

**AUCKLAND REGIONAL  
KIWISPORT FUND  
KEY INFORMATION GUIDE**

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## **INTRODUCTION**

The Auckland Regional KiwiSport Fund is contestable and distributed by Aktive Auckland Sport & Recreation, under the guidance of a Regional KiwiSport Advisory Group, chaired by Mike Stanley, with membership comprised of the three regional sports trusts, CLM, Auckland Council and College Sport.

This investment is to support regional and/or national sport organisations for projects or initiatives that can provide new or increased opportunities for children aged 5-18 years' participation in organised sport across the Auckland Region.

To qualify for the Auckland Regional KiwiSport Fund, projects must deliver across two or more of the RST/CLM boundaries. This guide aims to outline the key information and application process for the Auckland Regional KiwiSport Fund.

## **AKTIVE - AUCKLAND SPORT AND RECREATION (AKTIVE)**

Aktive aims to partner with the Auckland sport and recreation sector in the achievement of regionwide outcomes. The Auckland Regional KiwiSport Fund provides a platform for regional and national sport organisations to collaborate with partners to achieve region-wide outcomes for organised sport opportunities across the Auckland Region.

## **KIWISPORT BACKGROUND**

KiwiSport is a national initiative that was launched in 2009 by the Prime Minister.

KiwiSport aims to:

- Increase the number of school-aged children participating in organised sport during school, after school and by strengthening links with sports clubs.
- Increase the availability and accessibility of sport opportunities for all school-aged children to participate in organised sport.
- Support children in developing skills that will enable them to participate effectively in organised sport.

KiwiSport consists of two funds, a "Direct Fund" which is paid directly into schools as part of their operational grant, and a "Regional Partnership Fund" which is invested into community groups to support sport for children aged 5-18yrs. In Auckland, this is split into two pools, the Auckland Regional KiwiSport Fund managed by Aktive and Local Community Fund, Fast Fund and School Sport Fund managed by the three local regional sports trusts/CLM. Information on each fund, and how to apply, follows.

## **KEY INFORMATION**

- The Auckland Regional KiwiSport Fund is contestable investment, targeted for projects from regional and/or national sport organisations.

- The Auckland Regional KiwiSport Fund will be open for an initial round in early 2019. From 1 July 2019 – 30 June 2020 there will only be one regional round with the timing to be confirmed. To date investment has been confirmed by Sport NZ through until 31 December 2020.
- Details of local KiwiSport funds can be found at the following links:  
  
Counties Manukau <http://www.clmnz.co.nz/counties/kiwisport/>  
Sport Auckland <http://www.sportauckland.org.nz/KiwiSport/KiwiSport-2>  
Harbour Sport <https://harboursport.co.nz/communitysport/kiwisport/>  
Sport Waitakere <http://www.sportwaitakere.co.nz/KiwiSport-1/KiwiSport-1>
- To be considered as a regional project, the application must demonstrate how the project intends to deliver across 2 or more of the RST/CLM boundaries.
- We are seeking innovative, robust projects and endeavour to have a spread of projects across the region.
- Sport NZ expects that there is no increase in current levels of investment in-curricular time and to see a further reduction of KiwiSport activities being delivered in-curricular time. Applications for projects in schools should be targeted to outside class time.
- Projects can be up to 3 years in duration and there are opportunities for sporting codes to partner in a joint application where applicable.
- Applications must be on the Auckland Regional KiwiSport Fund Expression of Interest and Application forms provided.
- The Auckland Regional KiwiSport Advisory Group will make recommendations for distribution of investment.
- If the project application is successful, baseline data, delivery plans and investment schedules will need to be supplied **PRIOR** to the project commencing.

## WHO CAN APPLY?

Regional and national sport organisations can apply for investment as part of, or on behalf of, wider stakeholder consortia. Each project requires one lead agency to be the Auckland Regional KiwiSport Fund contract holder and to take overall responsibility for coordinating the project.

## EXPECTATIONS OF SUCCESSFUL APPLICATIONS

### KiwiSport Objectives

Project meets one or more KiwiSport objectives:

- Increase the number of school-aged children participating in organised sport during school, after school and by strengthening links with sports clubs.

- Increase the availability and accessibility of sport opportunities for all school-aged children to participate in organised sport.
- Support children in developing skills that will enable them to participate effectively in organised sport.

### **Regional Priorities**

Project meets one or more regional priorities:

- Linking Schools and Clubs together to form meaningful partnerships that enable participation
- Improve capacity and capability of deliverers. This includes but is not limited to volunteers, coaches and teachers
- Improve sport accessibility. This includes but is not limited to local competitions and facility access
- More opportunities provided to girls and young women

### **Minimum Coaching Standards**

All coaches that are delivering the project are required to meet the minimum coaching standard as outlined in Appendix 1.

### **Investment schedule**

Successful applicants will be asked to sign an investment schedule with Aktive outlining the initiative and timelines to achieve key milestones. The investment schedule will set out the roles and intended requirements for investment. If the project application is successful, baseline data, delivery plans will need to be supplied **PRIOR** to investment schedules being signed.

### **Ongoing relationship**

Aktive, the three RSTs/CLM will be actively involved in the establishment phase of initiatives. This will allow best practice from other projects to be shared and provide opportunities for consistency and alignment of objectives. Project partners may be asked to present to Aktive and the three local RSTs/CLM throughout the term of investment.

### **Regional Investment**

The money is allocated pro rata by young people population in each region this equates to the following breakdown Counties Manukau 37%, Harbour 22%, Auckland 26% and Waitakere 15%. This will be a key consideration in the decision-making process.

### **Reporting and monitoring**

Formal accountabilities will be set out in an investment schedule. The investment schedule will outline key stages in the initiative where Aktive will meet with the lead organisation to assess the effectiveness of the initiative. Frequency of reporting and monitoring will be agreed by both parties based on the scale and nature of the project.

### **Branding**

KiwiSport branding is to be integrated into all aspects of the project (logo and guidelines will be provided).

### **Child Protection Policy**

Project has all aspects of child protection covered. Refer Appendix 2.

### **Funding**

Funding partners secured.

### **Impact**

Identify how the project will increase the number of school-aged children participating in organised sport.

### **Partnerships**

Clear partnerships identified with NSOs, RSOs, schools, clubs, facility providers, holiday programmes, etc.

### **Planning**

Lead organisation has a current strategic and/or business plan.

### **Regional Priorities**

Meets one or more of Active's Regional Priorities:

- Linking schools and clubs together to form meaningful partnerships that enable participation.
- Improve capacity and capability of deliverers. This includes but is not limited to volunteers, coaches and teachers.
- Improve sport accessibility. This includes but is not limited to local competitions and facility access.
- More opportunities provided to girls and young women.

### **Risks**

Risks to the successful delivery of the project identified, alongside strategies to manage these risks.

### **Targets**

Projects must have clear, measurable targets.

## **CRITERIA**

The following criteria need to be addressed in any application:

- Applicants must outline intended delivery across two or more of the RST/CLM boundaries. To view the local RST/CLM boundaries please see Appendix 4.
- Applicants can not apply to the Regional Fund and Local Community Fund or Fast Fund for the same project.
- All projects must clearly outline the partners of the project.
- Cash and in-kind contribution are required, and projects will not be 100% KiwiSport funded. The level of partner support will be considered when considering applications. In addition, it is expected that the project identifies the amount of in-kind contribution from each partner to the total project budget. An explanation of the nature of in-kind contributions to the project is required as part of the application.
- The project must be endorsed from the relevant national sport organisation.
- For applications that involve schools, there must be some form of confirmation of conversations with schools (email) or with lead person dealing with schools at RST's around the project.

- Applicants must show a clear understanding of how the project will work and be able to demonstrate how they can achieve listed outcomes.
- Applicants must demonstrate identified need for the Auckland Region.
- The lead organisation will be required to have a Child Protection Policy and will need to ensure that all staff/volunteers are recruited to the Vulnerable Children's Act 2014 standards <https://www.orangatamariki.govt.nz/working-with-children/vulnerable-children-act-requirements/>  
The Policy will need to be provided to Aktive.
- Applicants must demonstrate future pathways for participants.
- Applicants must demonstrate that the project will be effectively monitored and evaluated throughout the project timeframe.

## CONTESTABLE APPROVAL PROCESS

### INFORMATION

- Applications must be on the Auckland Regional KiwiSport Expression of Interest/Application forms, these will be provided to you online as you proceed.
- The Regional KiwiSport Advisory Group will make recommendations for distribution of funds.
- If the project is successful, baseline data will need to be supplied PRIOR to the project commencing.
- Should Aktive seek access to the fund in order to fund a regional project; it would require Aktive Board approval to apply, ahead of submission for consideration by the Regional Advisory Group. If approved, it would finally require one-over-one approval from Sport NZ.

### AUCKLAND REGIONAL KIWISPORT FUND CRITERIA

- All projects must show partnerships.
- Cash and in-kind contribution are required from one or more partners.
- Projects will not be 100% KiwiSport funded.
- Project must be endorsed from the relevant regional sport organisation (RSO) and/or national sport organisation (NSO).
- Must meet one or more of the KiwiSport outcomes.
- Must meet one or more of the Regional KiwiSport priorities.

## CONTESTABLE APPLICATION AND APPROVAL PROCESS

ACTION
Eligibility Test completed and submitted
If Eligibility is approved Expression of Interest form provided
Close of Expression of Interest
Relationship Manager (RM) appointed. RM will notify the applicant to progress to the full application should the project meet criteria
Close of Application
KiwiSport Advisory Group to receive applications
KiwiSport Advisory Group to meet to make recommendations on distribution of funds
Aktive Board approve or decline recommendations
All applicants will be notified of outcome
If approved, contract conditions drawn up prior to project starting
Project delivery begins

## ASSESSING APPLICATIONS

The Regional KiwiSport Advisory Group will assess contestable applications based on the following attributes:

Regional Delivery Spread  
Return on Investment and Budgeting  
KiwiSport Outcomes  
Regional KiwiSport Priorities  
Viability/Capability of Project  
Level of Partnerships  
Identified Risks and Mitigation Strategies

## REGIONAL KIWISPORT ADVISORY GROUP MEMBERSHIP

The Regional KiwiSport Advisory Groups role is to make recommendations for the distribution of the Regional KiwiSport Fund. The membership of this Advisory Group is one representative from the following organisations:

- Auckland Council Officer
- Aktive Auckland Sport and Recreation
- CLM Community Sport
- College Sport
- Harbour Sport
- Sport Auckland
- Sport Waitakere
- Independent Chair

## COMPLAINTS PROCESS

Aktive has a complaints process that will be used at both regional and local level. (refer Appendix 3). Aktive will record all complaints and comments received about KiwiSport services and procedures and the subsequent action taken. A record of all complaints will be kept for three years from the date on which the complaint was received. The number of complaints, their nature and the speed with which they are dealt with, will be monitored regularly.

## INELIGIBLE PROJECTS

The following projects are not eligible for the Auckland Regional KiwiSport Fund.

1. Projects that are currently receiving other KiwiSport funding from any of the three RSTs/CLM. Applicants can apply for different projects or extension of projects across the Auckland region e.g. project began in one region and applicant wants to expand it to other three regions.
2. Applications for facility and/or amenity development.
3. One-off events.

4. Projects that do not involve partnerships.
5. Projects that do not have support of the relevant national sport organisation(s) or regional sport organisation(s).
6. Projects that are retrospective in nature.
7. Projects that cannot demonstrate clear cash contributions from project partners.
8. Projects that are predominantly social marketing campaigns.
9. Projects that are predominantly nutrition or physical activity focused.
10. Sponsorship.
11. Funding cannot be used for administration or coordination expenses including but not limited to salaries, office and stationery expenses, vehicle or mileage, phone, computer.

## FREQUENTLY ASKED QUESTIONS

### Can we apply for capital investment?

- No, however small capital items, such as equipment, may be purchased as part of the project.

### Can we apply for investment and then distribute it as subsidies/grants to other organisations?

- No, Regional KiwiSport Fund is a project-based investment and must be used for the sole purpose of the defined project. It must exclude the provision of subsidies or grants to other organisations and /or individuals.

### Are we eligible to apply for more than one project?

- Yes, provided there is evidence that clearly articulates the need for each project in the community. However, this fund will not invest in ongoing programmes that organisations have already committed to.

### What is the role of Aktive Auckland Sport and Recreation in the Regional KiwiSport Fund?

- Aktive will oversee the project management of the investment schedule including monitoring and evaluation of performance against key performance indicators and the release of investment.

### What is the role of the RSTs/CLM for the Regional KiwiSport Fund?

- RSTs/CLM will support the development of the delivery plan of the projects within their communities.

### Key Contacts in RST's

RST staff will be able to provide support about their regions. Contact the following staff for further information and support:

- Auckland Sport: Leanne Knox [leannek@sportauckland.co.nz](mailto:leannek@sportauckland.co.nz)
- CLM Community Sport: Barry Rhodes [barry@clmnz.co.nz](mailto:barry@clmnz.co.nz)
- Harbour Sport: Stacey Morgan [StaceyM@harboursport.co.nz](mailto:StaceyM@harboursport.co.nz)
- Sport Waitakere: Deepika Unka [Deepika.Unka@sportwaitakere.nz](mailto:Deepika.Unka@sportwaitakere.nz)

### For further information about this guide please contact:

Simone Spencer

Email: [simone.spencer@aktive.org.nz](mailto:simone.spencer@aktive.org.nz)

Phone: 027 2200560

## APPENDIX 1      MINIMUM COACHING REQUIREMENTS

- Attend “KiwiSport Coach Induction Workshop”.
- All coaches to complete Sport NZ code of ethics.  
<https://sportnz.org.nz/assets/Uploads/attachments/managing-sport/coaching/Coaches-Code-of-Ethics.pdf>
- Hold a coaching qualification recognised by their sport.
- All coaches to complete Safety Net on line module.  
<https://www.sporttutor.nz/pages/coursedescription.jsf?courseId=141123&catalogId=268432>
- Agree to random observation of coaching sessions based on KiwiSport coaching guidelines.
- Aktive requires that all coaches are police vetted before delivering coaching sessions.

## APPENDIX 2 CHILD PROTECTION IN SPORT

The lead organisation will be required to have a Child Protection policy to ensure safe sport practices are in place. They must also ensure that their staff are recruited to VCA standards

<https://www.orangatamariki.govt.nz/working-with-children/vulnerable-children-act-requirements/>

Keeping children and young people safe as they participate in sport and recreation activities is one factor that helps to increase the level of enjoyment and enhances the attractiveness of sport and recreation.

Ensuring that organisations and groups that receive RPF have appropriate practices and procedures in place to keep children and young people safe is vital to the success of KiwiSport in our region. Active will check that funding recipients have all aspects of child protection covered. In the absence of a policy (or appropriate code of conduct) an organisation should cover off the following procedures for protecting children and young people:

- Identification of a person (or people) with responsibility for child safety;
- Clear guidance on matters such as supervision ratios and emergency procedures;
- A process for recording incidents/accidents, concerns and referrals and appropriate storage of these;
- A process for dealing with complaints;
- When recruiting staff/volunteers - assess their suitability for working with children;
- Referee checks on staff and volunteers; and
- Induction and training for staff and volunteers;
- Emergency contact information collated from each child/young person;
- Medical information gathered;
- Attendance registers kept;
- Equipment checklists maintained;
- A health and safety checklist applied; and
- First aid available.

## APPENDIX 3 COMPLAINTS PROCEDURE

If you want to make a complaint regarding either regional or local KiwiSport, Aktive Auckland Sport & Recreation, has a standard procedure for you to use and this is described below.

Making a complaint will not affect in any way the level of service you receive from us. For example, if your complaint is about an application for funding, this will not affect your chances of getting a grant in the future.

### What is a complaint?

You can complain if you think that:

- you received unsatisfactory customer service.
- the correct procedures were not followed in relation to a funding process or decision.

This procedure cannot be used for appeals against funding decisions if the Regional or Local KiwiSport Advisory Group has followed the decision-making process correctly.

### How do you make a complaint?

#### Stage One

If you are not happy with the service you have received, contact the staff member you first dealt with. They will try to resolve your complaint immediately. If this is not possible or you are still not satisfied, you will be referred to a formal complaints procedure.

#### Stage Two

If you were not satisfied with the response you initially received, you can make a formal complaint in writing to:

Aktive, Sport Waitakere, Sport Auckland, Counties Manukau Sport or Harbour Sport

### What do you include when making a formal complaint?

- Your name and postal or email address.
- Briefly what the complaint is about.
- When it happened.
- Who originally dealt with the matter.
- What action is expected to put things right.

Your complaint will be acknowledged within seven working days of receiving it and a full response issued within 14 working days. If we cannot give a full reply in this time, we will tell you why and when you are likely to receive it.

If you are still not satisfied with the response at this stage, you can refer your complaint to the CEO and Board of the RST or Aktive.

### MONITORING COMPLAINTS AND IMPROVING OUR RECORD

Aktive will record all complaints and comments received about our services and procedures and the subsequent action taken. A record of all complaints will be kept for three years from the date on which the complaint was received. The number of complaints, their nature and the speed with which they are dealt with, will be monitored regularly.

## **POLICY PRINCIPLES**

- **Commitment** – Management and staff are committed to the right of clients to complain. Complaints are an opportunity for improving service.
- **Visibility** – How to complain and to whom will be obvious to staff and customers.
- **Simple and Assisted** – The steps in the complaints procedure will be straightforward and easy for customers to follow. Support and advice will be available to help customers complain.
- **Fair and Confidential** – All complaints will be dealt with equally, with respect. Respect includes maintaining confidentiality and a complainant's right to privacy.
- **Responsive** – All complaints will be acknowledged promptly and an approximate time frame for action given.
- **Communication** – Complainants and other affected parties will be kept informed of the progress of a complaint.

**APPENDIX 4 LOCAL BOARD & RST BOUNDARIES**

<p><b>COUNTIES MANUKAU (CLM)</b> <b>37% OF POPULATION</b></p> <p>Franklin Local Board Mangere-Otahuhu Local Board Manurewa Local Board Otara-Papatoetoe Local Board Papakura Local Board</p>	<p><b>HARBOUR (Harbour Sport)</b> <b>22% OF POPULATION</b></p> <p>Devonport-Takapuna Local Board Hibiscus and Bays Local Board Kaipatiki Local Board Rodney Local Board Upper Harbour Local Board</p>
<p><b>AUCKLAND (Sport Auckland)</b> <b>26% OF POPULATION</b></p> <p>Albert-Eden Local Board Great Barrier Local Board Howick Local Board Maungakiekie-Tamaki Local Board Orakei Local Board Puketapapa Local Board Waiheke Local Board Waitemata Local Board</p>	<p><b>WAITAKERE (Sport Waitakere)</b> <b>15% OF POPULATION</b></p> <p>Henderson-Massey Local Board Waitakere Ranges Local Board Whau Local Board</p>

