

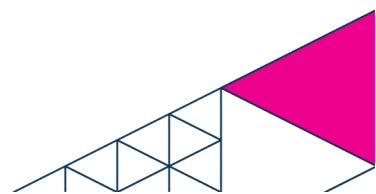
Guidelines

NSW State Sporting Organisation
Recognition Program



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1. About the program

Welcome to the 2021/22 State Sporting Organisation Recognition Program. This Program is for sporting organisations seeking recognition as a State Sporting Organisation (SSOs) and State Sporting Organisation for people with Disability (SSODs) in NSW as the pre-eminent body for the development of their sport in NSW.

The Office of Sport seeks to recognise sports which it can partner with to achieve its strategic objectives which can be found in our [2020-24 Strategic Plan](#). Broadly, the Office of Sport's strategic focus areas include:

- Participation
- Places and spaces
- Sector sustainability
- Partnerships and investment

These organisations are required to meet set standards of governance, managing risk, planning, organisational health, accountability, reporting and performance.

Benefits of recognition

There are many benefits of being recognised. In addition to being part of the formal pathway system for your sport, recognition from the Office of Sport provides:

- recognition as a State Sporting Organisation or State Sporting Organisation for people with Disability by the Office of Sport
- non-financial support from the Office of Sport including resources and assistance for capacity and capability building, engagement, use of the Office of Sport logo and listing on the Office of Sport website.
- participation in the annual State Sporting Organisation Health Survey
- prerequisite eligibility to apply as an SSO or SSOD for Office of Sport grant funding programs.

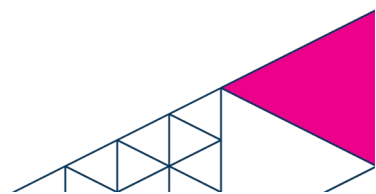
Approved sports will be required to complete a Recognition Agreement that is valid for three years. This will detail the rights and obligations of each party, including show cause processes if there is concern about the operation of the SSO and the option for the Office of Sport to act, including to withdraw formal recognition, if warranted.

2. About the assessment process

Organisations will be assessed against 10-point eligibility criteria for recognition.

The recognition eligibility criteria reflect the modern sport operating environment. It is modelled on and aligned to the approach undertaken by Sport Australia for recognising National Sporting Organisations and customised to fit the NSW State Sporting Organisation context.

The process allows new organisations to gain Office of Sport recognition as the pre-eminent body for their sport in NSW.



To be assessed for recognition, organisations must apply, outlining their how they meet the 10-point eligibility criteria. Applications can be submitted online at: <https://www.sport.nsw.gov.au/sport-sector-organisational-health/2021/22-nsw-state-sporting-organisation-recognition-program>

The Office of Sport recognition assessment panel will assess all applications for recognition and may contact organisations to discuss their application and seek additional information.

All organisations will be advised in writing of the outcome of their application.

The Office of Sport retains discretion to recognise organisations that do not meet all criteria, in exceptional circumstances.

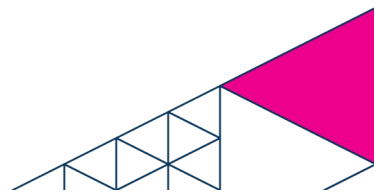
The Office of Sport's capacity to efficiently assess your application for recognition is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all information is not provided.

Apart from organisational and applicant contact details, information provided in applications cannot be changed once submitted.

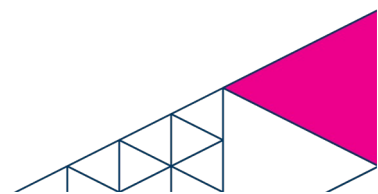
3. Who is eligible to apply and what is the eligibility criteria?

Organisations wishing to apply for recognition as State Sporting Organisation in NSW must meet the following criteria:

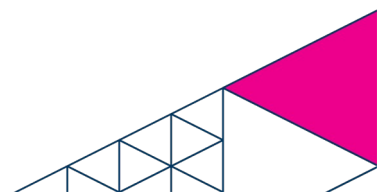
Criteria	Evidence required.
1. Is affiliated with a National Sporting Organisation (NSO) or National Sporting Organisation for people with Disability which is recognised by Sport Australia.	<ul style="list-style-type: none"> Letter of confirmation letter from Sport Australia to NSO.
2. The organisation is the pre-eminent organisation taking responsibility for the development of the sport in NSW and is accountable to its NSO or its members at the national/state level for providing its members with technically and ethically sound sport programs, policies, and services.	<ul style="list-style-type: none"> Constitution; AND Current strategic plan; AND Coaching and officiating framework including policies relating to accreditation, education, and training; AND Calendar of events and championships for current calendar year
3. The organisation <u>*is not for profit</u> (as defined by the ATO) and has been either an incorporated association or a company limited by guarantee for a minimum of three years.	<ul style="list-style-type: none"> Copy of either incorporation registration or company limited by guarantee registration certificate dated back at least three years.



Criteria	Evidence required.
<p>4. The organisation has produced financial statements and annual reports in accordance with their legal requirements under either the Associations Incorporation Act 2009 (NSW) or Corporations Act 2001 for the past three reporting periods.</p>	<ul style="list-style-type: none"> • Annual Turnover for the past 3 financial years; AND • Financial statements that have been assessed in accordance with the organisations legal requirements under either the Associations Incorporation Act 2009 (NSW) or Corporations Act 2001 for the past three reporting periods; AND • List of directors for the past three years include the duration of each director’s appointment; AND • Annual Report or Directors Report (if no annual report is published) for the past three reporting periods.
<p>5. The organisation can demonstrate it has a state or regional/geographic responsibility recognised by the same NSO for the wide jurisdiction for the sport through active members or affiliate bodies (i.e., District/Regional Associations and community clubs working in cohesion and adhering to a strategic direction set by the national entity).</p>	<ul style="list-style-type: none"> • Letter of support from NSO; AND • Strategic Plan outlining key activities delivered in the state.



Criteria	Evidence required.
<p>6. The organisation is accountable at the state (or regional/geographic) level for establishing and enforcing the key policies that underpin integrity in their sport (as aligned with their National Sporting Organisation), including:</p> <p>a. A current policy for harassment, discrimination, bullying, abuse, complaints and child safe (in line with NSW Office of the Children's Guardian, Play by the Rules and other leading child safe agencies) that at a minimum are consistent with Sport Australia policy templates.</p> <p>b. A current anti-doping policy compliant with the World Anti-Doping Code and approved by Sport Integrity Australia.</p>	<ul style="list-style-type: none"> • Confirmation from NSO of Sport Integrity Australia of approved policies relating to harassment, discrimination, bullying, abuse, child safety and complaint handling; AND • Confirmation from NSO OF Sport Integrity Australia of approved anti-doping policy
<p>7. The organisation has in total a minimum of <u>100 active members</u> (unless it is an Olympic or Paralympic sport) and has a system in place to register, maintain and report member details.</p>	<ul style="list-style-type: none"> • Report from database or equivalent and/or statutory declaration from the Chair/President confirming aggregate membership data breakdown, including numbers of members, age group and gender. <ul style="list-style-type: none"> ○ The Inc. or CLG constitution must make provision for a register of members. This includes the establishment, maintenance, safekeeping, and inspection of the register of members. ○ A members' register would normally set out the name, address and contact details for each member and the date their membership commenced. • If available details of affiliated district associations and or clubs (name, postcode, ABN, etc.).



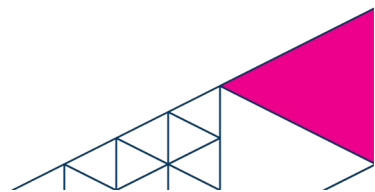
Criteria	Evidence required.
8. The organisation can demonstrate it is able to comply with all relevant NSW legislation relating to match-fixing and integrity in sport and the conditions of the National Policy on Match-fixing in Sport as agreed by Australian Governments on 10 June 2010 and any match-fixing or integrity in sport policy adopted by the sport's governing body.	<ul style="list-style-type: none"> Confirmation from NSO and provide copies of the sports match-fixing and, or integrity on sport policy.
9. The organisation is able to demonstrate that they are responsive to and complying with relevant Sport Australia and NSW government policies and committed to the development of inclusion and diversity including LGBTIQ.	<ul style="list-style-type: none"> Copy of their sports diversity and inclusion policy.
10. The organisation can demonstrate it is the single state or regional/geographic entity recognised by the same NSO (Branch, Committee, SSO, SSOD) operating under a Federated, Unitary or One Management model as representing all forms of the sport or recreation in NSW from grass roots/community through to high performance.	<ul style="list-style-type: none"> Letter from NSO in support of the organisation's application for recognition.

4. Reporting

Organisations that are successfully recognised by the Office of Sport will be required to provide ongoing annual reporting.

5. Key Dates and assessment process

The Program will open in August 2021. The Office of Sport will conduct regular assessments and make recommendations for recognition during this time.



6. What is the application process?

Check your eligibility.

See **Part 3** to review the eligibility criteria.

Plan your application.

Read these Guidelines to familiarise yourself with the application and requirements.

Submit your application.

Register your application through the Office of Sport's grants system at:

<https://www.sport.nsw.gov.au/sport-sector-organisational-health/2021/22-nsw-state-sporting-organisation-recognition-program>

7. Application Terms and Conditions

Notification

Applicants will receive a system generated email to confirm that the application has been submitted, containing a pdf copy of the application. If you feel you have submitted and do not receive a confirmation email, check your junk mail; if not received, please email sectorcapability@sport.nsw.gov.au to verify.

Following recommendations, all successful applicants will be notified by email to accept the terms and conditions. These must be accepted to obtain recognition. Successful organisations may be published on the Office of Sport website and Annual Report.

Disclaimer

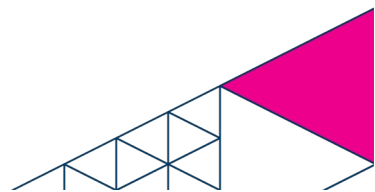
Application for recognition does not guarantee approval. The costs of preparing an application are borne by the applicant.

Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of Sport and Recreation are subject to the provisions of the *Government Information (Public Access) Act 2009*. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

Privacy Policy

Office of Sport will collect and store the information you voluntarily provide to enable processing of the recognition application.



Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Office of Sport is required to comply with the *Privacy and Personal Information Protection Act 1998* and collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that Office of Sport is being supplied with this information and how this information will be used.

Declaration by applicant

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the organisation e.g., CEO, General Manager or authorised member of the Board or Committee of Management.

Important notes

Office of Sport's capacity to efficiently assess your application for recognition is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all information is not provided.

Apart from organisational and applicant contact details, information provided in applications cannot be changed once submitted.

Further information

The Office of Sport staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide information on the on-line application process. Please direct enquiries to sectorcapability@sport.nsw.gov.au or call 13 13 02 during office hours.

