

KIWISPORT INVESTMENT PLAN FOR AUCKLAND 2015 – 2018

TABLE OF CONTENTS

Introduction	3
Development of the 2015 – 2018 Investment Plan	3
Summary of Consultation Across Auckland	4
Priorities for Auckland Regional KiwiSport Fund	7
Fund Allocation	9
Contestable Investment	10
Non Contestable Investment	11
Timeframes	12
KiwiSport Advisory Group	13
Contestable approval process	14
Local Community & Auckland Regional KiwiSport Fund	14
FastFund (Under \$5000, \$3000 for Harbour)	16
Non-contestable approval process	18
Ineligible Projects	19
Contracting Payments	19
Term	20
Communicating	20
Monitoring and Reporting	21
Complaints Procedure	21
Managing Poor Performance	21
Risk Management	22
Appendices	
Appendix 1: Approval requirements and considerations	25
Appendix 2: Child protection in sport	26
Appendix 3: Minimum Coaching Requirements	27
Appendix 4: Regional Breakdown	28
Appendix 5: Complaints Process	29
Appendix 6: Conflicts Register	31
Appendix 7: Transparency	32

INTRODUCTION

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.

Sport New Zealand (Sport NZ) requested Aktive - Auckland Sport & Recreation (Aktive) to consult with the sector regarding new KiwiSport investment for financial year 2015-2018. During February and March 2015, Aktive, in conjunction with local Regional Sport Trusts (RSTs) (Sport Auckland, Counties Manukau Sport, Harbour Sport and Sport Waitakere) facilitated community consultation to identify and establish Auckland's priorities for KiwiSport investment and distribution from 2015-2018.

Aktive led regional consultation with national sport organisations (NSOs), Auckland Council, regional sport organisations (RSOs), other regional stakeholders and funding organisations. Local RSTs consulted locally with clubs, schools, young people and other community organisations.

This is the plan that has been accepted By Sport New Zealand. To date investment has been confirmed by the Sport NZ Board for the financial year July 2015- June 2016. A decision on the remaining two years of KiwiSport funding will be made by Sport NZ in December 2015.

DEVELOPMENT OF THE 2015 – 2018 INVESTMENT PLAN

The 2015 KiwiSport plan is the first time that there has been a single Auckland plan covering both regional and local KiwiSport investment and processes. Aktive undertook consultation with national and regional stakeholders and each of the 4 local RSTs completed consultation with their local community.

All five organisations communicated via email, phone, and in person with a wide representation of stakeholders involved in the sport sector across Auckland as well as other providers who are interested in KiwiSport including funders and Auckland Council.

The community was given the opportunity to provide feedback on processes that are currently used across the region both at regional and local level, as well as to provide their views on what the priorities should be for KiwiSport investment in Auckland.

This investment plan has been developed from the raw data collated from the comprehensive consultation that has been conducted across Auckland. In this plan Aktive has standardised a number of processes across the region. In this plan Aktive has standardised a number of processes across the region with the aim of achieving a robust and transparent system for KiwiSport across the region. (Refer Appendix 7). However within the plan there are local variances based on local consultation. The summary feedback forms from each local community can be found here [Auckland Regional](#), [Waitakere](#), [North Harbour](#), [Counties Manukau](#), [Central Auckland](#). (Please email jacqui.johnston@aktive.org.nz if you are unable to access these documents).

SUMMARY OF CONSULTATION ACROSS AUCKLAND

Consultation Across The Region

Consultation that occurred across the region included over 643 stakeholder representatives and organisations, including:

- National sport organisations
- Regional sport organisations
- Auckland Council
- Other regional stakeholders
- Sports clubs
- Schools and
- Community organisations.

Over 856 school-aged young people were also consulted on what they believed the KiwiSport priorities should be for their local area.

Regional Consultation - Led by Aktive

Since the inception of KiwiSport a regional fund has existed in Auckland, this has been in place for organisations that seek to implement projects across multiple local RST boundaries within the region. Aktive led regional consultation with NSOs, RSOs, Auckland Council, other regional stakeholders and funding organisations. In total 93 different organisations were involved in regional consultation, including:

- 36 NSOs
- 35 RSOs
- 6 local sports organisations
- 12 other regional organisations
- 4 Auckland Council Officers and Local Board members

Aktive conducted consultation via the following media:

- 3 consultation workshops
- Online survey
- One on one meetings
- Phone conversations

From the three consultation workshops, Aktive was able to listen and understand the perspective of regional and national organisations in relation to:

- Issues and barriers around participation for 5-18 year olds
- Issues around creating availability and access for children to participate in organised sport
- The current factors inhibiting skill development in children and
- Innovative ideas on how to achieve the objectives of KiwiSport

The data from the survey was used in conjunction with the summarised findings from the three consultation sessions to develop a regional perspective.

Local Consultation – Led by each local RST

Waitakere Community

Sport Waitakere led local consultation with RSOs, clubs, schools, community organisations and students. In total 203 stakeholder representatives and organisations including regional sport organisations, sports clubs, schools and community organisations were involved in Sport Waitakere's consultation, including:

- 8 sport and school workshops (4 Public workshops; 4 education cluster workshops)
- 9 secondary school principals and 10 sport coordinators
- 53 principals and teachers from across approx. 70 schools
- 63 students completed online survey from 13 secondary schools in the region
- 8 He Oranga Poutama consultation representatives

Sport Waitakere conducted consultation via the following media:

- Public consultation workshops
- Education consultation meetings
- Online surveys
- Face to face meetings in Local Board areas
- Session with He Oranga Poutama
- One on one meetings
- Phone conversations

The main focus of the questions through each medium was background information since 2009 with examples of projects and insights to date, previous priorities and achievement against the outcomes. Attendees were provided with an area/project breakdown about which local KiwiSport priority each project was/is addressing. In addition, Sport Waitakere put together a cumulative report of activity since 2009.

North Harbour Community

Harbour Sport led local consultation with RSOs, clubs, schools, community organisations and students. A large number of different organisations were involved in Harbour Sport's consultation, including:

- 76 stakeholder representatives and organisations including regional sport organisations, sports clubs, schools and community organisations
- 10 sport and school workshops
- 48 secondary school principals and sport coordinators
- 329 students from six schools in the region

Harbour Sport conducted consultation via the following media:

- Localised consultation workshops
- School Focus groups
- Online surveys
- Face to face meetings in Local Board areas
- One on one meetings
- Phone conversations

The main focus of the questions through each medium was what are the key barriers to school aged children not participating in sport, the level and direction of the investment allocated to the Harbour Community, including "contestable versus non-contestable", school investment (primary, intermediate and secondary) and questions regarding the application process, reporting and communication.

Counties Manukau Community

Counties Manukau led local consultation with local sports club representatives, primary and secondary school representatives (principals, teachers), regional and local RSO staff and other service providers e.g. Kelly Sports, Youthtown.

A large number of different organisations were involved in Counties Manukau Sport's consultation, including:

- 18 clubs
- 6 primary schools
- 1 secondary school
- 4 RSOs
- 6 others

Counties Manukau Sport conducted consultation via the following media:

- 5 community consultation workshops (local board boundaries)
- School focus groups
- Online surveys
- Face to face meetings in Local Board areas
- Youth (11-17yrs) who attended Breakaway Holiday programmes

The main focus of the questions through each medium was what are the key barriers to school aged children not participating in sport, the community impact of the investment allocated to the Counties Manukau Community, including “contestable versus non-contestable”, school investment (primary, intermediate and secondary) and questions regarding the application process, reporting and communication.

Central Auckland Community

Sport Auckland led local consultation with RSOs, clubs, schools, community organisations and students. In total 147 stakeholder representatives from 81 organisations, including regional sport organisations, sports clubs, schools and community organisations were consulted, including

- 14 focus groups with 176 children from 13 different primary and intermediate schools
- 5 focus groups with 143 young people from secondary schools
- 13 different primary and intermediate schools
- 378 students completed online survey
- 210 parents completed online survey
- 119 primary and secondary school representatives (principals, teachers, sport coordinators, Directors of Sport).

Sport Auckland conducted consultation via the following media:

- Localised consultation workshops
- School focus groups
- Online surveys
- Face to face meetings in Local Board areas
- One on one meetings
- Phone conversations

The main questions posed were feedback around the current Primary School Cluster Partnership model and the positive impact of the Community Sports Coordinators, regional funding, the key barriers to school aged children not participating in sport, the level and direction of the investment allocated to Sport Auckland, including “contestable versus non-contestable” and school investment (primary, intermediate and secondary).

Sport Auckland produced a discussion document to provide information to the community to allow them to make an informed decision when completing the surveys. During the forum attendees were

asked to provide their perspectives on the feedback arising from the consultation conducted with our children and young people and also the feedback from their online community survey.

PRIORITIES FOR AUCKLAND KIWISPORT REGIONAL FUND

The following key priorities were confirmed during the 2015 consultation process. They are broken down by regional and local priorities. Each set of priorities applies to the specific locality of the fund e.g. regional priorities apply over all regional funds both contestable and non-contestable, local priorities apply to specific areas and apply over both contestable and non-contestable funds in those localities.

Although consultation occurred before the Sport NZ Community Sport Strategy was released a number of these priorities fit the strategic priorities around local delivery, particularly in low participation communities. Active has an expectation that KiwiSport projects that address participation by girls aged 10-18, ethnic communities (Indian, Samoan, and Chinese) & Maori will be prioritised.

The following priorities are broadly consistent with recommendations from previous KiwiSport consultation, although some regions reduced the number of priorities. Harbour community priorities have changed with the inclusion around perceived ability levels required to participate and lack of local competitions – time / cost / travel, Waitakere included coordination of sport in schools.

Regional Priorities

- Following 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

the external consultation, Active's KiwiSport regional priority areas for the region are:

- 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

Local Priorities (based on boundaries as defined in Appendix 4)

Following the external consultation, the local priority outcomes (in no particular order) are:

Central Auckland Community:

- Improve Fundamental Movement Skills
- create school/club Links
- Increase in volunteers (emphasis on coaching)

Counties Manukau Community:

- Low cost opportunities for sport
- Local or cluster delivery to avoid transport costs
- Increase club/school links
- Coaching - recruitment, retention and development
- Training of volunteers
- Funding opportunities for emerging sports versus targeted and traditional sports
-

North Harbour Community:

- Development of skilled coaches, volunteers and teachers
- Addressing issue of lack of time (parents working, teacher workload and volunteers working)
- Creation of local competitions/time/cost/travel
- Change perceptions around ability levels required to participate (this refers to the competitive nature of sport and selection of players and perception of this discouraging people to play)
- Development of social sport opportunities

Waitakere Community:

- Fundamental Movement Skills
- Increase school/club/community links
- Coordination of sport in schools
- Coaching
- Cost of sport

FUND ALLOCATION

As Sport NZ's agent in Auckland, Active is responsible for the KiwiSport fund. To date investment has been confirmed by the Sport NZ Board for the financial year July 2015- June 2016. A decision on the remaining two years of KiwiSport funding will be made by Sport NZ in December 2015.

As part of the consultation stakeholders and participants were asked what % of the total fund should be allocated to regional and local funds. As a consequence of the consultation Active has recommended that the Auckland KiwiSport fund for Auckland be allocated be allocated in a number of ways.

Distribution of the investment for Auckland will be split into regional and local investment. The regional process will be administered by Active and local process will be administered by each local RST for their community. Due to the variances in the communities, there are variances for allocating the local investment.

The percentage of distribution of the total investment for Auckland will be as follows:

- Regional investment: 20% - administered by Active
- Local investment: 80% - administered by local RSTs. This 80% will be distributed to the local RSTs and is calculated via the number and percentage of young people in the communities they serve (please refer to Appendix 4). Summaries of local RST plans and regional variances of fund allocations can be found here [Waitakere](#), [North Harbour](#), [Counties Manukau](#), [Central Auckland](#) . (Please email Jacqui.johnston@active.org.nz if you are unable to access these documents)

Organisation	% Pop. Young people	% of RPF allocated	Auckland Regional Partnership Fund (RPF)
			\$2,941,181 confirmed for 2015-2016
Active-Auckland Sport & Recreation	100%	20%	\$588,236
Local Investment			
Counties Manukau Sport	37%	29.6%	\$868,568
Harbour Sport	22%	17.6%	\$540,304
Sport Auckland	26%	20.8%	\$606,912
Sport Waitakere	15%	12%	\$337,159
TOTAL		100%	\$2,941,181

The consultation asked whether there should be non-contestable funding based around strategic outcomes. The majority of feedback was in support of having both contestable and non-contestable funds. Therefore across Auckland there will be a range of non-contestable investment:

- Contestable Investment: this process will involve the lead organisation developing a project and submitting via the relevant application form provided. Please refer to the contestable approval process pg. 14
- Non-contestable Investment: this process will identify community needs through a selected lead agency and its partners. The lead agency will develop a business case and submit it to the relevant organisation. E.g. Active to Active Board, Local RSTs to Active Board. It is envisaged there will be two or three applications per year per organisation. Please refer to the non-contestable approval process pg.18

The following tables outline the investment type, the split of regional and local, and criteria for each fund for Auckland.

CONTESTABLE INVESTMENT

Title of Contestable Fund	Outcome/Priority being addressed	RPF Amount Allocated (\$)	No and dates of funding rounds	Term of Projects (min-max)	Max RPF value that can be applied for (\$)	Minimum partnership contribution criteria	Who can apply	Region
REGIONAL INVESTMENT								
Auckland Regional KiwiSport <i>(administered by Aktive)</i>	One or more regional priorities/ One or more KiwiSport priorities	8% of Total RPF Fund	Two funding rounds per annum	Min 1yr – Max 3yrs	N/A	No minimum requirement although projects will not be 100% KiwiSport funded.	NSOs, RSOs, Regional Organisations	ALL
LOCAL INVESTMENT								
FastFund <i>(administered by Local RSTs)</i>	One or more local priorities/ One or more KiwiSport priorities	8% of Total RPF Fund	Open all year until all of the investment is allocated.	Max 1yr	\$5,000 \$3,000 in North Harbour Community	No minimum requirement although projects will not be 100% KiwiSport funded.	NSOs, RSOs, Clubs, Schools, Trusts, Private Providers, Community Groups	ALL
Local Community Fund <i>(administered by Local RSTs)</i>	One or more local priorities/ One or more KiwiSport priorities	48% of Total RPF Fund	Two funding rounds per annum	Max 3yrs	over \$5,000 Between \$3,000 and \$30,000 per annum in North Harbour Community	<p>In North Harbour Community:</p> <ul style="list-style-type: none"> Schools must contribute equivalent of 50% of their direct fund. Sports and other partners must contribute 10% of local community fund invested. <p>All other areas cash contribution must be made by one or more partners projects will not be 100% KiwiSport funded.</p>	NSOs, RSOs, Clubs, Schools, Trusts, Private Providers, Community Groups	ALL

NON-CONTESTABLE INVESTMENT

Title of Non-Contestable Fund	Outcome/Priority being addressed	RPF Amount Allocated (\$)	No and dates of funding rounds	Term of Projects (min-max)	Max RPF value that can be applied for (\$)	Minimum partnership contribution criteria	Who can apply	Region
REGIONAL INVESTMENT								
Auckland Regional KiwiSport <i>(administered by Aktive)</i>	More Kids, More Opportunities, Better Skills	12% of Total RPF Fund	Two funding rounds per annum	Minimum 1 Year- Maximum 3 Years	N/A	No minimum requirement although projects will not be 100% KiwiSport funded.	NSOs, RSOs, Regional Organisations	ALL
LOCAL INVESTMENT								
School Sport Fund <i>(administered by Local RSTs)</i>	One or more local priorities/ One or more KiwiSport priorities	24% of Total RPF Fund	Open all year until investment is allocated	Maximum 3 years	N/A	Waitakere Secondary School projects must have a minimum of four schools involved in project. No minimum cash investment required. Central Auckland maximum \$10,000 per project, per cluster, per annum	Schools in partnership with provider/s	ALL

More information about the local breakdown of funds can be found at the attached link [Waitakere](#), [North Harbour](#), [Counties Manukau](#), [Central Auckland](#).

TIME FRAMES

Funding rounds have now been aligned across the region. Local rounds (based on local RST Boundaries, refer Appendix 4) will follow on from regional rounds of funding. This will minimise any potential duplication, whilst also allowing codes who are unsuccessful at the regional level to apply to a local round.

The Auckland Regional KiwiSport Fund will be open for one round in 2015 and for two rounds in each of the following years. The first round in 2015 will open 1 September. The first round in 2016 opens on 1 January and closes on 31 March. The second round opens on 1 June and closes on 31 August.

The contestable funds will be split equally between round 1 and round 2, however for projects that the KiwiSport Advisory Group deems to be “significant,” the option will exist to utilise funds set aside for the next funding round. If any funds are not fully utilised, they will be rolled over into the following round. FastFund projects (applications under \$5,000 or \$3,000 for North Harbour) will run year round from 1 March or until funds are exhausted.

Refer below for more specific dates, including approval timeframes for each round:

	AUCKLAND KIWISPORT FUNDS			
	CONTESTABLE			
	2015	2016	2017	2018
ROUND 1				
Regional round 1 opens	1-Sept-15	1-Jan-16	1-Jan-17	1-Jan-18
Local round 1 opens	1-Sept-15	28-Feb-16	28-Feb-17	28-Feb-18
Regional round 1 closes	30-Sep-15	31-Mar-16	31-Mar-17	31-Mar-18
Projects for Regional round 1 approved	30-Oct-15	30-Apr-16	30-Apr-17	30-Apr-18
Local Round 1 Closes	14-Oct-15	15-May-16	16-May-17	17-May-18
Projects for Local round 1 approved	14-Nov-15	16-Jun-16	16-Jun-17	16-Jun-18
ROUND 2				
Regional round 1 opens		1-Jun-16	1-Jun-17	1-Jun-18
Local round 2 Opens		1-Jun-16	1-Jun-17	1-Jun-18
Regional round 1 closes		31-Aug-16	31-Aug-17	31-Aug-18
Regional Projects for round 1 approved		30-Sep-16	30-Sep-17	30-Sep-18
Local Round 2 Closes		15-Sep-16	16-Sep-17	17-Sep-18
Projects for Local round 2 approved		15-Oct-16	15-Oct-17	15-Oct-16

To date investment has been confirmed by the Sport NZ Board for the financial year July 2015- June 2016. A decision on the remaining two years of KiwiSport funding will be made by Sport NZ in December 2015.

KIWISPORT ADVISORY GROUP

Active and each local RST will have a KiwiSport Advisory Group. These groups exist to provide a robust independent decision making process that will make transparent decisions around KiwiSport investment. It is important therefore that these advisory groups are structured to uphold those principles.

Each advisory group will have a one over one approval process to confirm the membership of these groups: Active will approve local KiwiSport advisory groups, Sport NZ will approve the regional advisory group.

The purpose of these groups is to make recommendations for the distribution of the KiwiSport Fund and to ensure that the projects utilising the KiwiSport funding meet the agreed priorities and outcomes of KiwiSport.

The Regional KiwiSport Advisory Group will consist of:

- Auckland Council Officer
- Active-Auckland Sport & Recreation
- College Sport
- Primary school representative
- Counties Manukau Sport
- Harbour Sport
- Sport Auckland
- Sport Waitakere
- Independent Chair

The Local KiwiSport Advisory Group's will consist of a combination of representatives made up from the following organisations:

- Education e.g. principals, sport coordinators, College Sport
- Local RST
- Sport organisations e.g. NSOs/RSOs
- Auckland Council e.g. Local Board Chair, officer
- Facility Providers
- Youth
- Independent Chair

All meetings will be recorded via meeting minutes to ensure that Active and Sport NZ has accurate records of any decisions or conclusions made.

Disclosure of Conflicts

Each KiwiSport Advisory Group will perform their tasks honestly, impartially and in good faith. Members should avoid situations that might compromise their integrity or otherwise lead to conflicts of interest.

The Regional and Local KiwiSport Advisory Group members will complete a conflicts register (Appendix 6) at each meeting. Each meeting agenda will include a disclosure of conflicts section arising as a result of the items on the agenda. In the case where a member is conflicted, the Chair will request the member to stand aside whilst the issue is discussed. In the case of the Chair being conflicted, he or she will temporarily stand aside, and the Advisory Group will appoint a Chair for this section of the meeting.

CONTESTABLE APPROVAL PROCESS

The regional and local contestable approval process is broken down into two groups: applications over \$5,000 (Local Community Fund, Auckland Regional KiwiSport Fund) and applications under \$5,000 (FastFund). The FastFund is only available at local level.

Local Community Fund & Auckland Regional KiwiSport Fund (over \$5,000)

INFORMATION

- Local Community Fund and Auckland Regional KiwiSport Fund have 2 rounds per year
- Applications must be on the Local Community Fund/ Auckland Regional KiwiSport Fund expression of interest/full application forms, provided online
- The relevant KiwiSport Advisory Group will make recommendations for distribution to the local RST Board or the Aktive Board
- Applicants will be notified of the outcome within 25 days of closing date of applications.
- If the project application is successful, baseline data, delivery plans and investment schedules will need to be supplied PRIOR to the project commencing

CRITERIA

- All projects must show partnerships
- Cash and in-kind contribution is required from one or more partners - see local variances in plans (Page 3)
- 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 address one or more of the Local/ Regional Community priorities

APPROXIMATE TIMEFRAME

WORKING DAYS	ACTION
Day 0	Expression of Interest form submitted online
Day 2	Relationship Manager (RM) appointed. RM will notify the applicant to progress to the full application with support from the relationship manager.
Day 20	Closing date for full application
Day 21	KiwiSport Advisory Group to receive applications
Day 30	KiwiSport Advisory Group to meet and finalise distribution of fund
Day 35	KiwiSport Advisory Group to make recommendations on distribution to Local RST/Aktive Board
Day 40	Local RST / Aktive Board finalise allocated funds
Day 45	All applicants will be notified of outcome
Day 46 +	If approved, contract conditions drawn up prior to project starting

CONTESTABLE APPROVAL PROCESS – Applications over \$5,000

AUCKLAND REGIONAL KIWISPORT FUND	LOCAL COMMUNITY FUND
EXPRESSION OF INTEREST (EOI) SUBMITTED TO AKTIVE BY LEAD AGENCY	EXPRESSIONS OF INTEREST (EOI) SUBMITTED TO LOCAL RST BY LEAD AGENCY
AKTIVE RELATIONSHIP MANAGER (RM) APPOINTED	LOCAL RST RELATIONSHIP MANAGER (RM) APPOINTED
FINAL APPLICATION DEVELOPED AND SUBMITTED BY LEAD AGENCY (WITH SUPPORT FROM RM)	FINAL APPLICATION DEVELOPED AND SUBMITTED BY LEAD AGENCY (WITH SUPPORT FROM RM)
APPLICATIONS CONSIDERED BY THE REGIONAL KIWISPORT ADVISORY GROUP	APPLICATIONS CONSIDERED BY THE LOCAL RST KIWISPORT ADVISORY GROUP
RECOMMENDATION MADE TO AKTIVE BOARD	RECOMMENDATION MADE TO LOCAL RST BOARD
AKTIVE BOARD APPROVED/DECLINED RECOMMENDATION	LOCAL RST BOARD APPROVED / DECLINED RECOMMENDATION
CONTRACT DEVELOPED AND SIGNED. LEAD AGENCY IMPLEMENTS PROJECT AND REPORTS	CONTRACT DEVELOPED AND SIGNED. LEAD AGENCY IMPLEMENTS PROJECT AND REPORTS

FastFund (under \$5000, under \$3000 for Harbour) (Local RSTs Only)

INFORMATION

- FastFund is open all year around until the fund is exhausted.
- Applications must be complete on online FastFund application form.
- KiwiSport Working Group will make recommendations for distribution.
- Applicant notified by local RST of the outcome within 23 days of submitting the application.

CRITERIA

- Maximum amount to be funded is \$5000, and \$3000 in the North Harbour Community (excl GST)
- All projects must show partnerships
- Cash and in-kind contribution is required from one or more partners - check local variances
- Projects will not be 100% KiwiSport funded
- Projects must be delivered within one year of application date
- Project must be endorsed from the RSO and/or NSO
- Must meet one or more of the KiwiSport Outcomes
- Must address one or more of the Local Community priorities
- Can only apply once per year (per region)

APPROXIMATE TIME FRAME

WORKING DAYS	ACTION
Day 0	Application submitted
Day 1	Application forwarded to Relationship Manager
Day 6	Relationship Manager discusses the project with the lead organisation
Day 10	Application forwarded to KiwiSport Working Group
Day 12	KiwiSport Working Group approves/declines. Recommendation on distribution to Local RST Board
Day 19	Local RST Board approve allocated funds
Day 22	Funds allocated
Day 23	Relationship Manager confirms outcome with lead organisation
Day 24+	If approved, contracted conditions drawn up prior to project starting

**FASTFUND APPROVAL PROCESS – Applications under \$5,000,
\$3,000 for Harbour**



NON-CONTESTABLE APPROVAL PROCESS

The non-contestable approval process is broken down into regional and local funds. For non-contestable projects Aktive or the four local RSTs will play a role in the scoping of each project, alongside the lead agency. Each lead agency involved will be required to provide evidence of their involvement in the project to ensure that expectations are agreed to prior to funds being allocated. All non-contestable funds will operate under the principle of one over one approval. This will require a business case to be submitted to the Aktive Board. This will ensure transparency, and protect the reputation of organisations receiving non-contestable investment.

NON-CONTESTABLE APPROVAL PROCESS

REGIONAL NON-CONTESTABLE	LOCAL NON-CONTESTABLE
REGIONAL NEED IDENTIFIED	COMMUNITY NEED IDENTIFIED
AKTIVE IDENTIFIES APPROPRIATE LEAD AGENCY	LOCAL RST IDENTIFIES APPROPRIATE LEAD AGENCY
LEAD AGENCY AND PROJECT PARTNERS DEVELOP BUSINESS CASE	LEAD AGENCY AND PROJECT PARTNERS DEVELOP BUSINESS CASE
APPROVED: BUSINESS CASE SUBMITTED TO AKTIVE BOARD	APPROVED: BUSINESS CASE SUBMITTED TO AKTIVE
AKTIVE BOARD APPROVES / DECLINES AKTIVE BUSINESS CASE	AKTIVE APPROVES / DECLINES BUSINESS CASE
APPROVED: CONTRACT DEVELOPED AND SIGNED. LEAD AGENCY IMPLEMENTS PROJECT AND REPORTS	BUSINESS CASE PROVIDED TO LOCAL RST BOARD
	APPROVED: CONTRACT DEVELOPED AND SIGNED. LEAD AGENCY IMPLEMENTS PROJECT AND REPORTS

INELIGIBLE PROJECTS

KiwiSport funds cannot be used for any of the following:

1. Applications for facility and/or amenity development
2. One-off events
3. Projects that do not involve partnerships
4. Projects that do not have support of the relevant NSO(s)
5. Projects that are retrospective in nature
6. At a regional level, projects that are currently receiving other KiwiSport funding from any of the 4 local RSTs. (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 regions.)
7. Projects that represent 'business as usual' for stakeholders
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

CONTRACTING PAYMENTS

Active will mirror the Sport NZ payment schedule and allocate the local investment to local RSTs once received. Investment schedules will be developed with local RSTs as part of the investment process.

Auckland Regional KiwiSport Fund

Successful applicants will be asked to sign an investment schedule with Active outlining the initiative and timelines to achieve key milestones. The investment schedule will outline key stages in the initiative where Active 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.

FastFund

Will be paid 100% up front - Successful applicants will be asked to sign an investment schedule with local RSTs outlining the initiative and timelines to achieve key milestones

Local Community Fund

Successful applicants will be asked to sign an investment schedule with the local RST outlining the initiative and timelines to achieve key milestones. The investment schedule will outline key stages in the initiative where the local RST 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.

Non-Contestable Fund

Auckland Regional KiwiSport Fund

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. Aktive to develop business case around investment schedule for approval from Aktive Board.

School Sport Fund

Successful applicants will be asked to sign an investment schedule with the local RST outlining the initiative and timelines to achieve key milestones. The investment schedule will set out the roles and intended requirements for investment. The local RST will develop a business case around the investment schedule for approval from Aktive.

TERM

Aktive and Local RSTs are willing to fund programmes or projects over a three year time frame to ensure a level of security and sustainability for the project and to enable a bigger difference across the region.

COMMUNICATING

Aktive and the local RSTs will inform Auckland stakeholders about KiwiSport through:

- Website
- E-newsletters
- Local Board presentations
- Face to face meetings
- Media Releases
- Schools- cluster meetings, visits
- NSOs, RSOs, Clubs

Aktive and local RSTs will communicate regarding successful KiwiSport investment in the following ways:

- Website
- E-Newsletters
- Annual Reports

Approved and declined decisions will made available to the public on Aktive and Local RSTs website.

MONITORING AND REPORTING

Monitoring is an essential tool that provides benefits to Active, local RSTs, project deliverers and Sport NZ in delivering more effective services. Active places importance on ensuring that the KiwiSport initiatives within the region are delivered to a high standard and meet the expected outcomes. To ensure this, we will put in place the following monitoring process:

- Active and local RSTs to play a role in project scoping (where timing allows)
- Evidence of all partner involvement is provided with the submission and clearly outlines expectations
- Project approved by Regional or Local KiwiSport Advisory Group
- Lead organisation to submit reports on project progress as agreed in the contract
- Active/local RSTs' relationship manager to observe delivery at least once during the project
- Evaluation and final report completed by lead partner

COMPLAINTS PROCEDURE

Active has a new complaints process that will be used at both regional and local level. (refer Appendix 5). Active 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.

MANAGING POOR PERFORMANCE

Through the process outlined above, Active expects instances of poor performance to be negligible. However, it is important to have a process that can manage projects that are not tracking as planned. This is outlined below:

- 1. Identify problem:** At the point where it has become apparent that a project is slipping or poor performance has been identified the relationship manager will immediately meet with the project lead and other key project partners.
- 2. Action plan developed:** An action plan will be developed at this meeting to determine the necessary steps to get the project back on track in the shortest time frame.
- 3. Monitor:** Regular meetings between the relationship manager and the project lead will be held to ensure the action plan is being followed until the project is deemed to be back on track by the KiwiSport Advisory Committee. Further payments may be withheld until a minimum standard is reached.
- 4. Failure to fix:** Should the project fail to resume on a successful path, then the Regional or Local KiwiSport Advisory Group will review whether to re-scope the project or terminate the project. For projects that are terminated, Active or the local RST has the right to request that the RPF contribution to the project to be refunded.

RISK MANAGEMENT

Classification: Show Stopper (high severity, high probability), Insure (high severity, low probability), Manage (low severity, high probability), Ignore (low severity, low probability)

IDENTIFIED RISK	CLASSIFICATION	MITIGATION
Project partners not found	Show Stopper	Active and leader partner/s to utilise existing relationships and networks to encourage partnerships for the successful delivery of each project.
Unqualified deliverers working into schools	Insure	Reference and Police checks to be completed where appropriate. Comprehensive job descriptions outlining specific requirements for role.
Project does not meet expected outcomes	Insure	All projects to follow the monitoring process to ensure they are on track to meet expected outcomes.
Schools don't have time/resources to assist with project development/delivery	Insure	Evidence of all partner's involvement to be provided with submission prior to project approval
Disgruntled RSOs/schools who do not receive funding disengage from other Aktive/ Local RST services	Insure	Clearly communicate KiwiSport process including requirements and considerations. Meet face-to-face with groups who may be at risk of becoming disengaged to further explain process. Complaints policy established and used if sports wish to challenge decision. (see appendix 5)
Lack of engagement from all four local Auckland RSTs	Insure	All four local Auckland RSTs do not fully engage in Greater Auckland KiwiSport resulting in poor performance of the investment fund. Mitigation: Aktive has a strong relationship including regular meetings/communication at multiple levels e.g. Board, Chief Executive, Young People's Manager.

IDENTIFIED RISK	CLASSIFICATION	MITIGATION
The community do not support a Regional fund	Insure	Aktive have consulted, as have local RST's. All RSTs stated that they would be investing in a Auckland Regional KiwiSport Fund in their summary to the community.
Uneven distribution of investment across the region	Insure	Delivery will be based on the amount of contribution made by each region. The delivery structure will be clearly outlined in the application and contract.
Organisations access funding through Auckland Regional KiwiSport and Local KiwiSport funds leading to double-dipping	Manage	1) Local rounds will follow the regional round 2) KiwiSport Managers from all four RSTs will review all Auckland Regional KiwiSport applications and be involved in the contracting process. It is important that there is strong communication at multiple levels across the KiwiSport applications in Auckland.
Over-subscription to fund	Manage	Ensure that all communications set realistic expectations and develop a protocol and robust processes for notifying unsuccessful applicants.
Organisations do not have capacity to deliver across the greater geographical region	Manage	Contracts will identify geographical priorities (and can be multi-year). Strong contract management with identified Relationship Managers

Community do not agree with funding decisions

Insure

Robust and transparent system in place for decision-making. Follow-up support for unsuccessful applicants. Complaints policy established and used if sports wish to challenge decision.

IDENTIFIED RISK	CLASSIFICATION	MITIGATION
Negative media coverage (due to political nature of KiwiSport)	Manage	Communication strategy to proactively promote KS success online and to media - supplying media releases, photos etc. - of "good news" stories on a regular basis
Community concerned about transparency of the non-contestable fund	Manage	Plan endorsed by Sport NZ; 2) 1-over-1 approval process: regional projects approved by Sport NZ; local projects approved by Aktive. 3) transparent communication
Police Vetting / Clearance checks takes too long	Manage	Police Vetting/ Clearance checks takes up to 20 days. Relationship Managers to make applicants aware of this when EOI comes through to ensure plenty of time for organisations to comply.
RSOs fail to provide monitoring & evaluation data	Manage	Provide user-friendly reporting processes; Alignment of data requirements across all RPF investments; Timelines documented in contracts; Contracts confer ability on Aktive or Local RST to withhold funding or terminate for failure to report adequately
Staff change-over at partner organisations results in a lack of understanding/commitment to initiative	Manage	Aktive and Local RSTs maintain relationship with contracted sports organisations to ensure continuity in delivery of projects
A dispute / disagreement occurs between partners and threatens the future progress of the initiative	Insure	Conflict resolution process clearly articulated

APPENDIX 1

APPROVAL REQUIREMENTS AND CONSIDERATIONS

Requirements	
Child Protection	Project has all aspects of child protection covered. Refer appendix two
Funding	Funding partners secured
Impact	Identify how the project will increase the number of school-aged children participating in organised sport
KiwiSport Objectives	Meets one or more of the objectives of KiwiSport
Partnerships	Partnerships identified with NSOs, RSOs, schools, clubs, facility providers, holiday programmes, etc.
Planning	Lead organisation has a current strategic and/or business plan
Regional/Local Priorities	Meets one or more of the Active's regional or Local RSTs priorities
Risks	Risks to the successful delivery of the project identified, alongside strategies to manage these risks
Sustainability	Considers ongoing funding outside of KiwiSport RPF e.g. the RPF is not intended for funding long term projects, it should be considered as seed funding
Targets	Clear, measurable targets set
Coaching Requirements	Refer Appendix three

APPENDIX 2

CHILD PROTECTION IN SPORT

The lead organisation will be required to have a Safe Sport for Children policy to ensure safe sport practices are in place. The policy must include police clearance checks made on any person/s that are delivering to students. For further details:

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/young-people/Safe-Sport-for-Children.pdf>

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 KiwiSport funding 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/ local RST 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;
- 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

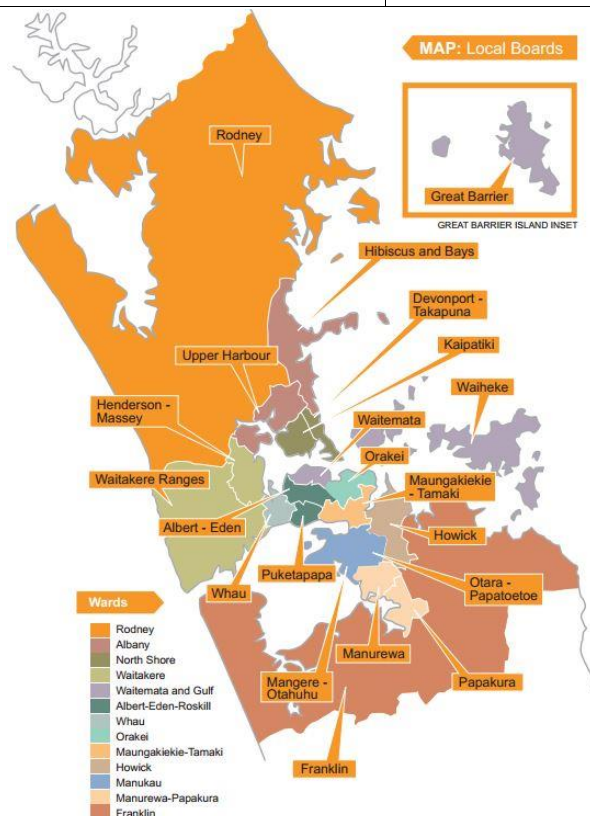
MINIMUM COACHING REQUIREMENTS

- Attend “KiwiSport Coaching Workshop” (in line with Sport NZ’s induction to coaching module outcomes)
- All coaches to complete Sport NZ code of ethics
- Hold a coaching qualification recognised by their sport
- All coaches to complete Aktive Coaching and Talent Development Safety Net on line module
- 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 4

REGIONAL BREAKDOWN

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



APPENDIX 5

COMPLAINTS PROCEDURE

If you want to make a complaint regarding either regional or local KiwiSport, Active - 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:

Active, 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 local 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 seen as 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 6

CONFLICTS REGISTER

Name:

Organisation:

Date Advised of interest:

Interest Disclosed:

Nature of potential conflict:

Action taken/Recommendations:

Date implemented:

Reviews/ comments:

APPENDIX 7

TRANSPARENCY AND EFFICIENCY

In this plan Aktive has standardised a number of processes across the region with the aim of achieving a robust and transparent system for KiwiSport. This has been done through:

TIME FRAMES

Funding rounds have now been aligned across the region. Local rounds (based on local RST Boundaries, refer Appendix 4) will follow on from regional rounds of funding. This will minimise any potential duplication, whilst also allowing codes who are unsuccessful at the regional level to apply to a local round.

FUND TERMINOLOGY

Fund names have been changed so they are consistent across the region:

Contestable: Auckland Regional KiwiSport Fund, FastFund, and Local Community Fund

Non Contestable: Auckland Regional KiwiSport Fund, School Sport Fund

APPROVAL PROCESS

The regional and local approval processes have been streamlined across the region.

KIWISPORT ADVISORY GROUP

Aktive and each local RST will have a KiwiSport Advisory Group. These groups exist to provide a robust independent decision making process that will make transparent decisions around KiwiSport investment.

NON-CONTESTABLE APPROVAL PROCESS

To ensure transparency, and protect the reputation of organisations receiving non-contestable investment, especially where local RSTs or Aktive are the recipient of KiwiSport funding, all non-contestable funds will operate under the principle of one over one approval. This will require a business case to be submitted to Aktive in the case of local RSTs, and to Aktive Board in the case of Aktive.

COMPLAINTS PROCESS

Aktive has a new complaints process that will be used at both regional and local level. (refer Appendix 5). 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