

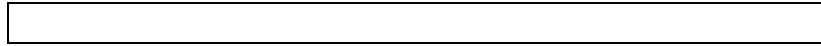
sport unlimited

Local Lead Roles & Responsibility Information Document

South Staffordshire

Purpose of this document

This document is to outline the main points that are in your funding agreement with Sport Across Staffordshire & Stoke-on-Trent. Its intention is not to replace the funding agreement, which is still viable and important. It aims to give you information on your main responsibilities as a Local Lead within the Sport Unlimited programme and other useful details.



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Diagram of Relationships



(County Sports Partnership)

South Staffordshire

Local Lead Organisation

Activity Provider



The participants!!

What is it all about, the bigger picture.....

In July 2007 the government announced additional investment of £100M into the PE and Sport Strategy for Young People. This funding covers the three year period from April 2008 to March 2011 and will be used to give every young person aged 5 to 16 years the chance to do 5 hours of PE and sport a week, and every young person aged 16 to 19 the chance to do 3 hours of sport a week (known as the 5-hour Offer).

In more detail.....

- Sport Unlimited will be delivered through County Sports Partnerships (CSPs) via a CSP-led plan with the involvement and ownership of local delivery organisations and partners
- Within Staffordshire & Stoke-on-Trent, a Local Lead Organisation has been identified in each district, who is responsible for co-ordinating the programme at a local level.
- Sport Unlimited focuses firmly on the 50% of young people classed as 'Semi-Sporty' and currently doing 2-3hours of PE and sport per week
- It involves running programmes of sessions over 8-10 weeks, with each session lasting 1-2 hours (**programme must start in term time but can run into school holidays**)
- Programmes are to be delivered out of school hours in club/community settings (including school sites)

- Sport Unlimited funding can be used to establish new activities, build on and extend current provision or enhance existing good quality provision thereby creating new opportunities for the target group
- Although the 5-Hour Offer as a whole covers the 5-19 age range, it also focuses on 11-19 and especially the Key Stage 2/3 transition and the 14-19 age range as these are currently identified as 'drop off points' for participation
- Activities should reflect student needs/student voice and lead into sustainable exit route opportunities.

KPI (Key Performance Indicators)

The following are the KPIs for the programme

- 'Participation' – number of children and young people registering to take part in at least one session in a term-term series lasting a minimum of 8 weekly sessions of sports activity
- 'Throughput' – Attendance, the cumulative total number of participants taking part at the series of sessions.
- 'Retain' – number of children and young people attending a minimum of 6 out of 10 sessions

Your KPI Targets are:

Year 1 – 402

Year 2 – 689

Year 3 – 689

Total 1781

Funding Procedures

- The Grant will be split into two parts; Delivery Funding and Capacity Funding.
- Delivery Funding will be paid to the Local Lead Organisation in advance in school-termly instalments, subject to each school term of the Programme being implemented to entire satisfaction in accordance with the KPIs outlined in the Delivery Plan.
- Capacity Funding will be paid to the Local Lead Organisation in advance in six monthly instalments subject to them fulfilling their roles and responsibilities as outlined in this document and the funding agreement.

Your payments are as follows for Year 2:

Summer Term

Capacity Payment £ 1026.25
Delivery Payment £ 8339.00

Autumn Term
Capacity Payment £ 1026.25
Delivery Payment £ 5147.00

Spring Term
Delivery Payment £ 6612.00

TOTAL £22150.50

Cheques are made payable to: South Staffordshire Council
(FAO Mark Jenkinson)

Main Roles & Responsibilities

1. To annually submit a detailed Local Delivery Plan for the Programme for the relevant Year, in accordance to the delivery planning procedures by the agreed dates.
2. Liaison with local delivery partners to publicise the scheme and solicit interest for each Annual Delivery Plan.
3. Ensuring all Providers have robust health & safety policies and procedures in place and that they have sufficient Public and Employer Liability Insurance Cover.
4. Ensuring that all providers meet the following criteria for the Sport Unlimited Programme:
 - Coach Minimum Operating Criteria

- Eligible/Ineligible Costs
 - Safeguarding Criteria
 - All Income generated through the Sport Unlimited programme will be utilised to support the objectives of the programme
5. Ensuring that there is a Funding Agreement in place between the Local Lead Organisation and each Provider, and that no funding is paid until it is satisfied that they have met the points 3 & 4 above.
 6. Collations of KPIs for their activities are submitted in accordance with the Monitoring & Evaluation procedures by the agreed dates.
 7. Completion of financial monitoring is submitted in accordance with the Monitoring & Evaluation procedures by the agreed dates.
 8. Management & distribution of finance to the local providers.
 9. Communicate any changes to the submitted annual delivery plan to your CSP (SASSOT) as soon as possible.

Calendar 2009/10

Monitoring Evaluation

As listed above, point 6 & 7 of your main responsibilities is to monitor and evaluate the programmes performance. This is a very important part of your role as ultimately the data gathered from this helps to determine the success of the programme in terms of meeting our targets given to us by our Funding Partners ie Sport England. To ensure this task is processed sufficiently please ensure that at the end of **each term according to the specified deadlines** (see appendix 21), you:

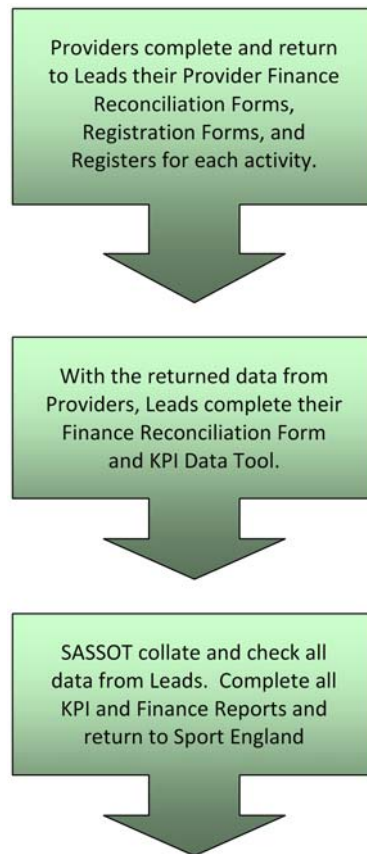
1. **Submit your KPI Monitoring form (see appendix 1)**

You will need to submit to SASSOT a termly statement of performance in accordance with the KPI Monitoring Forms supplied by the CSP. Performance will be reported against the KPIs included in the Annual Delivery Plan for each block of activity that the Local Activity Provider provides. If there is a delay in supplying this information then SASSOT should be informed as soon as possible.

2. Submit your Finance Reconciliation form (see appendix 2)

The Local Lead will be provided with a standard package of finance monitoring forms relating to the Delivery Funding and these must be completed and submitted to SASSOT in the agreed deadlines.

It is the responsibility of the Local Lead Organisation to collect information on actual expenditure from each Provider using the standard finance monitoring form provided, making sure that these have been completed and each Provider holds evidence of expenditure.



Reclaiming Underspend & Mid-Term Reports

Further to the Monitoring & Evaluation Process in particular the Finance Reconciliation, SASSOT will establish if any underspend can be reclaimed via a Mid-Term Report which will be sent out to you individually (see below). This will ask whether the underspend could be spent elsewhere or simply needs reclaiming, allowing us then to re-distribute the funds elsewhere.

This spreadsheet will also ask you to notify us of any changes to activities being delivered, ie original activity not running, being rolled over to another term and any new activities taking place. It's important that we are informed of these changes as and when they occur so we can monitor the programme efficiently and be aware of any potential underspend and down fall in retain targets.

It will also help us to determine which activities are running well too , and highlight any particular successful projects.

The screenshot shows a Microsoft Excel spreadsheet titled "Year 2 Term Delivery Master". The active sheet is "MIR & Underspend Autumn". The spreadsheet contains a table with the following structure:

1	Autumn Mid-Term Report & Underspend							Back to Contents
4	Lead	Total number of activities in the delivery plan for term	Activities taken place this term	Of those activities taken place, how would you rate participation ie poor, good, excellent	Activities NOT taken place this term	Issues which have caused delivery of activity to be delayed of which have prevented delivery at all	Indicate if activity is to either roll over to different term, be replaced, or cancelled completely	If activity is cancelled, please give details of any funds that SASSOT can reclaim back
5								
6								
7								
8								
9								
10								
11								
12								
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15								
16	TOTALS							
17								
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Delivery Plan

Part of your main responsibilities is to submit an annual delivery plan within the agreed timescales using the delivery plan template as supplied to you by Sport England via SASSOT.

You will be informed of the details of this process nearer the time of each application process. However, there are three key areas of work involved in preparing for your delivery plan:

- Determining what activities to run
- Identifying providers to delivery the activity
- Setting up the activity

Below is a typical Delivery Plan form which would need to be completed in accordance with guidance notes within the plan.

The screenshot shows a Microsoft Excel spreadsheet titled "SASSOT Sport Unlimited Year 2 Delivery Plan". The spreadsheet is organized into several sections:

- Project Details (Rows 73-79):** Includes fields for Project Name, Agency, Autumn Term, Summer Term, Setting Type, Deliverer Type, Region, Local Authority, Spring Term, and Sport.
- Project Description (Row 81):** A large text area for describing the project, with a note: "Project Description (maximum 200 words) / please see guidance notes /".
- Target Group - Retain (Row 83):** A section for defining the target group, with a note: "Target Group - Retain / The number of young people attending at least 80% of sessions /".
- Gender Breakdown (Rows 87-90):** A table with columns for years Yr1 through Yr13 and a Total column. Rows are provided for Male, Female, and Total.
- Cost Breakdown (Rows 92-103):** A table with columns for Explanation of cost and Total Costs. Rows include Coaching, Facilities, Equipment, Travel, Marketing, Training, and Other. A "Funding Total" row is also present.
- EA Funding Request (Rows 94-96):** A section for funding requests, including Partner Funding, Project Income, and Total Project Cost.
- Funding Partner Details (Rows 97-102):** A table with columns for Name of Funding Partner and Amount £ or in Kind.
- Sustainability/Exit Routes (Row 105):** A large text area for providing sustainability and exit routes, with a note: "Sustainability/Exit Routes (maximum 200 words):".

Although there are guidelines given as part of the Delivery Plan and the fields given to complete are self-explanatory on the whole it is important to remember to include the following:

- Which term the activity is to be delivered – make sure you put either yes or no in each of the 3 terms.
- Project Description - it is important to include as much information about the type of activity, how many weeks it is going to run ie 8 or 10 and how long each session will be. Please refer to the guidelines within the delivery plan to make sure that all you have included all required information.
- Sustainability – information needs to be provided on exit routes, giving names of appropriate local clubs, appropriate memberships, fees and other benefits to encourage young people to join.

Safeguarding

It is essential that all activity delivered as part of the Sports Unlimited programme is safe and child friendly. In order to ensure consistency in this area Sport England and the CPSU have developed minimum safeguarding criteria that all activity providers must meet before they can start any delivery. It is the responsibility of the local leads to ensure that all their activity providers meet these minimum criteria. Local Sports Unlimited leads must be able to provide copies of safeguarding policies for all their activity providers on request from SASSOT .

Further information refer to the relevant section of your funding agreement and the Sports Unlimited safeguarding checklist attached as appendix 4 of this document. Please also refer to he Sport Unlimited standards and guidance booklet produced by Sport England which has a section of safeguarding children and young people. If you do not already have a copy of this please contact us or view it on our resources webpage www.sportacrossstafford.co.uk/sportunlimited/resources.

Marketing & Communications

There are two main meetings that take place each year during the Sport Unlimited Programme, they are:

- Sport Unlimited Steering Group Meeting (twice yearly)

This group meets up twice a year with a set agenda that includes areas of discussion and decision making with regards to the delivery, monitoring and management of the programme.

- Learning Event (termly)

This is arranged each term and is a chance for Leads and other key staff to get together and work through an agenda based on what lessons have been learnt, sharing good practice, information exchange and Sport England Updates.

The Sport Unlimited Admin Officer will contact the members of each of these groups at the appropriate time with the details of when these meetings will take place giving any other relevant information in terms of Agendas, supporting documents etc.

There are several documents/resources available for you to refer to and to help give you relevant information or guidance for the Sport Unlimited programme along with some marketing tools. These are available as part of this document and also individually on our Resources 'Tool Kit' web page which can be found at www.sportaccrossstaffordshire.co.uk/SportUnlimited/Resources. On here you can find the following:

- Poster & Certificate Designs that can be downloaded and customised for your activities
- Critical Dates Calendar
- SU Provider/Lead Roles & Responsibility Documents
- Case Study Forms
- Monitoring & Evaluation KPI & Finance Tools
- Flow chart of the M&E Process
- Steering Group Minutes
- Learning Event Group Notes
- Minimum Operating Criteria Document
- Sport Unlimited Programme information
- Sport Unlimited Guidance
- Safeguarding Criteria

You can appreciate that as new information or ideas become available the Resources web page will therefore change from time to time, we will always

endeavour to keep you updated of anything that has changed and/or is new to Sport Unlimited.

Contact Information

Your CSP Contacts at SASSOT are:

Ben Hollands

Acting Sports Manager
01785 619187 07812
351083



Nicola Hill

Sport Unlimited Admin
Officer
01785 619599

For more information on Sport Unlimited you can browse the pages on the CSP website www.sportacrossstaffordshire.co.uk/SportUnlimited

Other Local Lead Contacts

Cannock Chase

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APPENDIX 1 - KPI Monitoring Form

Row	Category	Item	Value
4	Project:		
5	No. of sessions:		0
8	KPI PARTICIPANTS	Total	
10		Males	
11		Females	
12		Year 1	
13		Year 2	
14		Year 3	
15		Year 4	
16		Year 5	
17		Year 6	
18		Year 7	
19	Year 8		
20	Year 9		
21	Year 10		
22	Year 11		
23	Aged 16-19		
24	0 days/hours		
25	1 day/hour		
26	2 days/hours		
27	3 or more days/hours		
28	Unknown		
29	White		
30	Mixed		
31	Asian		
32	Black		
33	Other		
34	Unknown		
35	Not Disabled		
36	Disabled		
37	Unknown		
38	KPI THROUGHPUT		

APPENDIX 2 – Finance Reconciliation Form

Local Authority Area	Year	Term	Activity Number	Provider	Sport(s)	Venue(s)	Number of Sessions	Length of Sessions in Hours	Coaching	Marketing	Transport	Equipment	Coach Education and other Training	Facilities	Volunteer Rewards	Other	Total Activity Cost	Partnership Funding Contributed	Income used against Activity	Income not used against Activity	Amount of EA Funding Claimed	EA Funding Originally Requested	Details of 'Other' costs
8	08	Summer	1	South Staffs Council	Basketball												0	0	0	0	0	0	
9	08	Summer	2	South Staffs Council	Archery												0	0	0	0	0	0	
10	08	Summer	3	South Staffs Council	Leisure Card												0	0	0	0	0	0	
11	08	Summer	4	South Staffs Council	American Football												0	0	0	0	0	0	
12	08	Summer	5	South Staffs Council	Street Dance												0	0	0	0	0	0	
13	08	Summer	6	South Staffs Council	Futsal												0	0	0	0	0	0	
14	08	Summer	7														0	0	0	0	0	0	
15	08	Summer	8														0	0	0	0	0	0	
16	08	Summer	9														0	0	0	0	0	0	
17	08	Summer	10														0	0	0	0	0	0	
18	08	Summer	11														0	0	0	0	0	0	
19	08	Summer	12														0	0	0	0	0	0	
20	08	Summer	13														0	0	0	0	0	0	
21	08	Summer	14														0	0	0	0	0	0	
22	08	Summer	15														0	0	0	0	0	0	
23	08	Summer	16														0	0	0	0	0	0	
24	08	Summer	17														0	0	0	0	0	0	
25	08	Summer	18														0	0	0	0	0	0	
26	08	Summer	19														0	0	0	0	0	0	
27	08	Summer	20														0	0	0	0	0	0	
28	Totals						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7717



APPENDIX 3

Sport Unlimited Participant Registration Form

Q1. Name of participant									
Surname:			Forename:						
Q2. Email address of parent / carer if under 16 or of participant if 16+:									
Q4. Is the participant (please tick):									
Male		Female							
Q4. What school year is the participant in / are they aged 16-19 years?									
Year		Please tick here if aged 16-19 years							
Q5. What is the participant's postcode?									
Q6. On average, how many times a week does the participant take part in sport or fitness activity for at least 1 hour per time? Please do not include PE lessons but you can include after-school activity									
0 – No activity		Once a week		Twice a week		Three or more times			
Q7. Please note that to help promote and evaluate Sport Unlimited activities, there may be video filming and photography at some sessions which may be used in publicity materials e.g. leaflets, newsletters or on official websites. Sport England advises all activity providers to ensure that images are not accompanied by names or other details that could identify individual children or young people. Do you give permission for the participant to be filmed or photographed during Sport Unlimited activities as described above?									
I agree to photography consent				I do not agree to photography consent					
Q8. Emergency Contact Details									
Name:				Relationship to participant:					
Contact number(s):									
Q9. If there any medical details about the participant that we should know about (i.e. allergies, asthma, epilepsy etc.) please provide them here:									
Q10. I consent that, in the event of any illness / accident, any necessary treatment can be administered to the participant, which may include the use of anaesthetics. I also understand that while activity organisers, coaches and other personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered to the participant									
agree to medical consent				do not agree to medical consent					
<i>Optional questions:</i>									
Q11. Which ethnic group does the participant belong to?									
White		Mixed		Asian		Black		Other	
Q12. Does the participant have any long term illness, health problem or disability that limits their daily activities?									
Yes		No							
Signature of parent / carer if participant is under 16 or of participant if participant is 16+									

Thank you for signing up for this activity. Your answers are confidential. Sport Across Staffordshire and Stoke-on-Trent and our partners within the Sport Unlimited programme will find this personal data useful for monitoring the success of the programme and to help in planning future sports activities for children and young people. We would like to be able to send you details of any further sports

opportunities that may be of interest. You may be invited to take part in a survey conducted by consultants working on behalf of Sport England. We will not pass this information to any third-party or use it for any other purpose. We will collect and process all personal data in line with the Data Protection Act 1998.

If you do not want to take part in any future survey, please tick here	
If you do not want to receive information about other sports opportunities, please tick here	

APPENDIX 4

Sport Unlimited Safeguarding Criteria Notes

- **The Safeguarding Policies and Procedures for all organisations providing activity through the Sport Unlimited (SU) Programme need to be assessed**
- The attached Criteria have been produced by the NSPCC’s Child Protection in Sport Unit (CPSU) for use within SU. The criteria have been split into three categories
 - ‘Essential before activity starts’ – CSPs have been advised not to release funding to any Provider that has not met all of these criteria
 - ‘Should be in place or planned’ – if these are not in place before activity starts, the Provider should be intending to implement them within a reasonable timescale
 - ‘Desirable’ – If these are not in place before activity starts, the Provider should be advised to consider implementing them within a reasonable timescale
- The SU Lead Organisation within each Local Authority Area will be responsible for collecting the Safeguarding Policies and Procedures from all Providers identified within their SU Delivery Plan and for submitting these to SASSOT by the stated deadlines
- SASSOT will assess each Policy and Procedures against the CPSU criteria and, if all criteria are not met, will produce an action plan for the Provider to implement using the attached template
- SASSOT will inform the Lead of whether all the criteria are met and, if applicable, of any recommended actions. It is the responsibility of the Lead Organisation to communicate this to the Provider
- If the ‘Essential’ criteria are not met, it will be the responsibility of the Lead Organisation to liaise with the Provider to ensure that the recommended actions are implemented, and the Lead Organisation will need to confirm with SASSOT when this has happened
- **Activity must not start until all the ‘Essential’ criteria are met**
- The SASSOT Workforce Development Officer, as Safeguarding lead for the CSP, will be able to provide advice and support wherever necessary. For more information please contact Ben Hollands on 01785 619317 or bhollands@staffordbc.gov.uk

Definition of 'Provider':

This is any organisation that receives a sum of Sport Unlimited funding (via the Lead Organisation in their local area) to provide a block of activity, and who will have responsibility for the health, safety and welfare aspects of that activity. If you need clarification about this for any of your projects, please contact Jane Kracke, Sports Manager, Sport Across Staffordshire and Stoke-on-Trent on 01785 619187 or jkracke@staffordbc.gov.uk

Sport Unlimited Safeguarding Criteria

Organisation:			Date:
Criteria	In Place	Not In Place	Suggested Actions
1. Child Protection / Safeguarding Policy			
Has the organisation provided evidence that it has a child protection/safeguarding policy that all involved in the activity are required to adhere to? <i>[Essential before activity starts]</i>			
Where appropriate, does the policy reference and meet the requirements of the activity, sports NGB, Local Authority, CSP or School? <i>[Essential before activity starts]</i>			
Is the policy publicised promoted and distributed to all stakeholders? <i>[Should be in place or planned]</i>			
Has this policy been endorsed by any local external child protection agencies e.g. LSCB, Children's Social Care? <i>[Desirable]</i>			
2. Procedures			
Do the procedures contain clear instructions on what to do in the event of an allegation, incident or suspicion of abuse or poor practice against those involved			

within the organisation/club? <i>[Essential before activity starts]</i>			
Do the procedures contain clear instructions on what to do in the event of concerns about the welfare or protection of a child arising outside the sport/activity? <i>[Essential before activity starts]</i>			
In all instances, are there clear guidelines for recording concerns about the welfare or protection of a child, the organisation's response and reasons? <i>[Essential before activity starts]</i>			
Are there clear guidelines for reporting concerns where appropriate to external agencies such as Children's Social Care or Police and partner agencies (CSP) as well as internally through the organisation's management structure? <i>[Essential before activity starts]</i>			
Are there complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches, volunteers, etc? <i>[Should be in place or planned]</i>			
Is there information about how support can be accessed following an incident? <i>[Desirable]</i>			
3. Prevention			
Has the organisation identified staff with designated responsibility for safeguarding and protecting children and young people? <i>[Essential before activity starts]</i>			
Are there procedures for recruitment and selection of staff and volunteers including safeguarding checks (CRB) for those working with children and young people? <i>[Essential before activity starts]</i>			
Are there codes of conduct and ethics for staff, coaches, volunteers, and participants?			

<i>[Should be in place or planned]</i>			
Are there operating procedures in relation to the organisation's duty of care to children and young people? <i>[Essential before activity starts]</i>			
4. Communication and Partnership			
Have all stakeholders, including children, young people and carers been informed about the policy and procedures? <i>[Should be in place or planned]</i>			
Do all stakeholders know how they can raise concerns? <i>[Essential before activity starts]</i>			
Are there processes for holding and sharing information? <i>[Essential before activity starts]</i>			
5. Education and Training			
Are all those working with children and those with responsibility for running activities provided with opportunities to learn about safeguarding and protecting children and young people? <i>[Should be in place or planned]</i>			
Are coaches, staff and volunteers appropriately skilled and qualified to undertake their role in providing the activity? <i>[Essential before activity starts]</i>			
6. Review and Monitoring			
Is it clear when and by whom the policy was formally adopted on behalf of the organisation/club? <i>[Essential before activity starts]</i>			
Is it clear how, by whom and when the policy and its implementation will be monitored and reviewed? <i>[Should be in place or planned]</i>			
Signed:			Date:
Name:			Position:

APPENDIX 5
Example

Sport Unlimited Poster



Sport Unlimited Certificate Example



September 09

Autumn Term starts!

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6

7	8	9	10 Submit Summer Term KPI & Finance Data to SASSOT	11	12	13
14	15	16	17	18	19	20
21 Sport Unlimited Learning Event Group	22	23	24	25	26	27
28	29	30	Notes			

October 09

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Notes			1	2	3	4
5	6	7 Autumn mid-term progress report - click for more info...	8	9	10	11
12	13	14 Submit your mid-term report to SASSOT	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
 Half Term						

November 09

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-----	-----	-----	-----	-----	-----	-----

Notes						1
Why not complete one of the case study forms to include in the SASSOT Newsletter?						
2 Submit any changes to Spring Term Plan to SASSOT	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



You can now find all the documents, forms, posters etc that you should need on Sport Unlimited Resources kit on-line,
www.sportacrossstaffordshire.co.uk/sportunlimited



01785 619599/187



Your Annual Retain Target for Year 2 is **689**
 Your total Delivery Payment for Year 2 is
£ 20,098

December 09

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-----	-----	-----	-----	-----	-----	-----

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes		

Christmas Hols

January 10

Spring Term Starts

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<p>Notes HAPPY NEW YEAR!!</p> <p>Need to collate Autumn Term KPI and Finance data from Providers this month in readiness for your deadline to SASSOT on 5th Feb 2010.</p>				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
<p>18 Ideally have your Autumn KPI and Finance data from Providers back</p>	19	20	21	22	23	24
25	26	27	28	29	30	31

February 10

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Submit Autumn KPI & Finance Data to SASSOT	2	3	4	5 Submit Annual Delivery Plan for Year 3	6	7
8	9	10	11	12 Complete Mid-term progress report form ready for deadline	13	14
15 ← Year 3 Plans go to National Panel	16	17 Half Term		19 Submit mid-term progress report to SASSOT	20	21 →
22	23	24	25	26	27	28

March 10

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes			

April 10

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<p>Notes Coming up to the end of term and so the Monitoring & Evaluation process begins!</p>			1	2	3	4
			← Half Term →			
5	6 Ideally start getting back your KPI & Finance Data from Providers	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Need to submit your KPI & Finance data to SASSOT		