

Community EVERY CHANCE TO PLAY (ACT)

Policy Guidelines Trusted Referrer



Introduction

In response to the NSW Government's 'Active Kids' program, Variety NSW/ACT offers the Every Chance to Play grant which enables eligible ACT children, aged 5 to 18 years facing disadvantage, the opportunity to participate in community sport or other identified active programs by offering financial assistance to pay for club registration fees.

Eligibility

- Applications can be submitted from an organisation based in the ACT that supports and/or services children aged 5-18 years
- This organisation may be one of the following
 1. Community service
 2. Charity
 3. Other Not For Profit
 4. Educational institution
 5. Sporting Club
 6. Recreational Organisation

Trusted Registered Referrer

Applications to become a registered trusted referrer can be made via the Variety website [here](#). To see the list of current trusted referrers please check [here](#).

Becoming a trusted referrer

- registrations are open during the year however deadlines will occur during the peak winter and summer seasons.
- registrations will be considered by the Variety Every Chance to Play Sub-Committee (ECTPSC). The ECTPSC will make recommendations to the Kids Support Team and Variety NSW/ACT CEO for final approval. Outcomes of the decision will be emailed within 1-2 weeks after the submission.

An approved registered referrer will be entrusted and given the responsibility of identifying disadvantaged children that would benefit from connecting with a community sporting/recreational club or organisation. Examples of disadvantage may include:

- low socio-economic status
- financial stress
- jobless household
- single parent/carer household
- out of home care
- family relationship breakdown

If you're a registered trusted referrer you can complete an application for a child via [here](#) (during opening times).

Are you a family member, friend or community representative of a child living in the ACT?

As a first step, speak to the child's local club to see if they are registered and discuss the child's application request. If they are not registered, direct them to [this](#) page on our website or they can email the Kids Support Team on kidssupport@varietynsw.org.au for more information on how Variety may be able to support both the child and the club.

We are unable to accept applications where there is a conflict of interest between the trusted referrer and child i.e. family/carer relationship

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When a Trusted Referrer engages with a Child and their Parent/Carer

Variety promotes and stresses the need for the trusted referrer to take all appropriate precautions to ensure they are empathetic and respectful with regards to the child and Parent/Carers through this information gathering process.

In the interest of transparency, where appropriate Variety encourages the representative to provide the family with a copy of the final application before submission.

While advocating on behalf of the child and their parent/carer it is vital that the trusted referrer ensure the child and parent/carers privacy and dignity is at the centre of the application and sporting club registration process and only the necessary and essential information is provided to Variety NSW/ACT.

Application & Submission

Applications to become a trusted referrer are open throughout the year however deadlines will occur during the peak summer and winter seasons.

Applicants must

- be able to acquit their duties free from any bias towards or against any applicant, or a person associated with an applicant. They must declare this conflict of interest with Kids Support Team before submitting an application
- if successful, will need to agree to attend a once off workshop/info session with a Variety Every Chance to Play representative
- commit to completing a follow up survey 3-4 months after each application they submit on behalf of a child (this short survey will be provided by Variety)

In regards to the application

- any information submitted found to be false or misleading will result in the application being declined and further follow up with the referral source/Club and representative may be necessary by Variety NSW/ACT

Post-Submission and Assessment

- Eligible submissions are presented to the Every Chance to Play Sub-Committee (ECTPC) for recommendations
- Recommendations by the ECTPC are provided to Variety for final decision

Decision

Outcome letters (decisions) are emailed approximately 1-2 weeks after their initial submission

Unsuccessful Applicants

- Reasons pertaining to unsuccessful trusted referrer applications are at the discretion of the Every Chance to Play Sub-Committee and Variety NSW/ACT

Successful Applicants

- Successful Trusted Referrer Applicants will receive approval via email

Outcome Measurements

A survey will be provided to the registered referrer 3-4 months after each summer and winter season for completion.

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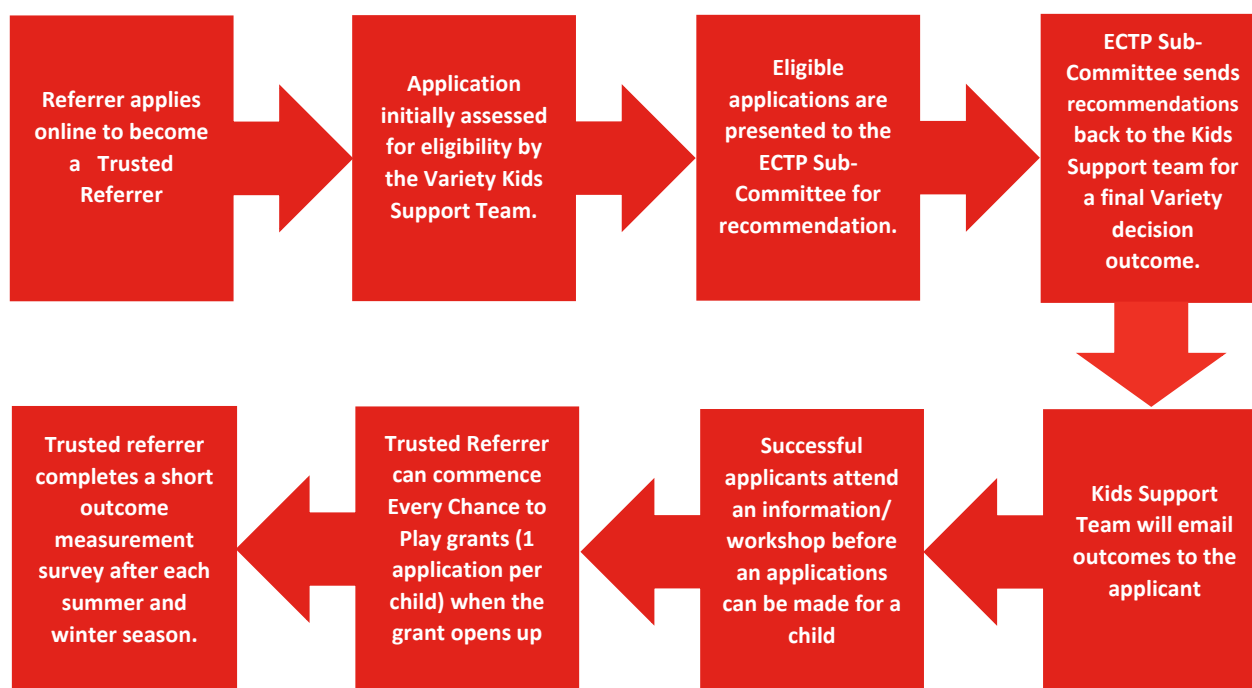
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Privacy & Confidentiality

- All information in the application form must be given with the parent/carer and child's permission. The registered trusted referrer must acknowledge this as part of the application process
- Trusted referrers will have the opportunity to opt in to a Variety Newsletter (they can also opt out at a later date if they change their mind)
- Trusted referrers will have the opportunity to opt in to Variety PR opportunities. These might be but are not limited to, invitation to events, print opportunities, video promotion, social media etc. Trusted referrers that have opted in will always be consulted before hand and can always choose which opportunities to participate in
- Variety may use data from the ECTP grant for reporting and advocacy purposes. No child or family would be identified at any time however an organisation may be

Application Steps/Process



If you require further information, please don't hesitate to contact the Kids Support team on kidssupport@varietynew.org.au

Review of Policy Guidelines

This document will be reviewed annually by Variety NSW/ACT with the objectives to be reviewed and evaluated on an ongoing basis. Changes to the document must be approved by the Board.