

# Sport Voucher Scheme

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# 1 About the scheme

The Sport Voucher Scheme (the scheme) is an initiative of the Northern Territory (NT) Government and is administered by the Department of Tourism, Sport and Culture (the Department).

The scheme assists Territory families with the cost of getting involved in sport, active recreation and cultural activities. Every child living in the NT, from preschool to Year 12, who is enrolled in an NT school or registered for home-schooling, is eligible for the scheme. Children attending Child Care and Long Day Care centres are not classed as enrolled students. Urban children under the age of 5 may be eligible for Learn to Swim vouchers.

In urban areas school-enrolled students can apply for a \$100 Sport Voucher and children under the age of 5 can apply for a \$100 Learn to Swim voucher twice per year (January and July) that can be redeemed at registered Activity Providers for eligible activities.

In remote areas the scheme is administered by the Department directly through registered Activity Providers following consultation with communities by regional councils and other organisations.

## 1.1 Activity Providers

An eligible Activity Provider is an organisation or individual provider that offers a sport, active recreation or cultural activity, as defined below.

Schools and school councils cannot register as Activity Providers for the scheme. Where a remote community is not serviced by a regional council, the school can organise programs/activities with registered Activity Providers as an exempt school.

The Department reserves the right to decline a provider application should the applicant not be deemed as meeting the eligibility criteria or the intent of the program.

## 1.2 Registering as an Activity Provider

### 1.2.1 Eligibility

Interested Activity Providers can register for the scheme at [www.sportvoucher.nt.gov.au](http://www.sportvoucher.nt.gov.au) if they meet the following criteria:

- Eligible under the policy definitions.
- Hold current public liability insurance for not less than \$10 million for any single event.
- Compliant with Licensing NT, Department of the Attorney-General and Justice and/or other relevant authorities.
- Based in and operating from the NT.
- Compliant with the NT 2011 Care and Protection of Children Act (including relevant staff and volunteers delivering under the scheme obtaining a valid Working with Children Clearance where required).
- Activities are structured, value for money and costings are reasonable.

#### 1.2.1.1 Remote specific

- Activities are delivered by NT Peak Sporting Bodies (PSBs), multi-sport providers, recreation and cultural organisations approved by the Department.
- All staff and volunteers delivering under the scheme must have undertaken cross cultural training and hold a Working with Children Clearance.
- Activity Provider eligibility is reviewed annually and historic approval does not guarantee future eligibility.

## 2 Definitions

**Sport:** Human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport (e.g. baseball, hockey, netball, rugby union and athletics).

**Active Recreation:** Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity (e.g. jogging, bushwalking, rock climbing/bouldering, self-defence, martial arts).

**Cultural:** Structured programs, classes or lessons for active (rather than passive) participation for: development of knowledge and skills, creating and expressing, maintaining and preserving culture, and building a sense of identity, purpose and community (e.g. traditional Aboriginal dancing, fishing, ballet and circus).

## 3 Urban Sport Voucher model

Parents/carers of students from pre-school to Year 12 in urban areas are eligible to apply for two \$100 Sport Vouchers each year per child. The Sport Vouchers can be applied for in January and July each year. Sport Vouchers need to be applied for online at [www.sportvoucher.nt.gov.au](http://www.sportvoucher.nt.gov.au) and are distributed electronically via the email address provided on application.

- Applications for Urban Sport Vouchers close 24 May each year.
- The scheme operates on a financial year basis and Sport Vouchers will expire on 31 May each year (for example: vouchers issued from January 2019 will expire on 31 May 2019 and vouchers issued from July 2019 will expire on 31 May 2020).
- Urban areas are designated as Alice Springs, Greater Darwin (Darwin, Palmerston and Darwin Rural), Nhulunbuy, Katherine (including Mataranka), and Tennant Creek. Any town/region not listed is considered remote.
- Lost Sport Vouchers can be replaced by applying online at [www.sportvoucher.nt.gov.au](http://www.sportvoucher.nt.gov.au).
- Sport Vouchers can only be redeemed through a registered Activity Provider. A list of registered Activity Providers can be found at [www.sportvoucher.nt.gov.au](http://www.sportvoucher.nt.gov.au).
- Activity Providers must be registered and approved by the Department.
- Sport Vouchers cannot be collected by Activity Providers not registered with the scheme, even in anticipation of being registered.
- Sport Vouchers can only be used for eligible activities as defined in this policy.
- Sport Vouchers cannot be transferred to another family member.
- Sport Vouchers must be redeemed for the entire value of the voucher and cannot be redeemed for cash or in part.

### 3.1 Urban Sport Voucher activity eligibility

#### 3.1.1 Eligible activities

- Offsetting the cost of active participation in structured after-school, weekend and school holiday sport, active recreation and cultural activities including programs, lessons, classes and workshops.
- Registration/membership fees.
- Insurance fees.
- A child must be registered in an eligible activity to use their voucher for value-add items.

- Part of the value of a voucher, or the entire value of a voucher, can be used to purchase value-add items ONLY if the child has paid registration, insurance and membership fees in full. Value-add items must be purchased directly from the registered Activity Provider. Examples of such value add items are:
  - Compulsory team or activity uniform/clothing, drink bottle, costume for performances, sport and active recreation equipment, instruments, instructional books, music scores and scripts.

### 3.1.2 Ineligible activities

- Activities that occur during school hours or are part of the school curriculum, including school sports.
- Out of school hours care services and tutors for the education curriculum.
- Activities that are directly administered by a school or school council, including collection of Sport Vouchers by a school or school council on behalf of a registered Activity Provider.
- Travel to and from competitions, programs and activities.
- Interstate and intrastate representation.
- Purchase of value-add items where the student is not registered in the related activity.
- Purchase of equipment or uniforms direct from a retailer and not in conjunction with the activity.
- Purchasing food and drinks.
- Payments to Activity Providers that are not registered with the scheme.
- Split payment of vouchers to multiple Activity Providers.
- A cash refund for all or part of the value of the voucher.

## 4 Urban Learn to Swim Voucher model

Parents/carers of children who are under the age of 5 and are not enrolled in preschool or school are eligible to apply for two \$100 Learn to Swim Vouchers each year per child. The vouchers are available for application in January and July and are distributed electronically via the email address provided on application.

- Applications for Urban Learn to Swim Vouchers close 24 May each year.
- Parents/carers must apply for their Learn to Swim Voucher online at [www.sportvoucher.nt.gov.au](http://www.sportvoucher.nt.gov.au).
- The scheme operates on a financial year basis and vouchers will expire on 31 May each year (for example: vouchers issued in January 2019 will expire on 31 May 2019 and vouchers issued in July 2019 will expire on 31 May 2020).
- Urban areas are designated as Alice Springs, Greater Darwin (Darwin, Palmerston and Darwin Rural), Nhulunbuy, Katherine (including Mataranka), and Tennant Creek. Any town/region not listed is considered remote.
- Each child must be registered for the Water Safety Awareness Program through Royal Life Saving NT.
- Lost vouchers can be replaced by applying online at [www.sportvoucher.nt.gov.au](http://www.sportvoucher.nt.gov.au).
- Learn to Swim Vouchers can only be redeemed through a registered Activity Provider for swimming lessons only. A list of registered Activity Providers can be found at [www.sportvoucher.nt.gov.au](http://www.sportvoucher.nt.gov.au).
- Activity Providers must be registered and approved by the Department.
- Vouchers cannot be collected by Activity Providers not registered with the scheme, even in anticipation of being registered.
- Vouchers can only be used for eligible activities as defined in this policy.
- Vouchers cannot be transferred to another child.
- Vouchers must be redeemed for the entire value of the voucher and cannot be redeemed for cash.

## **4.1 Urban Learn to Swim Voucher activity eligibility**

### **4.1.1 Eligible activities**

- Swimming lessons.

### **4.1.2 Ineligible activities**

- Purchasing items such as bathers, goggles, swimming equipment or toys.
- Lessons that have already taken place.
- Purchasing food and drinks.
- Payments to Activity Providers that are not registered with the scheme.
- Split payment of vouchers to multiple Activity Providers.
- Transferring voucher to another family member.
- A cash refund for all or part of the value of the voucher.

## **5 Urban Activity Providers**

### **5.1 Urban Activity Provider registration process**

- Registration as an Activity Provider may be applied for at any time throughout the year.
- Provider applications will be reviewed by the Department and applicants notified of the outcome within seven working days of application.
- Providers can start promoting and collecting Sport and/or Learn to Swim vouchers once registration is confirmed by the Department.
- Managing the collection and redemption of Sport and/or Learn to Swim vouchers in accordance with this policy is a requirement of maintaining provider registration.
- Providers are required to regularly update their contact details, maintain working with children checks and ensure public liability insurance (and AUSTSWIM certification for swim schools) is current at all times.

### **5.2 Urban Activity Provider redemption procedures**

Registered Activity Providers are eligible to accept Sport and/or Learn to Swim Vouchers under the scheme and obtain reimbursement for the value of properly redeemed and valid vouchers.

Redemption of vouchers is done online using Grants-Tracker and payment will be made within ten working days of submitting a redemption providing there are no outstanding acquittals or other compliance issues.

The registered Activity Provider must maintain a hard copy and/or electronic record to support each redemption and keep financial and other records relating to the scheme in accordance with the Australian Accounting Standards and any other relevant legislation (e.g. Associations Act).

Information to be retained includes:

- a printed voucher (or an electronic copy if issued electronically);
- the name of the child redeeming the voucher (noting that vouchers are not transferable);
- the name of the parent/carer; and
- a record of goods and services the voucher was used for.

Vouchers cannot be split between different providers and once a voucher is redeemed by a registered Activity Provider it cannot be cancelled, reissued or transferred to another registered Activity Provider.

### **5.3 Redemption value and refunds**

If goods and/or services are provided for less than \$100 the voucher must be redeemed for the actual value (for example: if a voucher is used for registration costing \$80, the voucher is deemed as surrendered, the parent/student will not be issued a refund for the remaining \$20, and the provider can only claim \$80 for that voucher upon redemption with the Department).

Registered Activity Providers cannot provide cash refunds, in part or full, from a voucher even if a child no longer wishes or is unable to participate.

Vouchers cannot be transferred to another student or family member.

Vouchers cannot be 'banked' or credited against a child/account for future use.

### **5.4 Goods and Services Tax (GST)**

Vouchers are valued at \$100 GST exclusive and this must be reflected in the value of goods and services offered. GST registered Activity Providers will be reimbursed up to \$110 GST inclusive for each voucher. Registered Activity Providers that are not registered for GST will not be paid GST.

The Department will issue GST registered Activity Providers with a recipient created tax invoice (RCTI). It is the registered Activity Provider's responsibility to advise the Department of their GST status, and any change of status; and to ensure redemption payments and the issued RCTI reflect their correct and current status.

## **6 Remote Sport Voucher model**

The Remote Sport Voucher model is administered by the Department based on community activity preferences provided to regional councils. Communities determine the sport, active recreation and cultural activities/programs to be delivered for their children and the Department engages registered remote Activity Providers to deliver programs.

In addition to children in remote communities taking part in sport, active recreation and cultural activities, the programs should provide ongoing benefits to the community. These benefits include the transfer of skills to community members and the opportunity for communities to continue to work with registered remote Activity Providers.

### **6.1 Remote Sport Voucher model process**

1. Funding allocation is based on enrolment data from the NT Department of Education.
2. Regional councils consult with communities to determine activities for their children ensuring selected activities provide all children with the opportunity to participate.
3. Regional councils submit a Program Preference Form to the Department by 28 February for the following financial year.
4. The Department asks registered remote Activity Providers to submit proposals to deliver activities based on the community preference. Preferences that include community relevant training options will be preferred over those without any community support initiatives.
5. The Department provides regional councils with a 12 month schedule of activities.
6. The Department coordinates planning meetings between all stakeholders to confirm program delivery logistics approximately 4 weeks prior to commencement of the activity.
7. The activity is delivered according to the funding agreement developed with the registered remote Activity Providers to service the relevant communities.

## 6.2 Remote Sport Voucher activity eligibility

### 6.2.1 Eligible activities

- Costs associated with children actively participating in structured sport, active recreation or cultural activities or programs including uniforms/costumes that are essential to run the program and will be left in the care of the community for the continuation of the program.
- Funding can be combined to run joint community activities for the region to create efficiencies.
- Funding can be used to assist with costs of transporting children / students where community activities are combined within the Regional Council's jurisdiction.
- Programs must be provided outside of school hours (before school, after school, weekends and school holidays). Additional program activities can be run within school hours in agreement with the local school in order to maximise the value of the scheme in communities.
- Joint Activity Provider programs that create cost benefits and saving through shared transportation costs and reduced need for multiple single provider staff to attend are strongly encouraged as is the multi-sport approach to service provision.

### 6.2.2 Ineligible activities

- Programs considered part of the school curriculum.
- Equipment (e.g. promotional paraphernalia, individual equipment pieces, etc. that does not add value to sustained opportunities to participate in sport, active recreation and cultural initiatives in the community).
- Programs considered to be religious/faith based instruction or including religious/faith based instruction.
- School Sport NT activities.
- Accommodation and food/drink expenses for participants.
- Activities that do not support the NT School Attendance Strategy.

### 6.2.3 Alternative models

- The Department has the right to explore as required alternative service models with remote stakeholders to increase the opportunities for the Remote Sport Voucher model to support sustainable children's and youth sport programs in communities.

## 7 Agreement and acquittal

Payments to registered Activity Providers for remote programs will be managed through a grant agreement. The agreement will include a schedule of programs including dates for progress reports and final acquittal information to be submitted.

An acquittal is a statement of proof that activities and expenditure of funding provided under a grant agreement have been undertaken in accordance with the agreement.

- All funding agreements for \$5001 or more must be acquitted by the due date of the grant agreement.
- Funding for \$5000 and under is self-acquitted, however the Department reserves the right to audit funding recipients to ensure funds have been spent in accordance with the grant agreement.
- If a funding recipient does not meet all requirements as set out in the agreement, funds paid may be recovered as a debt due.
- Acquittals must be completed through Grants-Tracker and include statistical information regarding participation and skills training initiatives, income and expenditure statements, images, collateral and/or written documentation demonstrating the outcomes agreed to in the grant agreement have been achieved.



- All unspent funds must be returned to the Department unless prior approval from the Department is given for a variation or extension of the agreement.

## **8 Risk review and audit**

The Department reserves the right to review and/or audit registered Activity Providers for both the urban and remote models to confirm compliance with this policy and any agreement in relation to the scheme.

To enable reviews or audits to be completed quickly registered Activity Providers should ensure proper record keeping procedures are maintained and that documentation is available for review.

Risk reviews and audits may also provide the Department with information that can be used to modify and improve the scheme policy and procedures.

## **9 Compliance**

Activity Providers need to comply with this policy and requirements of the Department, Licensing NT (Department of the Attorney-General and Justice) and other relevant authorities.

Compliance includes delivering on and acquitting NT Government grants in accordance with signed agreements.

Non-compliance may result in the Activity Provider being deregistered and/or funding withheld until the outstanding compliance, acquittal, reporting and/or milestone requirements are complete.

## **10 Complaints and disputes**

Any complaints or disputes are to be referred to the Department for resolution by calling 1800 817 860 or emailing [sport.voucher@nt.gov.au](mailto:sport.voucher@nt.gov.au).