

sport unlimited

Provider Roles & Responsibility Document

(provider name)

Sport/Activity being delivered:

Your Local Lead Contact is:

Purpose of this document

This document is to outline the main points that are in your funding agreement with your Local Lead. 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 an activity provider within the Sport Unlimited programme and other useful details.

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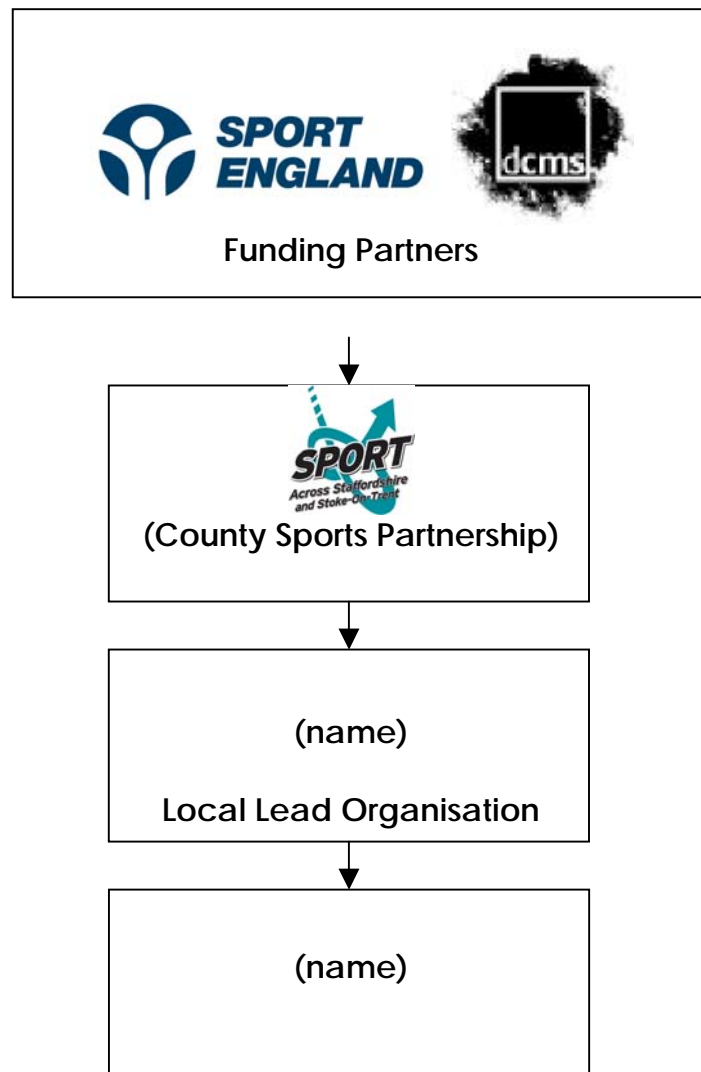
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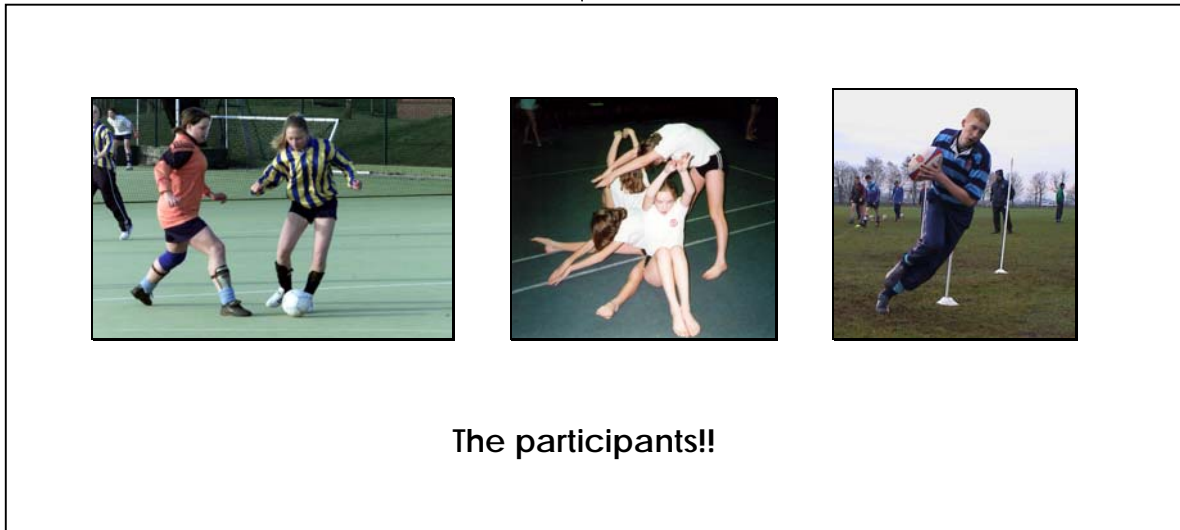
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Diagram of Relationships



Activity Provider



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

Measuring Your Project - KPIs (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 Main responsibilities

1. To ensure that the following criteria for the Sport Unlimited programme are met for all activities:
 - 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
 - Minimum of information to be kept ie registers
2. Collation of KPIs for each activity, submitting forms by the agreed deadlines
3. Completion of financial monitoring information for each activity, submitting forms by the agreed deadlines

Claiming Your Funds for the Delivery of Activities

All delivery payments will be paid to you in advance, once the Local Lead Organisation has received the funding from the County Sports Partnerships. The Local Lead Organisation will notify you when the funding has been received, and you will need to submit an invoice to claim the funding. This payment will be the amount allocated to you in the Delivery Plan for the appropriate year/term.

Monitoring & Evaluation

As listed above, point 2 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 3), you:

1. **Measuring Your Project - Submitting your KPI Monitoring form (see appendix 1)**

Each Term you will need to submit to the Local Lead Organisation a 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 you provide. If there is a delay in supplying this information then the Local Lead organisation should be informed as soon as possible.

2. How have you spent your money? - Submitting your Finance form (see appendix 2)

With regards to grant payments, you need to establish effective methods of monitoring your activities expenditures so that the costs of each activity funded by the grant and the performance measures expected to be achieved can be clearly identified.

Contact Information

Your Local Lead Contact is:

(name) (job title) (tel) (email) (web)
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For more information on Sport Unlimited you can browse the pages on the CSP (SASSOT) website www.sportacrossstaffordshire.co.uk/SportUnlimited

APPENDIX 1

Microsoft Excel - EA Project KPI Tool KPI Data tab only

4	Project:																
5	No. of sessions:	0															
6																	
7																	
8	KPI PARTICIPANTS																
9	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	Age 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

Microsoft Excel - SU Finance Form Provider

1	Sport Unlimited																
2	Delivery Funding Reconciliation - Individual Activities																
3	Staffordshire and Stoke-on-Trent																
4	Year One Autumn Term																
5																	
6	Local Authority:	Provider:															
7	Number of	Sport(s):															
8	Length of Sessions:	Venue(s):															
9	You should not need to complete any of the grey boxes. They will either already be completed for you or will complete automatically when you enter data. However, please check any pre-entred information and amend if necessary.																
10		Expected Expenditure (£) As stated on Local Delivery Plan															
11		Actual Expenditure (£)															
12	Coaching																
13	Marketing																
14	Transport																
15	Equipment																
16	Coach Education and Other Training																
17	Facility Hire																
18	Volunteer Rewards																
19	Other (Please State)																
20	Other (Please State)																
21	Totals	0															
22	Partnership Funding Contributed (£) (if appropriate)																
23	Income used against Activity Costs (£) (if appropriate - only include here if the income is used to pay for any of the items listed under 'Actual Expenditure')																
24	(£) (if appropriate - only include here if the income is used to pay for any of the items listed under 'Actual Expenditure')																
25	Amount of Sport Unlimited Funding being claimed (£) (Actual Expenditure Total minus any Partnership Funding Contribution / Income used against Activity Costs)	0															
26	Declaration																
27	Evidence of the above expenditure is available upon request																
28	I can confirm that I have read the notes below and that the figures provided above are correct to the best of my knowledge																
29	Signed:	Name:															
30	Position within Provider Organisation:	Date:															
31	Notes:																
32	Sport Unlimited Delivery Funding can only be spent on eligible costs, as listed in the Funding Agreement you have																

APPENDIX 3

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Year 2 Critical Dates

Below is a calendar that shows the deadlines for when your KPIs and Finance data needs to be submitted and also the start of the remaining Year 2 terms.

<p>Sept Autumn Term Starts! (Sept - Dec)</p>	<p>Oct Half Term 26th - 1st Nov*</p>	<p>Nov</p>
<p>Dec End of Term Christmas Holidays 18th Dec - 4th Jan*</p>	<p>Jan Spring Term Starts! (Jan - March) Deadline - 11th Jan Need to submit your KPI & Finance Forms for Autumn Term to your Local Lead by this date</p>	<p>Feb Half Term 15th - 21st Feb*</p>
<p>March</p>	<p>April Half Term 1st - 14th April* Deadline - 6th April Need to submit your KPI & Finance Forms for Spring Term to your Local Lead by this date</p>	<p>May</p>

* These dates may vary depending on your local area.

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 list 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									
I agree to medical consent				I 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 5

Example of Sport Unlimited Posters



Example of Sport Unlimited Certificate

