



Active Kids
program
Provider guidelines

Message from the Minister

It gives me great pleasure to announce the launch of Active Kids. As a key part of the NSW Budget 2017-2018, it's one way the NSW Government is aiming to reduce childhood overweight and obesity.

Communities in NSW have always had a deep passion for sport. Most of us have grown up loving to run, kick, swim or dance. Today unfortunately, the majority of children in NSW are not meeting the daily recommended levels of physical activity. In 2015, more than 1 in 5 children in NSW was overweight or obese.

There are many great organisations across the state, working tirelessly to introduce kids to physical activity and putting them on a healthy life path. But we know that sports registration and lesson fees can add up for families and prevent them from getting involved.

Active Kids will help reduce the costs for parents by providing \$100 vouchers towards sporting and fitness related costs, giving them more reasons to sign their kids up for local swimming lessons or to join that coaching clinic.

I hope to see registrations from hundreds, if not thousands of our state's local groups. I believe that together we can lower those barriers that keep kids from joining teams and programs.

Please read the guidelines and check to see if your organisation is eligible.



The Hon Stuart Ayres
Minister for Sport

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About the Active Kids program

In 2018, the NSW Government will provide \$100 through a voucher system to parents/guardians/carers to contribute to the cost of their children's participation in sport and active recreation.

The voucher can be redeemed towards payment of memberships or fees with an approved provider registered with the Active Kids program, each calendar year.

Program objective

The objectives of the program are to:

- 1.** Increase participation of school-enrolled children in sport and active recreation
- 2.** Support the delivery of the Premier's Priority to reduce childhood overweight and obesity by increasing physical activity levels in children aged 4.5 to 18 years living in NSW
- 3.** Help change the physical activity behaviours of children and young people in NSW.



Eligible providers

To register as a provider with the Active Kids program, you must deliver a sport or structured active recreation program and be:

- a sporting club/association affiliated with a recognised State Sporting Organisation located in NSW, or
- a for-profit or not-for-profit activity provider located in NSW, and
- an organisation providing participants with opportunities to engage in moderate to vigorous level physical activity
- approved by, and registered with, the Active Kids program prior to participating in the program and accepting vouchers from recipients.

To be eligible for registration, a provider must:

- hold a current ABN, ACN or Certificate of Incorporation and must not have any outstanding actions or enforcement orders recorded by the Office of Fair Trading
- hold appropriate skills, experience, or qualifications for low risk activities they provide, and/or appropriate accreditation for high risk activities, specifically swimming and fitness activities
- obtain Working with Children Check clearance for all staff and/or volunteers, as required
- hold current Certificates of Currency for indemnity and insurance policies appropriate to the type and level of activities being delivered.

If a provider does not meet the above criteria, they should discuss their registration with the Office of Sport if they:

- operate in rural or remote NSW, or
- work with children with disabilities.



Eligible activities



Sporting pursuits



Outdoor recreation programs



Swimming lessons



Approved active recreation (e.g. dance)



Structured fitness programs



Other structured programs of moderate to vigorous activity (approved by the Office of Sport)

- Physical activity is defined as movement involving large muscles e.g. running, swimming, aerobic activity.
- Physical activity must be planned, structured and involve repetitive bodily movement which improves or maintains physical fitness.
- Physical activity programs must be at least eight weeks in duration.
- Activities for children with disability that may not otherwise meet the above criteria should be discussed with the Office of Sport. Email activekids@sport.nsw.gov.au.



Ineligible activities

Activities that are not eligible are:

- programs that are less than eight weeks' duration
- gym membership that is not part of a structured program
- activities that are part of the school curriculum or conducted during school hours
- after-school care services and tutors
- school-run competitions, including weekend and inter-school sport competitions or activities.

Costs that are excluded are:

- individual items such as jerseys, socks, boots, clothing or equipment that would usually be purchased from a retailer and paid for by the individual as part of participating in the activity separate to any membership or registration fees charged by the provider
- travel to and from competitions.





How to register

There are three simple steps to register as a provider:

1

Visit sport.nsw.gov.au/activekids.
Read the **Guidelines** and **Fact Sheets** to learn if you are eligible,
and the documents you will need to register.

2

Visit service.nsw.gov.au and create or login to your
MyServiceNSW Business Profile.

3

Register for the **Active Kids program***.
Enter your details, upload your documents
and activity program, then **submit for approval**.

Your Registration Approval will be confirmed online.

*Providers with a registration system powered by a third party should contact
the Office of Sport directly to discuss system integration requirements.

FAQs

About the registration process

When does the Active Kids program start?

- From early 2018, parents/guardians/carers can apply online at MyServiceNSW for a \$100 voucher for each eligible school enrolled child.
- From that date, approved providers registered with the Active Kids program, can accept and redeem valid vouchers from recipients.

How do affiliated sports clubs register as a provider?

- State Sporting Organisations (SSOs) with a large number of clubs will be able to provide a file of clubs wanting to participate in the program to the Office of Sport for upload to MyServiceNSW.
- Details will be made available through the SSOs to clubs and associations regarding their online account and registration as a provider.

How do unaffiliated or private organisations (whether not-for-profit or for-profit organisations) register as a provider?

- Providers register directly with MyServiceNSW, by first creating a Business Profile, and then completing an Active Kids registration for approval.

What information is required to register as a provider?

- To create a MyServiceNSW Business Profile, you need to provide organisation and contacts details.
- Once your account is activated, you will need to enter further details for registration with the Active Kids program including organisation entity details, location, activities offered (e.g. sport or active recreation activity), upload Certificates of Currency for insurance and indemnity cover, bank details, declarations including Working With Children Check (WWCC) clearance, and acceptance of Terms and Conditions.

About the voucher process

When can families start downloading and using their vouchers?

- From early 2018, families will be able to apply for their voucher/s online from MyServiceNSW.
- Vouchers can be used toward the cost of memberships or fees with registered providers from the end of January.
- Families can apply at any time within the calendar year.
- Providers must be approved and registered with the Office of Sport before accepting vouchers.

Can providers increase prices or fees?

- Providers cannot raise their fees above a reasonable level (i.e. pricing of participation shall not be increased directly as a result of the registration of a provider in Active Kids).
- Providers can not apply differential pricing for voucher holders vs non-voucher holders.
- Providers (including sports clubs) shall be subject to audit. Those providers found to have unreasonably increased their fees, or engaged in differential pricing, may be deregistered as an Active Kids provider.

When will providers be reimbursed the value of the vouchers?

- Providers will be reimbursed within 28 days following commencement of the program.
- From 1 March 2018, reimbursement to providers should occur within seven days of the redemption of vouchers, either through the provider's Active Kids - Service NSW account or through a recognised registration platform, approved by the Office of Sport.
- Please note that providers will be reimbursed the actual value of the activity up to \$100 and do not automatically receive \$100 for each voucher.
- No retrospective reimbursement of fees will be paid. It is understood that clubs may allow for part or deferred payment at registration.

How long are vouchers valid?

- Vouchers provided are valid for redemption during the current calendar year activity program (Year 1 will commence from the 31 January and expire on the 31 December). Vouchers shall expire at the end of the calendar year.
- 2019 vouchers and beyond will commence from 1 January each year and expire on the 31 December.
- No availability exists for retrospective redemption of vouchers.
- Vouchers are available for redemption once only for the nominated registered season or term of activity.





More information

Website sport.nsw.gov.au/activekids

Contact us

Phone **13 77 88**

Email activekids@sport.nsw.gov.au

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