

COUNTY SPORTS PARTNERSHIP (CSP) CORE SPECIFICATION INTERPRETATION GUIDE

Sport England has worked closely with a working group from the County Sports Partnership Network (CSPN) to develop a process and set of tools to support National Governing Body (NGB) and CSP Engagement.

The CSP Core Specification Interpretation Guide is one of the tools which has been developed to:

- Provide a clear definition of the specification which sets out the minimum services which the NGBs and Sport England (SE) can expect from all 49 CSPs.
- Seek to avoid differing interpretations of the Final CSP Core Specification by the 9 SE regional teams, 49 CSPs and 46 NGBs.
- Provide the basis for the CSP Performance Measurement Framework through which any issues around delivery can be addressed

It should be noted that the CSP's ability to deliver the services will depend, to some extent, on the information provided at the CSP level by the NGBs and SE.

Business Objective	Services delivered consistently through CSPs	NGB's and Sport England can expect the following (as a minimum) from all 49 County Sports Partnerships
1.0 Deliver cross-sport services to meet NGB priorities and specific services for Sport England	1.1 Connecting NGBs to the CSP area <ul style="list-style-type: none"> • The CSP will gather and analyse detailed information concerning each NGB's priorities for the area e.g. which clubs will be focus clubs, how many within the area, etc. (This will be achieved through headline information provided by Sport England regions and one to one meetings with all NGBs that wish to work in the CSP area, at the request of each NGB). 	<ul style="list-style-type: none"> • Using information provided by Sport England, the CSP will have an understanding of what the 46 NGB's are seeking to deliver across the CSP area and the CSP will consider which partners will need to be involved in helping the NGBs deliver their interventions/priorities. Note that not all NGBs will be seeking to work in all CSP areas. • CSP will need to have a process in place for 1:1 communications with NGB's (this could include meetings, e-mail, phone call etc) to discuss their plans for the CSP area in

		greater detail if requested.
	<ul style="list-style-type: none"> The CSP will signpost and introduce NGBs to key partners e.g. LAs within the area that will help the NGBs deliver their interventions. (The CSP will offer an effective first point of contact for NGBs approaching an area). 	<ul style="list-style-type: none"> Sport England will provide CSP with NGB contacts – this will be as and when the NGB is ready to engage with the CSP. It should be noted some NGBs will be ready to work with CSPs earlier than others, some will have a phased approach to working with CSPs and others will not prioritise all CSPs. The CSP will need to have a process in place to engage with the NGBs as and when the NGB is ready and has indicated their wish to work with the CSP. CSP will have a clear process which can be communicated by Sport England to all 46 NGB's showing them how to contact the CSP and who is their first point of contact within the CSP. CSP will have a clear process in place through which they will introduce NGBs to relevant partners in the CSP area which can be communicated to all NGBs seeking to work in the CSP area as well as to the relevant partners. CSP will ensure relevant partners are aware of the NGB interventions/priorities within their area and understand the process in place for engaging NGBs. CSP will ensure NGBs are aware of local opportunities which could support delivery of the NGB priorities.
	<ul style="list-style-type: none"> The CSP will ensure that NGBs have access to groups of partners e.g. SDO networks, chief leisure officers (The role of the CSP may vary between servicing networks and acting as a signposting agency to local opportunities). 	<ul style="list-style-type: none"> The CSP will need to ensure there is an agreed process in place for engaging with relevant groups/networks of partners within the CSP area. The CSP will ensure that relevant groups/networks of partners are aware of NGB priorities in their area and the process in place for NGBs engagement. The CSP will work with the NGBs to agree which groups of partners/networks are important in helping deliver the NGB priorities. The CSP will agree a process with NGBs to engage with the groups of partners/networks, as a minimum with LA Sports Officers (titles will vary), Chief Leisure Officers (or equivalent), PESSYP networks (Partnership Development Managers, School Sports Coordinators), leisure trusts. This will vary from the CSP representing the interests of the NGBs with relevant groups to

		the CSP introducing a NGB officer to a particular network to discuss joint work.
	1.2 Club, Coach and Volunteer Development: CSPs will support the following areas to ensure alignment to local NGB need:	
<ul style="list-style-type: none"> • Coordinate a programme of courses for clubs, coaches and volunteers to agreed standards. (Assess local need, administer course programme - delegates cover cost of attending) • Promotion of local coach and volunteer education opportunities within the CSP area. (Delivery mechanism may vary across CSPs). 		<ul style="list-style-type: none"> • The CSP will ensure the provision of generic courses for clubs, coaches and volunteers based on NGB interventions/priorities and local need in the CSP area and these will be either delivered directly by the CSP core team or through a partner agency. • With reference to 1.1. Using information provided by Sport England and through 1:1 communications with NGBs (where relevant and requested) the CSP will have a clear understanding of the generic and sport specific courses which need to be co-ordinated for clubs, coaches and volunteers across the CSP area based on demonstrated need. • The CSP will ensure the promotion of generic and sport specific courses, clubs, coaches and volunteers based on NGB and local need is provided in the CSP area (eg website, newsletters, e-mail alerts, via partner networks) • The CSP will ensure courses are provided to minimum operating standards.
<ul style="list-style-type: none"> • Identify local funding opportunities that will help clubs, coaches and volunteers to access local education opportunities at reduced cost. (Knowledge of local funding sources to identify cross-sport opportunities). 		<ul style="list-style-type: none"> • CSP will have a process in place to understand and keep updated on alternative funding sources relevant to club, coach and volunteer development as identified through NGB interventions/priorities and local need across the sports which have prioritised the CSP area. • The CSP will consider the potential for cross sport applications where appropriate. • The CSP will either bid (where eligible) or support a bid for local resources to support delivery and promotion of generic courses for clubs, coaches and volunteers as identified with NGBs and local partners.
<ul style="list-style-type: none"> • Promote the availability of potential sources of funding and support for club, coach and volunteer development (Communicate knowledge of opportunities to NGBs that wish to work in the CSP area). 		<ul style="list-style-type: none"> • The CSP will have a clear process in place for engaging and communicating potential funding sources with NGBs who wish to work in the CSP area.

		<ul style="list-style-type: none"> By understanding NGB interventions/priorities the CSP will promote the potential for cross sport funding bids where relevant.
	<ul style="list-style-type: none"> Secure funding for club development needs (agreed with NGBs) by providing advice and assistance with the preparation of funding applications. 	<ul style="list-style-type: none"> Potential funding sources will need to be considered and agreed with the NGB(s) and will be those which help deliver the NGB interventions/priorities for club development. The CSP will provide the NGB with local intelligence and the extent of this will vary depending on the funding criteria and requirements. The CSP will also identify local partners who could support and/or contribute to the bid and provide contact details.
	<ul style="list-style-type: none"> Ensure up to date knowledge of NGB clubs is in place across the CSP area through coordinated work with the NGBs and other partners. (Knowledge of the location of clubs and whether they are accredited). 	<ul style="list-style-type: none"> The CSP will ensure there is an agreed process in place with NGBs and local partners to develop and maintain up to date information on clubs across the CSP area as prioritised by the NGBs within their 09-13 plans. Information will need to cover location, contact details, club accreditation – as a minimum.
	<ul style="list-style-type: none"> Identify opportunities that exist within the broader non sport volunteer and third sector organisations that support NGB volunteer and club needs. (Identification of opportunities through strategic relationships the CSP has with key local partners and signposting NGBs to these opportunities). 	<ul style="list-style-type: none"> With reference to 1.1 the CSP will understand the NGB interventions/priorities for volunteers, coaches and clubs. The CSP will understand the volunteering and third sector organisations within their area and will align appropriate local opportunities with the NGB interventions/priorities. Contact details and information will be provided where relevant.
	<p>1.3 Children and Young People: CSP will support the following area to ensure alignment to local NGB needs:</p>	
	<ul style="list-style-type: none"> Understanding of PE and Sport Strategy for Young People (PESSYP) 	<ul style="list-style-type: none"> The CSP will understand PESSYP and its strands through attendance at joint planning sessions which are supported by Sport England (Children and Young People Directorate), website, networking etc. The CSP will understand NGB interventions/priorities in their CSP area and identify those which link directly to PESSYP. The CSP will have links to PESSYP networks (School Sports Partnerships (SSPs)/Partnership Development Managers/Competition Managers/FESCOs) and will ensure they

		<p>are aware of relevant NGB interventions/priorities and opportunities for joint work.</p> <ul style="list-style-type: none"> • The CSP will ensure NGBs and other partners(as appropriate) have access to relevant contacts eg website, regular newsletter, information bulletin etc. and that NGBs and partners are aware of opportunities for joint work where these exist. • The CSP will contribute to PESSYP through delivery of Sport England programmes eg Sport Unlimited, Leadership and Volunteering (Step into Sport), Recruit into Coaching (23 CSPs) and will ensure there is a process in place for engaging NGBs who have highlighted these programmes as a priority in their 09-13 plans.
	<p>1.4 Facilities CSP will support the following areas to ensure alignment to local NGB needs:</p> <ul style="list-style-type: none"> • Ensure that NGB and Sport England requirements are represented to local sport stakeholder groups for Building Schools for the Future (BSF). • Provide a mechanism to capture and feed in the NGB facility needs into the BSF planning processes. (In relation to the role outlined in section 1.1 above). 	<ul style="list-style-type: none"> • The CSP will understand NGB facility and programme priorities in their CSP area through information provided by Sport England and NGBs and identify opportunities for cross boundary planning within the CSP area. • The CSP along with Sport England will follow the timetable for BSF implementation across the CSP area and ensure relevant NGBs are kept informed. • The CSP will be an active member and attend BSF PE and Sport Stakeholder group(s), representing, influencing and maximising opportunities for NGBs and community sport priorities/needs • The CSP will support the set up and initial development of BSF PE and Sport Stakeholder Group outlining their supporting role on the group • The CSP will advocate and influence partners to develop a strong vision for community sport to inform Strategy for Change • The CSP will provide local intelligence to Sport England, when appropriate, on Stakeholder group progress and Strategy for Change issues where Sport England can have influence • The CSP will have a process in place to keep up to date on the current position in relation to the community sport vision post Outline Business Case (OBC) and advocate/influence where further sports opportunities are identified, signposting/brokering partner links where relevant.

		<ul style="list-style-type: none"> • Sport England will support the delivery of the above, aiding CSP confidence in their role in BSF and NGB confidence that their priorities will be adequately represented by the CSP on the PE and Sport Stakeholder Group(s).
	<ul style="list-style-type: none"> • Understand NGB facility requirements for the CSP area, (through the SE Regional Office and any facility strategy) and broker support for these through local opportunities for resources where these exist. (In relation to the role outlined in section 1.1 above). 	<ul style="list-style-type: none"> • As stated above the CSP will understand NGB facility priorities in their CSP area through information provided by Sport England and through the NGBs. • The CSP will advocate to partners the requirement for strategic facility planning to be based on needs and evidence, eg Active People, Active Places etc). • The CSP will understand the self help tools which are available on the Sport England website and signpost partners to these tools where relevant. • The CSP will keep updated on proposed capital developments and opportunities through their local networks/partners and ensure NGB priorities are fed in at the earliest opportunity using their partner contacts and networks and that this local intelligence is fed back to Sport England. • The CSP will have a process in place for introducing and signposting NGBs and Sport England to relevant partners where opportunities have been identified for joint work which will address NGB facility priorities.
	<p>1.5 Investment CSP will support the following areas to ensure the achievement of NGB and Sport England targets:</p>	
	<ul style="list-style-type: none"> • To advise Sport England on the merits and local fit of applications to sport national Lottery funding opportunities e.g. funding rounds and small grants. 	<ul style="list-style-type: none"> • Where requested by Sport England for information relating to a funding bid within the CSP area, the CSP will provide any local intelligence they have in relation to the bid. The extent to which requests are made will vary depending on the type of funding (eg it is unlikely requests will be made for Small Grants however information may be sought in relation to themed rounds,

		<p>innovation, sustainable facilities fund).</p> <ul style="list-style-type: none"> • The CSP will be expected to provide only the knowledge they hold and are not expected to liaise more broadly with partners unless specifically requested to do so. • The CSP will have a process in place and provide a CSP Core Team named contact for requests from Sport England on funding applications within the CSP area and to manage requests within the timescales required.
	<ul style="list-style-type: none"> • Inform local projects about potential Sport England National Lottery funding opportunities where they meet with funding requirements. 	<ul style="list-style-type: none"> • CSP to have a detailed understanding of the Sport England lottery programmes, criteria and requirements as set out on Sport England funding website. • CSP to ensure partners are aware of funding available through Sport England (CSP website, information bulletins, e-mail alert, updates, at network meetings etc) signposting partners to Sport England funding website for the detail. • CSP to have knowledge of potential projects and programmes in their CSP area and to inform partners of potential Sport England funding where these appear to meet Sport England funding criteria ensuring they are aware of the eligibility criteria. • As part of the application process there is a requirement for all applicants to consult with the relevant CSP who will need to establish a process which is communicated locally to partners. The applicant is required to state who they spoke to and the feedback received. • CSP to have a process in place to keep NGBs informed of potential projects and applications and provide contact details where relevant. • The CSP may be requested by Sport England to signpost/introduce partners to a bid where a need to work with a broader range of partners has been identified. The CSP will need to have a process in place to respond to such requests. • The CSP will be informed of successful SE lottery applications within their area in relation to small grants and sports match and this may be extended to include the other funding streams.

	<p>Have knowledge of, and be able to direct partners to, appropriate alternative funding sources to generate additional inward investment into sport. (CSP to be aware of local opportunities for funding that may fit with sport requirements)</p>	<ul style="list-style-type: none"> • CSP to have a process in place to understand and keep updated on alternative funding sources through their local networks/partners. • CSP to ensure information is accessible to partners, with a focus on NGB partners, about potential alternative funding sources eg website, links to relevant funding sites, e-mail alerts, newsletters etc.
<p>2.0 Develop and maintain the strategic alliances and local networks NGBs and SE need to drive delivery and secure resources</p>	<p>2.1 Strategic Influence and Networking</p>	
	<ul style="list-style-type: none"> • CSP to ensure there are appropriate local network arrangements in place to support the delivery of Sport England outcomes and NGB 2009-13 targets. 	<ul style="list-style-type: none"> • The CSP will ensure that there are relevant local networks (formal meetings or virtual) which can be easily accessed by the CSP and/or NGBs to discuss NGB priorities in the local area to gain local support to help delivery. The networks may be coordinated by the CSP or by another partner. • As a minimum the following network arrangements should be in place; LA Sports Officers (titles will vary), Chief Leisure Officers (or equivalent), PESSYP networks (Partnership Development Managers, School Sports Coordinators), leisure trusts/local authority sports facilities.
	<ul style="list-style-type: none"> • CSP to have knowledge of sport and NGB needs within the CSP area. (Linked to role outlined in section 1.0 re NGB need, and also knowledge, of local community sport need). 	<ul style="list-style-type: none"> • As highlighted in 1.1 above - Using information provided by Sport England and NGBs, the CSP will have a clear understanding of NGB Interventions/priorities across the CSP area. • Using information provided by local partners (as a minimum - local authorities, PESSYP networks, leisure trusts/ local authority sports facilities, voluntary sports clubs) the CSP will have a clear understanding of the local community sport needs and will be able align the NGB priorities to the local priorities.
	<ul style="list-style-type: none"> • CSP to act as an advocate for Sport England at a local level, with stakeholders who can help deliver Sport England and NGBs' 2009-13 interventions and targets. 	<ul style="list-style-type: none"> • As highlighted in 1.1 the CSP will have a clear understanding of the 46 NGB priorities in their area and will identify the partners locally who can help the NGBs to deliver. • The CSP will ensure the relevant partners are fully aware of the NGB priorities and will advocate the added value of working in partnership.

	<ul style="list-style-type: none"> • Ensure that Sport England outcomes and NGB needs are represented at a local level on the local strategic partnerships, or thematic sub groups. • Ensure that Sport England outcomes are embedded in the delivery arrangements of local area agreements (LAAs), sustainable community strategies and other appropriate strategies. 	<ul style="list-style-type: none"> • The CSP will understand how community sport is reflected within the Sustainable Community Strategy, in the LAA (ie is NI8 included) and within the local strategic partnership and the various thematic sub groups. • The CSP will have an agreed process in place ensuring that community sport (in particular Sport England/NGB outcomes and priorities) is considered within the work of the local strategic partnership or relevant thematic sub groups. Eg the CSP may be a specific theme group within a Local Strategic Partnership (LSP) or may feed into the LSP via an appropriate thematic sub group such as a Cultural Partnership or Health and Well-being Partnership. • The CSP will have an agreed process through which community sport can be considered within the development/refresh of the Sustainable Community Strategy/Local Area Agreement and other relevant strategies such as the new Local Economic Development Plans. This will vary from direct involvement of the CSP to a CSP supporting a sports champion from within the broader partnership advocating the role of community sport. • The CSP will use the Active People data (relating to NI8 and 1 million sport target) provided by Sport England to review, with partners, significant changes along with likely activity which may have had an impact on the changes.
	<ul style="list-style-type: none"> • Support delivery of LAA priorities where they can support the delivery of Sport England outcomes. (CSP role is to align NGB and community sport interventions to support delivery of LAA related plans e.g. NGB grow interventions contributing towards NI8). 	<ul style="list-style-type: none"> • The CSP will have a process in place for contributing to the Local Area Agreement delivery plans and will align NGB delivery where relevant.
	<p>2.2 Knowledge Management:</p>	
	<ul style="list-style-type: none"> • CSP will hold relevant information for the area regarding local partner plans, priorities and aspirations in order to reflect these as opportunities and issues to the NGBs. (Linked to the role identified in section 1.0) 	<ul style="list-style-type: none"> • The CSP will have a clear understanding of partner priorities and in particular those outlined in the Sustainable Community Strategy, Local Area Agreements, Local Economic Development Plans, Sports Strategies, Sports Facility Strategies, Playing Pitch Strategies. • The CSP will align local partner priorities to the NGB interventions/priorities identified for the CSP area and understand where there are opportunities or issues.

	<ul style="list-style-type: none"> CSP will act as a broker to identify links between local partner plans, priorities and aspirations and NGB priorities for the area to maximise the opportunities for joint working. (Linked to the role outlined in section 1.0). 	<ul style="list-style-type: none"> Through understanding NGB and local partner priorities, the CSP will identify where there is the potential for greater joint work and which partners need to be involved. The CSP will have a process in place for bringing together the NGB(s) and relevant partners and as a minimum this would be providing the relevant information showing how priorities match, getting agreement from partners to work together and providing relevant contact details.
3.0 Manage and operate the CSP, ensure sound governance, audit and compliance.	3.1 Operations:	
	<ul style="list-style-type: none"> CSP to have an independent (wider than single partner control) and effective board/decision making processes and agreed governance arrangements. 	<ul style="list-style-type: none"> CSP will have appropriate MOU/Partnership Agreement. Board membership will involve a range of partners with no single partner control.
	<ul style="list-style-type: none"> Comply with the Sport England self-assurance/governance system as negotiated and agreed with CSPN. 	<ul style="list-style-type: none"> CSP will continue to operate in accordance with the governance arrangements submitted as part of the pre-condition award compliance unless alternative arrangements are agreed between the CSP and Sport England.
	<ul style="list-style-type: none"> Manage all finances available to the CSP through Sport England in an effective and efficient manner, in accordance with agreed financial management and accounting procedures, including National Lottery funding awards. 	<ul style="list-style-type: none"> CSP will ensure process is in place for effective financial management, eg if hosted through a service level agreement, CSP could purchase this service from a third party or may provide the service direct as part of their business.
	<ul style="list-style-type: none"> Maintain agreed standards relating to Safeguarding of Young People as per the requirements of Sport Unlimited. (Any changes to current requirements will be agreed with CSPN). 	<ul style="list-style-type: none"> Reference should be made to the requirements relating to Sport Unlimited within the Award documentation.
	<ul style="list-style-type: none"> Equality standard – this will need to be reviewed once the national position is confirmed. (CSP delivery requirements will be agreed with CSPN to ensure there is adequate capacity in the network before confirmation of final role). 	<ul style="list-style-type: none"> This requirement will be confirmed following discussion and agreement between Sport England and CSPN.

COACHING SERVICES

Please note: requirements relating to coaching will be attached as an appendix, following announcement of the award and specification.