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Memorandum

TO : ALL CLUBS

FROM : Daniel Gatt

DATE : 3 October 2008

SUBJECT : NSW Sport and Recreation

NSW Country Coaches and Officials Travel Scheme 2009

Please find enclosed with this memo a copy of the NSW Sport and Recreation 'NSW Country Coaches and Officials Travel Scheme (CCOTS) 2009' brochure.

We ask that you notify your club members of these schemes so any person who feels they can benefit from applying may do so. The enclosed application form should be completed and returned to NSW Sport and Recreation before 31st December 2008.

**NSW Sport and Recreation
NSW Country Coaches and Officials Travel Scheme (CCOTS) 2009
Locked Bag 1422
SILVERWATER NSW 2128**

Please note that this is a NSW Sport and Recreation initiative and all applications and correspondence should be forwarded to them. Do not return to MNSW.

If you need more brochures or have any enquires please contact NSW Sport and Recreation on phone number **9006 3837**. You can download these forms from their website at **www.dsr.nsw.gov.au** or from MNSW website **www.motorcycling.com.au**.

Regards

Daniel Gatt

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NSW Sport and Recreation

Country Coaches and Officials Travel Scheme

Closing date
31 December

For more information call

13 13 02

www.dsr.nsw.gov.au



Country Coaches and Officials Travel Scheme

The Country Coaches and Officials Travel Scheme provides accreditation and educational opportunities to coaches and officials from country areas of NSW.

Who is eligible to apply?

Coaches undertaking an approved National Coaching Accreditation Scheme (NCAS) course (not including Level O or Introduction to Coaching courses) and officials undertaking an educational program that leads to accreditation under the National Officiating Accreditation Scheme are eligible to apply if they meet the following criteria:

- are 16 years of age or older
- are permanent residents of NSW
- reside outside the greater metropolitan areas of Sydney, Central Coast, Newcastle and Wollongong
- are actively coaching or officiating on a regular basis in NSW
- are registered, affiliated or have reciprocal rights with the recognised state body for the sport in NSW.

NSW state sporting organisations are key partners in this scheme. They are able to set eligibility conditions in order to make the scheme more relevant to their sport and to address issues such as areas with declining coach and official numbers. Contact your state sporting organisation prior to submitting an application to discuss any sport specific criteria.

Activities that are eligible for funding

- Travel and accommodation associated with gaining coaching or officiating accreditation.

Activities that are not eligible for funding

- Travel and accommodation for attending competitions including international, national or state championships
- Travel and accommodation for accreditation programs that were conducted prior to the closing date for applications
- Travel and accommodation for courses that are not recognised by the respective state sporting organisation as being important in gaining accreditation
- Course and tutoring fees
- Purchase of clothing, course materials and equipment.

How much funding is available to me?

- The maximum amount of the grant that is available to an individual coach or official is \$1,000
- Funding will be paid at the rate of \$0.50c per kilometre up to a maximum of \$500
- Funding will be paid at the accommodation rate of \$100 per night to a maximum of five nights \$500.

What happens when I submit my application?

- The department will send you a letter to confirm that it has received your application
- Your application will then be assessed by your state sporting organisation to confirm that you are an active coach or official, that the proposed course meets eligibility requirements and to receive a priority rating
- A panel will review all applications and make recommendations to the Minister for Sport and Recreation
- All applicants will be advised whether their application has been successful or not
- If successful, the grant is paid directly to you by cheque.

Note: The application process can take some time. Applicants should understand that lodging an application does not guarantee them funding. Additionally, there is no guarantee that funding will be provided prior to travel, so applicants should be prepared to use their own resources.

Country Coaches and Officials Travel Scheme application form



All details in this section must be completed.

Personal details

Surname/family name

Given names

Date of birth
 / /

Sex (please tick)
 Male Female

For statistical purposes only

Are you an Aboriginal or Torres Strait Islander? (please tick)
 Yes No

Are you from a culturally diverse background? (please tick)
 Yes No

Do you have a disability? (please tick)
 Yes No

Are you registered for GST? (please tick)
 Yes No

Do you have an ABN number? (please tick)
 Yes No ABN number

Contact details

Home address

 Postcode

Postal address (if different from home address)

 Postcode

Home telephone

Work telephone

Email

Name of nearest major town or city

State electorate

Sporting club information

Sport	Name of NSW association	Local club/association name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Privacy statement

The NSW Department of the Arts, Sport and Recreation (DASR) of 6 Figtree Drive, Sydney Olympic Park, NSW 2127 will collect and store the information you voluntarily provide to enable processing of enrolments for the Country Coaches and Officials Travel Scheme. The information will be provided to the assessment panel, state sporting organisations, staff involved in the program and the Minister, where necessary, and you consent to this disclosure. If you have been asked for information regarding Aboriginal and Torres Strait Islander descent and cultural background, this information is voluntary and is being compiled for statistical purposes only. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Any information provided by you to the department can be accessed by you during standard office hours and updated by writing to us or by contacting us on 13 13 02.

Applicant/Guardian consent to disclosure

The department may wish to provide certain information, with your consent, to state sporting organisations, the media and Members of Parliament for promotional purposes. The information will only include the applicant's first name, surname, electorate, town, sport and grant. If you consent to the information being disclosed, please sign below.

I consent to the above information being released for promotional purposes _____ / ____ / ____
 Date

Parent/Guardian signature

If under 18 years the parent/guardian must provide consent to disclosure _____ / ____ / ____
 Date

Coach or Official signature

I certify that the information supplied is to the best of my knowledge, true and correct and agree, if successful to maintain the proposed program and conduct myself in a manner benefitting my sport. _____ / ____ / ____
 Date

Country Coaches and Officials Travel Scheme application form (continued)



Anticipated program costs for the year

It is understood that at the closing date for applications, details for educational programs in the year ahead may not have been finalised.

Applicants who are unable to provide travel and accommodation details but plan to undertake an accreditation course during the year should apply and provide the name of the course that they wish to undertake leaving the travel and accommodation details blank.

Note: Grant recipients are required to certify that the grant money was used for the approved purpose by the end of the year.

Activities eligible under the Country Coaches and Officials Travel Scheme	
Name of course	
Date of course	
Is this course	<input type="checkbox"/> A coaching course <input type="checkbox"/> An officials course
Location of course	
Accreditation/qualification expected as a result of attending course	

Travel associated with course (return journey kilometres)

Number of nights accommodation

Submitting your application

Ensure you have completed all sections of the form and it is signed by you and your parent or guardian.

Return the form to:

**NSW Sport and Recreation
Country Coaches and Officials Travel Scheme
Locked Bag 1422
Silverwater NSW 2128**

Applications must be lodged by 31 December.