

# KidSport Policy

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## Definitions

<b>Customer reference number</b>	A unique identifier that can be found on a Health Care Card or Pensioner Concession Card.
<b>KidSport application</b>	The process of applying for a child's KidSport voucher code.
<b>KidSport approved club</b>	A club that meets the KidSport eligibility and is listed as approved in the <a href="#">find a club search</a> .
<b>KidSport financial exception</b>	For specific situations where a family is experiencing unforeseen financial hardship and do not have access to a Health Care Card or Pensioner Concession Card.
<b>KidSport voucher code</b>	A six-digit alphanumeric code specific to the approved child's KidSport application.

## 1.0 KidSport overview

### 1.1 About the program

The KidSport program is an initiative of the State Government to support children aged 5 to 18 years of age from low income families to participate in community sport.

The program provides eligible Western Australian children with up to \$150 per calendar year to assist in registering with an approved KidSport sporting club or organisation.

The program is administered by the Department of Local Government, Sport and Cultural Industries (the department) with the support of Western Australian local governments.

### 1.2 Primary objective

The department strongly advocates the benefits of involvement in community sport, not only for the physical benefits, but the positive impact on the mental and emotional wellbeing of the community.

The primary objective of the KidSport program is to reduce the financial barrier of participation in community sport for low income families.

## 1.3 Program principles

The program is governed by the following principles:

- a. To be eligible to receive KidSport, a child must be aged 5 to 18 years old and be listed on a valid Western Australian Health Care Card or Pensioner Concession Card with a corresponding customer reference number (CRN).



- Families without a Health Care Card or Pensioner Concession Card, may be eligible for KidSport under a one-off financial exception. The child, family or guardian must meet one of the exceptions outlined in clause 5.0.
- b. KidSport voucher codes are valued up to \$150. GST registered clubs will be paid up to \$150 inclusive of GST for each KidSport voucher code. Clubs that are not registered for GST will not be paid GST.
  - c. KidSport voucher codes represent payment, or part thereof of registration/membership fees.
  - d. KidSport voucher codes are valid for 90 days from the date of approval.
  - e. KidSport voucher codes can only be redeemed through [approved KidSport Clubs](#).

## 2.0 Parent/guardian responsibilities

The parent/guardian of a KidSport applicant is required to:

- a. Confirm the child's eligibility.
- b. Apply online on the [department's website](#) or hard copy application form.

Applications will be assessed by the applicant's local government of residence or by the department.

- c. If approved, supply the child's voucher code to the club at point of registration. This code is valid for 90 days from the date of approval. If the code is not validated within this time, it will be cancelled and a new KidSport application will need to be submitted.

## 3.0 KidSport clubs

### 3.1 Club eligibility

To become an approved KidSport club, organisations must meet the criteria of one of the three categories below.

Category	Mandatory criteria
1. Community sport club or incorporated organisation	<ul style="list-style-type: none"> <li>a. Be incorporated under the <a href="#">Associations Incorporation Act 2015 (Western Australia)</a>.</li> <li>b. Have an <a href="#">Australian Business Number</a> (ABN).</li> <li>c. The activity provided by the organisation must meet the department's definition of sport<sup>1</sup>.</li> <li>d. Charge a membership fee for a minimum eight weeks of a sport activity.</li> <li>e. Adhere to their obligations under the <a href="#">Working with Children (Criminal Record) Checking Act 2004</a>.</li> </ul>
2. Business	<ul style="list-style-type: none"> <li>a. Must be registered and affiliated with the recognised State Sport Association for the sport that the business provides.</li> <li>b. Have an <a href="#">Australian Business Number</a> (ABN).</li> <li>c. The activity provided by the organisation must meet the department's definition of sport.</li> <li>d. Charge a membership fee for a minimum eight weeks of a sport activity.</li> <li>e. Adhere to their obligations under the <a href="#">Working with Children (Criminal Record) Checking Act 2004</a>.</li> </ul>
3. School or Parents and Citizens (P&C) Association	<ul style="list-style-type: none"> <li>a. Must be a Western Australian registered school or a P&amp;C associated to a registered Western Australian school.</li> <li>b. Team must be entered into a community sporting program affiliated with the State Sporting Association.</li> <li>c. Have an <a href="#">Australian Business Number</a> (ABN).</li> <li>d. The activity provided by the organisation must meet department's definition of sport<sup>1</sup>.</li> <li>e. Charge a membership fee for a minimum eight weeks of a sport activity.</li> <li>f. Adhere to their obligations under the <a href="#">Working with Children (Criminal Record) Checking Act 2004</a>.</li> </ul>

The department has the final authority for determining if a club meets the mandatory criteria.

<sup>1</sup> Sport' is defined as "a human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport" [Department of Local Government, Sport and Cultural Industries website](#).

The following are not eligible as part of KidSport:

- a. Organisations delivering multi-sport programs.
- b. Gym memberships.
- c. Activities or programs that are a part of the school curriculum or held during school hours.
- d. Interschool sporting competitions.
- e. State Sporting Associations, unless there is demonstrated evidence that there are no junior community clubs catering for children aged 5 to 18 years old.
- f. Federal, state or local government agencies.
- g. Organisations that already receive participation or program funding through the department where the funding contributes to subsidising club fees.
- h. Lessons/ "Learn to" type activities that are not part of the formal club structure and/or a prerequisite for the club's involvement

Any exceptions will be at the discretion of the department.

### 3.2 Club responsibilities

All KidSport approved clubs are responsible for the following:

- a. Registration of an online account via the [department's website](#).
- b. Keeping their club details up to date at all times via their online account.
- c. Assurance that goods and services offered are considered value for money and that costings are competitive.
- d. Assurance that no differential pricing in membership exists between children approved for KidSport and other participants.
- e. Collecting voucher codes at point of registration from applicant. Parents with a voucher code should not be expected to prepay their registration fee.
- f. Validation of KidSport voucher codes. See clause 3.3.
- g. Notification to the department if the club no longer meets the eligibility criteria.
- h. Administering KidSport in accordance to the [KidSport Club How to Guide](#).

### 3.3 Voucher code

The voucher code represents payment, or part thereof of registration/membership fees only. Clubs can only receive voucher codes from an applicant directly. The department and local governments cannot provide an applicant's voucher code directly to a club.

In no circumstance, can the club provide a monetary refund of a KidSport voucher to the child, parent or guardian. Funds should only be exchanged between the department and a club. No retrospective fees will be paid.

KidSport refunds e.g. club repayment to state government, may only be considered for extenuating circumstances in accordance with the Refund Guidelines.

Clubs should consider developing a policy on how they manage non-payment of fees or non-presentation of KidSport voucher codes.

## 4.0 Local governments

### 4.1 Local government funding arrangement

Local governments who are approving KidSport applicants will enter into a service agreement with the department.

This agreement will outline the relationship of the parties and the obligations for both the local government and the department.

### 4.2 Local government responsibilities

Local governments play a critical role in supporting the department in delivering and promoting the KidSport program across Western Australia.

The primary responsibilities of local governments are:

- a. Administering KidSport in accordance to the [KidSport Local Government How to Guide](#).
- b. Ensuring that approved children meet the participant eligibility criteria (clause 1.3).
- c. Notification to the department of any staff changes within the local government that impact the administration of KidSport.
- d. Adherence to service agreement obligations.

## 5.0 KidSport financial exception

The KidSport financial exception is in place to assist families who are experiencing unforeseen financial hardship but do not have a Health Care Card or Pensioner Concession Card. The child, family or guardian must meet one of the following exceptions:

1. Sudden loss of employment and subsequent income from the main income earner of the family. This does not include voluntary unemployment or circumstances where a redundancy payment has been received.

2. Death or serious illness of a parent/guardian causing significant impact on the household income which places the family in a position of financial hardship.
3. Fire, flood or other natural disaster causing significant impact on the household's financial situation.
4. Situations when the child has been placed into care (of the State, foster or extended family) and the relevant concession cards are unavailable.

Please note:

- Financial exceptions must be recommended through an approved KidSport Financial Assessor (see clause 5.1) and the department holds final approval of eligibility.
- Children can only receive KidSport through a financial exception once.
- Children of whose family/guardian is above the Centrelink threshold generally are not eligible for KidSport.

## 5.1 KidSport Financial Assessors

KidSport Financial Assessors are professional employees at agencies which provide support services for families. KidSport Financial Assessors are approved at the discretion of the department.

The primary responsibilities of KidSport Financial Assessors are as follows:

- a. Provide a professional and unbiased assessment if a family meets one of the four financial exceptions (clause 5.0).
- b. Complete documentation and provide a recommendation to the department regarding applicant eligibility for KidSport.
- c. Notify the family of outcome of the department's assessment.
- d. Notify the department if agency no longer wishes to be a financial assessor.

## 6.0 Verification

The department reserves the right, at its discretion, to verify any information that is provided as part of the KidSport program.

Local government and KidSport approved clubs are required to allow the department, or its representative, to have access to and examine the club's records and information concerning the KidSport program.

Non-compliance with policy could result in exclusion from the KidSport program.





## Further information

Contact the KidSport team at the department for further information or assistance.

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