

First Lap voucher program Provider Guidelines





What is the First Lap program?

From 1 July 2023, the First Lap voucher program will provide a \$50 voucher for parents, guardians and carers of children aged 3-6 years who are not enrolled in school to contribute towards the cost of swimming lessons. The First Lap voucher can be redeemed at time of payment for a child's swimming lessons with a registered First Lap Provider.

Eligible children will have access to one voucher valued up to \$50.

The voucher is available from 1 July 2023, expiring on 30 June 2024.

Program objectives

1. Increase the number of pre-school aged children, who did not participate in a learn to swim program within the past 12 months, participating in learn to swim programs.
2. Build knowledge and awareness of parents, carers and guardians of the importance of preschool-aged children learning to swim

Who can register to be a provider?

To register as a provider with the First Lap program, you must deliver a structured and supervised learn to swim program.

All First Lap Providers must:

- Be based in NSW;
- Hold a current ABN or ACN and must not have any outstanding actions or enforcement orders recorded by the Office of Fair Trading;
- Obtain Working with Children Check (WWCC) clearance for all staff and/or volunteers who will work with children involved in the First Lap program. Providers that are not sole traders must verify all WWCC through the Office of the Children's Guardian website (www.ocg.nsw.gov.au). Sole traders' WWCC must be verified by the eligible child's parent, guardian, or carer;
- Hold current insurance appropriate to the program being delivered.

All swimming instructors involved in program delivery must hold a current Royal Life Saving Society, AUSTSWIM or ASCTA licence.

Swimming programs offered for children with a disability or located in remote areas of NSW that may not otherwise meet the above criteria can contact the Office of Sport to discuss. Email firstlap@sport.nsw.gov.au.



What can the vouchers be used for?

1 Intensive or weekly learn to swim lessons delivered over a minimum of 5 sessions

2 Lessons must be structured and supervised



The program is considered structured if the program is planned and learning to swim is the primary objective.



The program is considered supervised if a provider is observing and directing the activity for the entire session.

3 Programs are to be delivered in a safe and suitable swimming facility such as swimming pools.

What can't the vouchers be used for?

1 Programs that take place in the following are not eligible:



Moving bodies of water



Water with potential underwater hazards



Water with low visibility

2 Other activities that are not eligible are:

- Centre membership that is not part of a structured program
- Casual visit passes
- Any sessions not in a safe and suitable swimming facility
- Travel to and from sessions
- Any virtual or online program

Costs that are not covered by the voucher are:

Individual items (such as clothing, goggles, flippers etc.) that would usually be purchased from a retailer and paid for by the individual as part of participating in the activity separate to any membership or registration fees charged.



How can I register to become a provider?

There are two simple steps to register as a provider:

- 1** Visit service.nsw.gov.au and create or login to your MyServiceNSW Account.
- 2** Register for First Lap. Enter your details, upload your documents including details of your activity program, then submit for approval.

Your Registration Approval will be confirmed via email.

Checklist to become a First Lap Provider



New Account

- Email address
- Identity documentation such as a driver licence, passport or Medicare card



Existing Account

- MyServiceNSW login details – email address and password



Business information

- ABN
- Business name
- Address/s of activity if different to business address (list all that are applicable)
- Application representative
- Mobile number
- Email address
- Website (if applicable)
- Current and verified Working with Children Check clearance for all staff who currently work with, or will in the future work with, children aged 3-6 years.
- Name, date of birth and ASCTA, AUSTSWIM or Royal Life Saving Society licence number of all swim teachers who currently teach, or will in the future teach, children aged 3-6 years
- Insurance policy details including name of insurer, policy number and expiry date
- Insurance Certificate of Currency (in PDF format). You can obtain a copy of this document from your insurer. It needs to include a minimum public liability cover of at least \$20 million, that specifically references swimming programs/lessons
- 2 business verification documents, such as a utility bill, bank statement, tax file record or Business Activity Statement (BAS)

Note: Your identity document name details must match the name details held with the Australian Business Register for your ABN – if these details do not match, a Letter of Authority must be provided.

Checklist to become a First Lap Provider



Program Structure

- Brief description outlining your structured, supervised program with the clear swim skill development outcomes you offer to students and a timetable of the program (in PDF format)
- Fee structure which details the cost for the activities on offer as described in your program document (in PDF format)



Banking details (to receive funds)

- Bank account name, BSB and account number

To participate in the First Lap voucher program, you'll also need a phone or tablet to scan and accept vouchers using the Service NSW for Business app. Service NSW will provide app details to businesses accepted into the program.





Contact the Office of Sport

- 🏠 Level 3, 6B Figtree Drive,
Sydney Olympic Park NSW 2127
- ✉ Locked Bag 1422, Silverwater NSW 2128
- ☎ **13 13 02** from Monday to Friday, 9am to 5pm
(with the exception of public holidays)

More information:

www.sport.nsw.gov.au/firstlap