



Department of  
**Sport and Recreation**

# APPLICANT GUIDELINES

## HIGH PERFORMANCE & REGIONAL SCHOLARSHIPS

- ✓ **COACHING**
- ✓ **OFFICIATING**
- ✓ **ADMINISTRATORS**
- ✓ **SUPPORT PERSONNEL**
- ✓ **PRACTITIONERS**

## PROGRAM OVERVIEW

The High Performance/Regional Coaching and Officiating and Professional Development/Leadership Scholarships are part of the Department of Sport and Recreation's (DSR's) overall commitment to developing and supporting coaches, officials, administrators and practitioners/support personnel and are offered under the Coaching & Officiating Excellence Program.

The Coaching & Officiating Excellence scholarship program is a state-wide initiative that provides opportunities for regional and metropolitan based coaches, officials, support personnel and administrators throughout Western Australia.

They are a key component of the High Performance initiative 'Future Success', the current DSR Strategic Plan and state-wide Strategic Direction and Action Plan for Coaching and Officiating. The creation of the scholarship program has been a joint undertaking by DSR and the Western Australian Institute of Sport (WAIS).

High Performance scholarships offer a unique opportunity for state sporting associations (SSAs) to work closely with their key high performance personnel and those within a high performance pathway to establish personalised professional development plans, address succession planning and develop mentoring programs, and identify targeted education and training opportunities.

Regional Scholarships provide opportunities for coaches, officials, administrators and practitioners/support personnel to access education, training, mentoring and professional development to improve their skills and techniques within their own region or by travelling state or nation-wide.

**Metropolitan and regionally based** coaches, officials, administrators and practitioners/support personnel can apply for High Performance Scholarships. Only **regionally based** coaches, officials, administrators and practitioners/support personnel can apply for Regional Scholarships.

## DESIRED OUTCOMES

- Promote, lead and support technical skills development of people in the sport and recreation industry (Strategic Plan – Capacity Building – 3.1.2.2).
- Develop specific practitioner improvement initiatives for High Performance/Talent Development, coaches/officials and administrators (Strategic Plan – High Performance 5.1.1.2).

## ELIGIBILITY

**It is essential that all applicants fully read the guidelines and associated materials to ensure they provide themselves with the best opportunity to be successful in receiving the scholarship.**

### Applicants MUST

- Reside in Western Australia and be an Australian permanent resident.
- Be an **affiliated member** of the recognised state sporting association of their sport.
- Be involved in a specific sport or sport and recreation industry for **greater than five years**.
- Be involved in their sport at a regional, state, national or international level and within a recognised high performance and/or regional development pathway/talent identification program (depending on the scholarship you are applying for).

### Further eligibility

- Australian Sports Commission (ASC) scholarship recipients are ineligible.
- Applicants can have other funding i.e. local government funding, Skywest Airlines Country Sport Development Program, as long as there is no surplus income. This **must** be declared.
- Applications from state sporting associations and region/association/club sporting organisations who have outstanding DSR grants (of any form) will not be considered eligible unless these are reconciled prior to short-listing of candidates.
- Coaches/officials that **do not** indicate on tax forms that their **employment** is as a professional coach/official.\*
- Coaches/ officials **must** be working towards **or** have the equivalent of a Level 2 accreditation course.
- Administrators/support personnel must be working/volunteering within a sport at a High Performance/executive level.

*\* In certain circumstances professional coaches/officials may be considered eligible, such as paid club coaches in sports like swimming, tennis and golf, and similarly paid officials in sports like football and rugby.*

*Some professional coaches/officials, especially those employed at SSA level, may be eligible for targeted professional development support through this program and/or opportunities within other DSR coaching and officiating schemes.*

***If as an SSA you have personnel, or if you personally fall into this category and wish to discuss your application and or eligibility, please contact Aaron Morse – Project Officer – Industry***

## COACHING & OFFICIATING EXCELLENCE PROGRAM

**Training and Development to discuss your situation. Aaron can be contacted on 9492 9758 or [aaron.morse@dsr.wa.gov.au](mailto:aaron.morse@dsr.wa.gov.au)**

### SUBMISSION REQUIREMENTS AND FURTHER INFORMATION

- **High Performance** applications **must** be endorsed and submitted by the SSA and **regional** applications **must** be endorsed by the *region/association/club sporting organisation and the SSA* on behalf of the applicant (**NOTE: Regional applications – through a supporting letter or by signing application form**).
- High Performance Scholarship applicants **must** identify and provide details of their 'mentor/mentors' for the duration of the two year program.
- High Performance Scholarship applicants **must** submit a **two-year development plan**.
- Affiliation fees, clothing and equipment **will not** be funded by the scholarship but can be included as a financial contribution by the individual/SSA.
- Scholarships are not provided in retrospect.
- High Performance scholarships will be paid to the applicant's SSA. Regional scholarships will be paid to the *region/association/club sporting organisation*.
- All outstanding scholarships **must be acquitted** prior to any further applications being considered.
- Management of all scholarships will principally be the responsibility of the SSA or *region/association/club sporting organisation (depending on the type of scholarship)*. They must certify they have the capacity to provide support for the recipient and manage, report on and acquit the DSR grant.
- SSAs that certify potential High Performance Scholarship recipients must be able to demonstrate sound governance, planning and an acceptable High Performance program with a clearly defined coach/official development pathway and a support structure for administrators and support personnel/practitioners.
- An SSA may submit/endorse a maximum of **three applications** in **each High Performance Scholarship category**. In this situation, the SSA endorsement should clearly rank the applications from one to three (one being the highest endorsement and three the lowest).
- DSR reserves the right to initiate a scholarship at any time outside of the annual application period.

**All applications must be received before 5pm on the CLOSING DATE specified on the website. No late applications will be accepted.**



COACHING & OFFICIATING EXCELLENCE PROGRAM

**FUNDING FRAMEWORK**

| SCHOLARSHIPS                           | CATEGORY                               |                          | FUNDING          |                  | DESCRIPTION  | ACTIVITIES   | LEVEL  |
|--|--|--------------------------|------------------|------------------|--|--|--|
|  |  |                          | REGIONAL         | HIGH PERFORMANCE |  |  |  |
| DEFINED<br>(two year period)           | Coaches<br>Officials                   |                          | Up to<br>\$2,000 | Up to \$10,000   | Coach/official is currently coaching/ officiating at an international/national or state level and/or is in the NSO, SSA or regional development pathway (can be regional or metropolitan based). | Identified activities/events for education, training and professional development of coach/official.       | International,<br>national,<br>state<br>OR<br>regional |
| TARGETED<br>(anytime)                  | Coaches<br>Officials                   |                          | Up to<br>\$5,000 | Up to \$10,000   | Coach/official is currently coaching/ officiating at an international/national level and/or is in the NSO, SSA or regional development pathway (can be regional or metropolitan based).          | Identified in partnership with DSR, SSA and WAIS. Can be particular activity or event.                     | International,<br>national,<br>state<br>OR<br>regional |
| PROFESSIONAL<br>DEVELOPMENT/LEADERSHIP | Coaches<br>Officials                   | Defined<br>&<br>Targeted | Up to<br>\$2,000 | Up to \$5,000    | Coach/official is currently coaching/ officiating at an international/ national/state OR regional level and/or is in the NSO or SSA development HP pathway.                                      | Professional development opportunities for coach/official/support personnel education/courses/conferences. | International,<br>national,<br>state,<br>regional      |
|  | Administrators<br>Support<br>Personnel |                          | Up to<br>\$1,500 | Up to \$2,500    | Administrators employed/volunteer within SSAs, regions, associations and clubs. Support personnel attached to a regional state, national or international team.                                  | AND<br>Identified activities/events for education, training and professional development.                  |  |

## COACHING &amp; OFFICIATING EXCELLENCE PROGRAM

|  |               |  |                  |               |  |  |  |
|--|---------------|--|------------------|---------------|--|--|--|
|  | Practitioners |  | Up to<br>\$1,000 | Up to \$2,000 | Practitioners attached to a<br>regional, state, national or<br>international team. |  |  |
|  |               |  |                  |               |  |  |  |

## **ROLES and RESPONSIBILITIES**

### **Department of Sport and Recreation**

- Administer the scholarship promotion, application, selection and grant management processes.
- Develop and implement selection panels, assessment tools and feedback mechanisms.
- Liaise with SSA /scholarship recipient to identify possible development strategies for High Performance Scholarships.
- Regional DSR liaise with region/association/club sporting organisation to identify possible development strategies for Regional Scholarships.

### **State sporting association**

- Assist High Performance Scholarship recipient with the outline of their two-year development plan and budget.
- Liaise with recipient and DSR to identify possible development strategies.
- Assist regional recipients and region/association sporting organisation with applications and acquittal process as required.
- Ensure Key Results Schedule/activities are completed as per grant agreement.
- Provide support throughout the scholarship period for the recipient and submit acquittal/reporting documents on time.

### **Regional/association/club sporting organisation**

- Assist Regional Scholarship recipients with the outline of their development plan and budget for the application.
- Forward a copy of the application, acquittal documentation and report to SSA.
- Ensure Key Results Schedule/activities are completed.
- Provide support throughout the scholarship period for the recipient and submit acquittal/reporting documents on time.

### **Scholarship recipient**

- Commitment to scholarship and activities, development opportunities identified.
- **High Performance** – Attend a *minimum of two* professional development opportunities delivered by DSR. **Regional Scholarships** – subject to individual requirements of regions.
- Work with SSA/region/association/club sporting organisation and DSR to identify potential development strategies.
- Ensure Key Results Schedule/activities are completed as per grant agreement.
- Complete reporting and submit to SSA/region/association/club sporting organisation and DSR as required.

### TIPS FOR A SUCCESSFUL SCHOLARSHIP APPLICATION

- Read all material associated with this scholarship and have a complete understanding of the requirements.
- Read the questions on the application form very carefully and answer the questions stated.
- Obtain confirmation/certification from your SSA (President/Chairman) and/or region/association/club sporting organisation as required and that you will be supported throughout the scholarship.
- Obtain a written statement of ability from SSA/region/association/club sporting organisation Development Manager, CEO or President. This form can be found with the general application form.

### 10 STEPS IN THE GRANTS PROCESS

- |         |   |
|---------|---|
| STEP 1  | Applicant to contact SSA/region/association/club sporting organisation <b>OR</b> SSA region/association/club sporting organisation contact official to register interest.   |
| STEP 2  | Read all forms/assessment criteria etc.   |
| STEP 3  | Applicant to complete the application form, and include signed statement of support, statement of ability and proposed two-year development plan (if applicable).   |
| STEP 4  | SSA region/association/club sporting organisation submits the application by the closing date.  |
| STEP 5  | Applications assessed by DSR and scholarships determined. An interview <u>may</u> be requested.   |
| STEP 7  | Scholarship recipients advised.   |
| STEP 8  | Consultation between recipient, SSA or region/association/club sporting organisation and DSR to determine final outcomes of scholarship and set project Key Results Schedule (High Performance Scholarships – compulsory/Regional Scholarships – at the discretion of regional office). |
| STEP 9  | Funding distributed and scholarship implemented.  |
| STEP 10 | SSA or region/association/club sporting organisation submits project report and acquittal documentation to DSR.   |

## COACHING & OFFICIATING EXCELLENCE PROGRAM

### ASSESSMENT PANELS

High Performance Coaching Assessment Panel – A panel consisting of two representatives from DSR, a representative from the Western Australian Institute of Sport (WAIS) and two representatives from the Coaching Reference Panel will recommend the successful recipients.

High Performance Officiating Assessment Panel – A panel consisting of two representatives from DSR and three representatives from the Officiating Reference Panel (ORP) will recommend the successful recipients.

Regional Assessment Panel – A panel consisting of two representatives from DSR regional offices, Coaching & Officiating Project Officers and up to two identified local sport and recreation representatives.

Administrators/Support Personnel/Practitioners Panel – A panel consisting of three representatives from DSR, the High Performance Manager, Coaching & Officiating Project Officer and one other representative will recommend the successful recipients.

### FREEDOM OF INFORMATION AND PRIVACY ACT

#### Freedom of Information

DSR will adhere to the provisions of the *Freedom of Information Act* 1992 in relation to requests for information originating in the department. Information not originating in the department but provided to the department will not be released without prior consultation with the relevant organisation – for example state sporting associations.

#### Privacy Act

All information provided to DSR and gathered during the grant assessment process will be stored on a database that will only be accessed by authorised departmental personnel. The database is subject to privacy restrictions in accordance with the *Privacy Act* 1998 (Commonwealth) and the *Freedom of Information Act* 1992.

#### Contact

If you have any questions contact Aaron Morse – Project Officer – Industry Training and Development on 9492 9758 or [aaron.morse@dsr.wa.gov.au](mailto:aaron.morse@dsr.wa.gov.au).

## WHERE TO SUBMIT YOUR APPLICATION

### High Performance Scholarships:

All applications must be received by 5pm on the CLOSING DATE specified on the DSR website. No late applications will be accepted. All High Performance Scholarship applications should be sent to the following:

|   |   |
|---|---|
| <p><b>By mail:</b></p> <p>Attn: Aaron Morse<br/>Project Officer Industry Training and Development<br/>Department of Sport and Recreation<br/>PO Box 329<br/>LEEDERVILLE, WA, 6903</p> | <p><b>By hand:</b></p> <p>Attn: Aaron Morse<br/>Project Officer Industry Training and Development<br/>Department of Sport and Recreation<br/>246 Vincent Street<br/>LEEDERVILLE, WA, 6903</p> |
|---|---|

### Regional Scholarships:

All applications must be received by 5pm on the CLOSING DATE specified on the DSR website. No late applications will be accepted. All Regional Scholarship applications should be sent to the regional office that represents the locality that the applicant lives within, including:

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|--|--|
| <p><b>Gascoyne Office – Carnarvon</b><br/>4 Francis Street, CARNARVON WA 6701<br/>PO Box 140, CARNARVON WA 6701</p>  | <p><b>Goldfields Office – Kalgoorlie</b><br/>106 Hannan Street, KALGOORLIE WA 6430<br/>PO Box 1036, KALGOORLIE WA 6430</p>                     |
| <p><b>Great Southern Office – Albany</b><br/>22 Collie Street, ALBANY WA 6330</p>  | <p><b>Kimberley Office – Broome</b><br/>Unit 2, 23 Coghlan Street BROOME<br/>PO Box 1476, BROOME WA 6725</p>                                   |
| <p><b>Kimberley Office – Kununurra</b><br/>Government Offices<br/>Cnr Konkerberry Drive and Messmate Drive,<br/>KUNUNURRA WA 6743<br/>PO Box 1127, KUNUNURRA WA 6743</p> | <p><b>Mid West Office – Geraldton</b><br/>Mid West Sports House<br/>77 Marine Terrace, GERALDTON WA 6531<br/>PO Box 135, GERALDTON WA 6531</p> |
| <p><b>Peel Office – Mandurah</b><br/>Suite 3, The Endeavour Centre<br/>94 Mandurah Terrace, MANDURAH, WA 6210<br/>PO Box 1445, MANDURAH WA 6210</p>                      | <p><b>Pilbara Office – Karratha</b><br/>2/3813 Balmoral Road, KARRATHA WA 6714<br/>PO Box 941, KARRATHA WA 6714</p>                            |
| <p><b>South West Office – Bunbury</b><br/>80A Blair Street, BUNBURY WA 6230<br/>PO Box 2662, BUNBURY WA 6231</p>   | <p><b>Wheatbelt – Northam</b><br/>298 Fitzgerald Street, NORTHAM WA 6401<br/>PO Box 55, NORTHAM WA 6401</p>                                    |
| <p><b>Wheatbelt – Narrogin</b><br/>Government Offices<br/>Level 2, 11-15 Park Street, NARROGIN WA 6312</p>   |  |