing to run non coaching officiating accreditation courses in the NT;
- Overheads involved with running an officiating coaching course including room hire, facility usage and cost of support materials such as printing and binding of manuals;
- Hire car associated with attending an event;
- Meals associated with attending an event;
- Equipment or clothing (including uniform items);
- Fees to maintain accreditation.

Application checklist

The following is a checklist of documents and actions that are required for your application.

- A concise description including outlining the purpose of the funding request.
- A breakdown of costs (e.g. airfares, accommodation, presenter fees, etc.).
- Attach accreditation guidelines/framework if project is for officials upgrading to the next level or maintaining accreditation.
- Attach your NSO and if available your NT officiating pathway.
- List the names of the officials or selection process (if officials' names are unknown at the time of application) plus confirmation of official's accreditation if applying for sending official(s) to an interstate course or competition.

Assessment

Total funding is limited and subject to annual variation by the NTG. As such, all applications will be assessed on relative merit against selection criteria. It is not possible to approve all requests for assistance, therefore grant funding should not be deemed automatic or anticipated, regardless of history or previous funding.

Applications that include specific details of the project's outcomes and activities will be considered a higher priority.

The application's activities requested for funding will be cross-checked with other department grant funding applications for duplication.



Notification and feedback

Applicants will be notified of the result of their application by email. Successful applicants and funding details may be published on the Department's website www.dtc.nt.gov.au

PSB's with a successful application will receive a grant agreement which will outline the level of funding approved and the approved initiative.

The PSB must agree to comply with the conditions outlined in the agreement, sign the agreement, and return it to the Department so the funds can be paid.

Feedback is available on request.

Payment of funding

Payments will be processed upon the receipt of the signed agreement and will be paid via electronic funds transfer (EFT) to the organisation's nominated bank account.

Goods and Services Tax (GST)

If the organisation is GST registered, the actual total is subject to GST and the following will apply:

- The total will be 'grossed up' by 10 per cent;
- It is the organisation's responsibility to ensure that the GST component is remitted to the Australian Taxation Office; and
- A 'Recipient Created Tax Invoice' will be generated showing the 'grossed up' amount and forwarded to the organisation once the funds have been released.

If the organisation is not registered for GST, the organisation is not required to pay GST and will not receive a 'grossing up' provision.

The organisation must advise the Department of any changes to its ABN or GST registration status.

General information

- These guidelines supersede all terms and conditions in previous guidelines administered by the Department and form part of any agreement for funding provided under this program.
- Funds may not be used for any other purpose without a request for variation and prior written approval from the Department.
- Funds are not granted retrospectively i.e. to projects that have occurred or commenced prior to the application or notification of success.
- Recipients will be required to comply with all conditions of a NTG agreement which includes participation in audits of funding use.
- The NTG reserves the right to withdraw approval for funding at any time if there is a change in circumstances in the nature or financial viability of the project, individual or organisation.
- If a funding recipient does not meet all requirements in the agreement, monies paid may be recovered as a debt due.
- Unexpended funds of the approved amount will be required to be refunded.
- Recipients will be required to acknowledge the government assistance (information on how to do this will be detailed in the agreement).
- It is a condition of application that details of successful and unsuccessful applications, including the name of the organisation, amount, purpose, and any special approval conditions may be published or used by the NTG in any form and at any time.

Definitions

Accreditation

The NSO's competency based training program is required to be completed by an official in order to be nationally recognised within the sport. There are flexible methods of delivery of the curriculum (e.g. in a face to face classroom setting, through mentor sessions, face to face practical learning, e-learning, or a mixture of methods). It has previously been called the National Officiating Accreditation Scheme (NOAS).

Introductory Accreditation

The NSO's introductory level qualification in your sport's officiating pathway, it may be known as Community, Beginner, or Level 1 accreditation.

NSO

The sport's National Sporting Organisation recognised by the Australian Sports Commission.

Official

A person who controls the running of a competition by applying the rules and laws of the sport. "Official" is the generic word, other titles include; referee, scorer, linesperson, umpire, judge, technical official, chair umpire, timekeeper, commissaire, tournament director or marshal. Sport officials also include coaches/educators of officials. Each type of official should have an NSO recognised training program. Not included are persons in roles related to sport/team/event administration/management, announcers or coaches of athletes.

Officiating coaches/educators

A person who is responsible for training officials by analysing their performances, instructing in relevant skills, assessing competencies as per the NSO's accreditation framework/guidelines and by providing encouragement. Coaches/educators can also be known in sport as assessors, developers, observers or instructors.

PSB

A Peak Sporting Body is the pre-eminent governing body for a sport in the Northern Territory as recognised by the Department.

Contact

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