

# Sport Voucher Scheme Policy

Version 10

# Contents

Sport Voucher Scheme Policy .....	1
<b>1. About the scheme .....</b>	<b>3</b>
1.1. Scheme objective .....	3
1.2. Activity Providers.....	3
1.3. Registering as an Activity Provider.....	4
1.3.1. Eligibility .....	4
<b>2. Definitions.....</b>	<b>4</b>
<b>3. Sport Voucher model.....</b>	<b>5</b>
3.1. Urban Sport Vouchers.....	5
3.1.1. Eligible activities.....	5
3.1.2. Ineligible activities .....	6
3.2. Remote Sport Vouchers.....	6
<b>4. Urban Learn to Swim Voucher model.....</b>	<b>6</b>
4.1. Urban Learn to Swim Voucher activity eligibility .....	7
4.1.1. Eligible activities.....	7
4.1.2. Ineligible activities .....	7
<b>5. Urban Activity Providers .....</b>	<b>7</b>
5.1. Urban Activity Provider registration process .....	7
5.2. Urban Activity Provider redemption procedures .....	8
5.3. Redemption value and refunds.....	8
5.4. Goods and Services Tax (GST).....	9
<b>6. Risk review and audit .....</b>	<b>9</b>
<b>7. Compliance .....</b>	<b>9</b>
<b>8. Complaints and disputes.....</b>	<b>9</b>

# 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 Territory Families, Housing and Community Development (the Department).

The Scheme supports the Department's 2021-25 Strategic Plan and our mission in partnering to build safe, strong and proud communities where every Territorian is valued and able to participate. The Scheme also enables sport and active recreation for children and young people to be sustainable and affordable for families, as detailed in the NT Sport and Active Recreation Strategic Plan 2021-25.

The Scheme supports active Territory families with the cost of getting involved in sport, active recreation and cultural activities. Every child living in the NT, from Transition to Year 12, who is enrolled in an NT school or registered for home-schooling, is eligible for the scheme. Children attending crèche, child care, long day care centres or preschool are not classified 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 twice per year (January and July). The Remote Sport Voucher model is administered by the Department either through regional councils or based on community activity preferences provided to regional councils. Funding allocation for the Remote Sport Voucher model is based on enrolment data from the NT Department of Education.

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.

## 1.1. Scheme objective

The objectives of the Scheme are to:

1. develop core aquatic skills through structured play and water confident children;
2. increase participation of school-enrolled children in sport and active recreation, and cultural activities;
3. support the delivery of the Department's focus on increasing activity levels in school-enrolled children living in the NT; and
4. help change the physical activity behaviours of children in the NT.

## 1.2. Activity Providers

An eligible Activity Provider is an organisation or sole trader that offers a sport, active recreation or cultural activity, as defined at item 2.

All Activity Providers must be able to demonstrate their eligibility as outlined at item 1.3.1.

Schools and school councils cannot register as Activity Providers for the Scheme. The NT Music School is exempt.

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

## 1.3. Registering as an Activity Provider

### 1.3.1. Eligibility

Activity Providers can register for the scheme at [grantsnt.gov.au.au](http://grantsnt.gov.au.au), subject to complying with 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;
- activities are structured, value for money and costings are reasonable;
- demonstrated an awareness and application of obligations relating the Northern Territory *Care and Protection of Children Act 2007*, in particular with regards to mandatory reporting. A suitable Member Protection Policy as an example;
- ensure that relevant staff and volunteers (including committee members) delivering services under the scheme have a valid Working with Children Clearance; and
- have in place a current Member Protection Policy and a designated Member Protection Information Officer appointed. Note: The Play by the Rules project is a collaboration between Sport Integrity Australia, Sport Australia, Australian Human Rights Commission, all state and territory departments of sport and recreation, all state and territory anti-discrimination and human rights agencies, the Office of the Children's Guardian (NSW) and the Anti-Discrimination Board of NSW. These partners promote Play by the Rules through their networks, along with their own child safety, anti-discrimination and inclusion programs. Support materials and a Member Protection Policy template can be found at [playbytherules.net.au](http://playbytherules.net.au).

## 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, qualified fishing skill development programs, rock climbing/bouldering, self-defence, martial arts, gym membership, physically active school holiday programs).

**Cultural:** Structured programs, classes or lessons for: physically active programs that develop knowledge and skills that maintain and preserve culture, and build a sense of identity, purpose and community (e.g. traditional Aboriginal cultural practices such as dancing, traditional fishing and hunting methods, performance arts such as dance, ballet, music and circus).

## 3. Sport Voucher model

### 3.1. Urban Sport Vouchers

Parents/carers of students from Transition 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 [grantsnt.gov.au](https://grantsnt.gov.au) and are managed by the user within their GrantsNT Profile.

- Applications for Urban Sport Vouchers close 24 May each year.
- The scheme operates on a financial year basis and both Sport Vouchers will expire on 31 May each year (for example: vouchers issued in January 2022 will expire on 31 May 2022 and vouchers issued from July 2022 will expire on 31 May 2023).
- 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.
- Parents/carers will manage their child/ren's vouchers through the users GrantsNT profile at [GrantsNT](https://grantsnt.gov.au).
- Sport Vouchers can only be redeemed through a registered Activity Provider. A list of registered Activity Providers can be found at [GrantsNT](https://grantsnt.gov.au). Activity Providers must be registered and approved by the Department.
- Activity Providers not registered with the scheme can not collect Sport Vouchers, 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.
- Each Sport Voucher can only be redeemed to the value of \$100 or less and no part can be redeemed for cash.

#### 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.
- Music/instrumental lessons, instrument hire and swimming programs delivered by registered Activity Providers during school hours (vouchers must be redeemed by the registered Activity Provider, not the school).
- Registration/membership fees.
- Insurance fees.
- 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 (with the exception of music/instrumental lessons, instrument hire and swimming programs delivered by registered Activity Providers during school hours).
- 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 costs.
- 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.

### 3.2. Remote Sport Vouchers

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 programs 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.

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.

## 4. Urban Learn to Swim Voucher model

Parents/carers of children who are under the age of 5 and are not enrolled in Transition or school are eligible to apply for two \$100 Learn to Swim Vouchers each year per child. Children are only eligible for two Learn to Swim or Sport Vouchers \$100 vouchers in any financial. The vouchers are available for application in January and July and are issued and managed electronically through the users [GrantsNT](#) profile.

- Applications for Urban Learn to Swim Vouchers close 24 May each year.
- Parents/carers must apply for their Learn to Swim Voucher online at [GrantsNT](#).
- Parents/carers will manage their vouchers in their online profile at [GrantsNT](#).
- The scheme operates on a financial year basis and all vouchers will expire on 31 May each year (for example: vouchers issued in July 2021 will expire on 31 May 2022 and vouchers issued in January 2022 will expire on 31 May 2022).

- Urban areas are designated as Alice Springs, Greater Darwin (Darwin, Palmerston and Darwin Rural), Nhulunbuy, Katherine (including Mataranka), and Tennant Creek. Any remote region with access to a qualified swimming instructor can apply to access the Learn to Swim Vouchers for programs in their community.
- Each child must be registered for the [Water Safety Awareness Program](#) through Royal Life Saving NT.
- Learn to Swim Vouchers can only be redeemed through a registered Activity Provider. A list of registered Activity Providers can be found at [grantsnt.gov.au](http://grantsnt.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.
- Each Learn to Swim Voucher can only be redeemed to the value of \$100 or less and no part can be redeemed for cash.

## 4.1. Urban Learn to Swim Voucher activity eligibility

### 4.1.1. Eligible activities

- Swimming lessons from suitably qualified swimming instructors.
- Items such as bathers and goggles that are part of the swimming activity provider's package within the \$100 Swim Voucher.

### 4.1.2. Ineligible activities

- Purchasing items such as bathers, goggles, swimming equipment or toys not from the Activity Provider.
- 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

- Applications for registration must be submitted online at [grantsnt.nt.gov.au](http://grantsnt.nt.gov.au).
- Applications for registration are encouraged between 1 June and 30 April each year to align with redemption timelines, however the Department reserves the right to consider applications for registration at any time.

- Provider applications will be reviewed by the Department and applicants notified of the outcome within ten 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 in their [GrantsNT](#) profile.

## 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 [GrantsNT](#) and payment will be made within ten working days of submitting a redemption providing the Activity Provider is a current vendor with no outstanding acquittals and/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 the Department cannot cancel, reissue or transfer the voucher 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. Risk review and audit

The Department reserves the right to review and/or audit registered Activity Providers 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.

## 7. 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.

## 8. 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).