

Contents

- 1. About the State Sporting Organisation Recognition Program 2
- 2. Assessment of applications for Recognition..... 3
- 3. Who is eligible to apply & what is the eligibility criteria?..... 4
- 4. Reporting..... 6
- 5. Key dates..... 6
- 6. What is the application process? 6
- 7. Application Terms and Conditions..... 7

1. About the State Sporting Organisation Recognition Program

Welcome to the 2024/25 State Sporting Organisation Recognition Program. This Program is for sporting organisations seeking recognition as a State Sporting Organisation (SSO) and State Sporting Organisation for people with Disability (SSOD) for the first time in NSW as the pre-eminent body for the development of their sport in NSW. The Office of Sport seeks to recognise sports which it can partner with to achieve its strategic objectives. Broadly, the Office of Sport's strategic focus areas include:

- Participation
- Places and Spaces
- Sector Sustainability
- Partnerships and Investment

These organisations are required to meet set standards of governance, managing risk, planning, organisational health, accountability, reporting and performance.

Benefits of Recognition

There are many benefits of being recognised. In addition to being part of the formal pathway system for your sport, recognition from the Office of Sport provides:

- recognition as a State Sporting Organisation (SSO) or State Sporting Organisation for people with Disability (SSOD) by the Office of Sport
- non-financial support from the Office of Sport including resources and assistance for capacity and capability building, engagement, use of the Office of Sport logo and listing on the Office of Sport website.
- prerequisite eligibility to apply as an SSO or SSOD for Office of Sport grant funding programs, where applicable.

Approved sports will be required to complete a Recognition Agreement that is valid for three years. This will detail the rights and obligations of each party, including show cause processes if there is concern about the operation of the SSO and the option for the Office of Sport to act, including to withdraw formal recognition, if warranted.

2. Assessment of applications for Recognition

Organisations will be assessed against 8-point eligibility criteria for recognition.

The recognition eligibility criteria reflect the modern sport operating environment. It is modelled on and aligned to the approach undertaken by the Australian Sports Commission for recognising National Sporting Organisations (NSOs) and National Sporting Organisations for people with Disability (NSOD) and customised to fit the NSW context.

The process allows new organisations to gain Office of Sport recognition as the pre-eminent body for their sport in NSW.

To be assessed for recognition, organisations must apply, outlining how they meet the 8-point eligibility criteria. Applications can be submitted online at:

<https://www.sport.nsw.gov.au/sport-sector-organisational-health/nsw-state-sporting-organisation-recognition-program>

The Office of Sport recognition assessment panel will assess all applications for recognition and may contact organisations to discuss their application and seek additional information.

All organisations will be advised in writing of the outcome of their application.

The Office of Sport retains discretion to recognise organisations that do not meet all criteria, in exceptional circumstances.

The Office of Sport's capacity to efficiently assess your application for recognition is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all information is not provided.

Apart from organisational and applicant contact details, information provided in applications cannot be changed once submitted.

Existing recognised SSOs and SSODs

SSOs and SSODs that were recognised by the Office of Sport prior to 2024/25 do not have to apply through this process. The Office of Sport will advise these organisations directly about timing and process for any requirements to apply for recognition.

3. Who is eligible to apply & what is the eligibility criteria?

All Organisations wishing to apply for recognition as a SSO or SSOD in NSW must meet the following criteria:

Criteria	Evidence Required
<p>1. Sport Definition: The described activity of the organisation is a sport.</p> <p>Note that for an SSOD, the purpose of the organisation could be the delivery of, or advocacy for, opportunities for people with disability to participate in sport.</p>	<ul style="list-style-type: none">• Letter of confirmation from NSO or NSOD to OoS.• For the purposes of recognition, a sport is “a human activity capable of achieving a result requiring physical exertion and/or physical skill which, by its nature and organisation, is competitive and is generally accepted as being a sport” and is not prohibited in any way by law within Australia.
<p>2. National Recognition: Is affiliated with a National Sporting Organisation (NSO) or National Sporting Organisation for people with Disability (NSOD) which is recognised by the Australian Sports Commission (ASC).</p>	<ul style="list-style-type: none">• Letter of confirmation from NSO or NSOD to OoS.
<p>3. Sport Delivery Responsibility: The organisation is the pre-eminent organisation taking responsibility for the development of the sport in NSW and:</p> <ul style="list-style-type: none">- can demonstrate it represents all forms of the sport from grassroots/community to pathways &/or high performance;- is accountable at the national level for providing its members with sound sports programs, policies and services, including policies committed to inclusion & diversity;- has a documented strategy for the development of the sport.	<ul style="list-style-type: none">• Constitution;• Current strategic plan;• Letter of confirmation from NSO or NSOD to OoS.
<p>4. Legal Entity Status: The organisation has been incorporated for a minimum of three years, has not-for-profit status and is an Australian company limited by guarantee.</p>	<ul style="list-style-type: none">• Copy of either incorporation registration or company limited by guarantee registration certificate dated back at least three years
<p>5. Governance & Financial Management:</p> <ul style="list-style-type: none">- has sound governance, and has governance policies and practices that	<ul style="list-style-type: none">• Constitution;• Financial statements that have been assessed in accordance with the organisations legal

are aligned with the ASC Sport Governance Principles and Sport Governance Standards;

- has complied with applicable requirements under the Corporations Act 2001 (Cth) to prepare annual financial reports and directors' reports,

requirements under either the Associations Incorporation Act 2009 (NSW) or Corporations Act 2001 for the past three reporting periods; AND

- List of current directors; AND
- Annual Report or Directors Report (if no annual report is published) for the past three reporting periods.

6. **State Reach:** The organisation can demonstrate it has a state or regional/geographic responsibility recognised by the same NSO for the wide jurisdiction for the sport through active members or affiliate bodies.

- Letter of support from NSO or NSOD; AND
- Strategic Plan outlining key activities delivered in the state.

7. **Membership:** The organisation has in total a minimum of 100 active members and has a system in place to register, maintain and report member details.

- Report from database or equivalent and/or statutory declaration from the Chair/President confirming aggregate membership data breakdown, including numbers of members, age group and gender.
- A members' register would normally set out the name, address and contact details for each member and the date their membership commenced

8. **Integrity:** The SSO has adopted and are implementing and enforcing:

- the approved integrity policies of their NSO/NSOD, which address:
 - member protection safeguarding children and young people
 - improper use of drugs and medicine
 - competition manipulation and sports gambling, and
 - complaints, disputes and discipline
- their NSO/NSOD's anti-doping policy, which has been approved by Sport Integrity Australia, that complies with the World Anti-Doping Code, the National Anti-Doping (NAD) Scheme and applicable International Federation anti-doping requirements.
- That when available, they will adopt and assist implement their NSO/NSOD's integrity education plan.
- That when available, they will adopt and assist implement their NSO/NSOD's anti-doping education plan.

- Confirmation from SSO/SSOD of adopted policies, including links to their available location.

4. Reporting

Organisations that are successfully recognised by the Office of Sport will be required to provide ongoing annual reporting through the Organisation Support Program applications and reporting.

5. Key dates

The Program will open in May 2024. The Office of Sport will conduct regular assessments and make recommendations for recognition during this time.

Note that organisations need to apply for recognition before to 31 May 2024 to be able to be considered for any funding under the Organisation Support Program (OSP) for the 2024/25 – 2026/27 funding cycle. Organisations applying after this date can still be recognised and receive those benefits but will not be able to access OSP funding for this period.

6. What is the application process?

- **Check your eligibility**
 - Refer to the eligibility criteria in section 3

- **Plan your application**
 - Read these Guidelines to familiarise yourself with the application and requirements

- **Submit your application**
 - Register your application through the Office of Sport's grants system at:
<https://www.sport.nsw.gov.au/sport-sector-organisational-health/nsw-state-sporting-organisation-recognition-program>

7. Application Terms and Conditions

Notification

Applicants will receive a system generated email to confirm that the application has been submitted, containing a pdf copy of the application. If you feel you have submitted and do not receive a confirmation email, check your junk mail; if not received, please email sectorcapability@sport.nsw.gov.au to verify.

Following recommendations, all successful applicants will be notified by email to accept the terms and conditions. These must be accepted to obtain recognition. Successful organisations may be published on the Office of Sport website and Annual Report.

Disclaimer

Application for recognition does not guarantee approval. The costs of preparing an application are borne by the applicant.

Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of Sport and Recreation are subject to the provisions of the Government Information (Public Access) Act 2009. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

Privacy Policy

Office of Sport will collect and store the information you voluntarily provide to enable processing of the recognition application.

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.

Office of Sport is required to comply with the Privacy and Personal Information Protection Act 1998 and collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that Office of Sport is being supplied with this information and how this information will be used.

Declaration by applicant

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the organisation e.g., CEO, General Manager or authorised member of the Board or Committee of Management.

Important notes

Office of Sport's capacity to efficiently assess your application for recognition is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all information is not provided.

Apart from organisational and applicant contact details, information provided in applications cannot be changed once submitted.

Further information

The Office of Sport staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide information on the on-line application process. Please direct enquiries to sectorcapability@sport.nsw.gov.au or call 13 13 02 during office hours.

