

Request for Paddle Oz funding



As a part of our commitment to increasing participation in the sport of paddling, Paddle Australia and Sport Australia are partnering to deliver an introductory paddling experience to high school aged children throughout Australia.

Under the Paddle Oz funding opportunity, Program Coordinators will be able to choose between two different products, depending on what fits best for their circumstances. These are:

Paddleball - which teaches introductory paddle skills through the medium of a fun team based game, ideal for Program Coordinators with access to a fleet of sit on top kayaks and appropriate equipment; and

Discovery - which is appropriate for the introductory education of teenagers in paddling, irrespective of what craft are available to Program Deliverers.

The purpose of this document is to confirm the requirements to be a Program Coordinator and/or Program Deliverer under this program and to set out the steps for Program Coordinators to apply to be involved.

Applying for approval of a program:

To receive approval for funding, a Program Coordinator must undertake to be responsible for meeting the below criteria:

- All Program Deliverers hold a current, appropriate leadership award with Paddle Australia (Supervisor, Coach, Guide or Instructor)
- Program Deliverers must follow PA safety guidelines and complete a Trainer Checklist in conjunction with each program
- Provide a copy of a valid Working With Children Check for each Program Deliverer
- Ensure that the Program(s) comply with the Paddle Australia 'Looking After Our Kids Code of Behaviour (Personnel)'
- Submit participant details to Paddle Australia within 48 hours after each Program is completed, using the required format
- All participants are to be aged 13 – 17, unless otherwise agreed in writing by Paddle Australia
- Each Program is a total of 4 hours, eg 4 x 1 hour, 2 x 2 hour, 1 x 4 hour
- Each Program must take place in a 'rural or remote' location¹
- Each Program will deliver Paddle Australia agreed content, including Sport Australia messaging, to participants
- Collection of required data from individual participants, including the pre-program and post-program surveys, as well as schools which are the recipient of Programs
- Agree that the Program Coordinator and any Program Deliverer(s) will undertake a brief post event survey with respect to each Program delivered

¹ The term 'rural and remote' encompasses all areas outside Australia's Major Cities.
<https://www.aihw.gov.au/rural-health-rrma-classification>. The Major Cities are Sydney, Melbourne, Brisbane, Perth, Adelaide, Gold Coast, Newcastle, Canberra.

If you wish to apply for funding as a Program Coordinator, please complete and return this application and forward to education@paddle.org.au. Once reviewed and accepted by Paddle Australia you will be notified, and further information and resources will be sent to you.

Program Coordinator Details:

Contact name:

Contact email:

Contact phone:

Program Deliverer(s) Details:

NAME	PAID	WWCC

Program Details:

Name of course:

Location:

Date(s):

School

School contact

Participant numbers

Min:

Max:

Budget

A complete itemised budget is required to be submitted with this application, funding is available for up to \$65pp, plus special allowance if required eg. travel. A Budget template can be found on the [Paddle Oz website](#) under Deliverer Info.

Obligations of Program Coordinator:

1. Once approval for a Program is obtained, the Program Coordinator is responsible for ensuring that all qualifications, including Working With Children Checks and First Aid Certificates are current.
2. The Program Coordinator is responsible for organising Program Deliverers to provide the Program(s).
3. The Program Coordinator is responsible for disbursement of all funds in respect of the delivery of the Program(s). Paddle Australia will not be responsible for any payments other than pursuant to this Agreement.
4. To the extent that the Program Coordinator is supplying craft and/or equipment, Program Deliverer is responsible for the insurance of same.
5. Program Coordinator is a contractor and nothing in this Agreement establishes Program Coordinator as an employee of Paddle Australia.
6. In the event that Program Coordinator becomes aware that the Project cannot be delivered within the approved budget, the Program Coordinator must contact Paddle Australia immediately and cease expenditure on delivery of the relevant Program until a new approved budget is agreed with Paddle Australia.

Obligations of Program Deliverer:

1. If required, assist Paddle Australia and/or the Program Coordinator with respect to any insurance claims arising out of delivery of the Programs.
2. Provide the Program Coordinator with all required documentation with respect to qualifications, including Working With Children Checks.
3. Ensure that all craft and equipment provided by the Program Deliverer are fit for purpose and in good working order, and report any damage sustained during the delivery of the Programs to the Program Coordinator as appropriate.
4. To the extent that the Program Deliverer is supplying craft and/or equipment as a part of its agreement with the Program Coordinator, Program Deliverer is responsible for the insurance of same.
5. Nothing in this Agreement established Program Deliverer as an employee of Paddle Australia.

Obligations of Paddle Australia:

1. Paddle Australia warrants that all Program Coordinators and Program Deliverers are insured under Paddle Australia's Sports Liability policy provided that the terms of this Agreement are being complied with.
2. Paddle Australia warrants that all Program Deliverers and Program participants are covered under Paddle Australia's Personal Accident policy.
3. In the event the application is unsuccessful, Paddle Coordinator will receive written notification from Paddle Australia, including reasons as to the outcome of the application. Prioritisation may be given to proposed programs which provide better value for money or which otherwise better meet Paddle Australia's objectives, in its discretion.

Payment terms:

1. Upon receipt of approval, the Program Coordinator may invoice Paddle Australia for 50% of that approved funding amount.
2. Upon Completion of the Program, the Program Coordinator may invoice Paddle Australia for the remaining 50% of the approved funding amount.
3. In the event that the Program Coordinator did not use all of the approved amount to deliver the Program(s), the second invoice must be reduced by the appropriate amount.
4. All invoices will be paid by Paddle Australia in accordance with its standard practices.

Definitions:

'Completion' means the fulfillment by the Program Coordinator of the following:

- Delivery of a Program in accordance with the approved budget, including any variation of approved budget agreed by Paddle Australia;
- Receipt of the pre- and post-survey information from each of the Program participants;
- Receipt of the Program survey from the school involved, if appropriate; and
- Receipt by Paddle Australia of the post-Program report from both the Program Coordinator and any Program Deliverer.

'Program' means the instruction of a group of 13-17 year old children in rural or remote location for four (4) hours under the Move It Aus initiative. Approval must be obtained from Paddle Australia in respect of each Program. A program may be either Paddleball or Discovery.

'Program Coordinator' means the organisation which seeks approval from Paddle Australia for the delivery of a Program and undertakes to administer its delivery.

'Program Deliverer' means the Paddle Australia qualified Trainer

'Working With Children Check' means the background check requirement assessing the criminal record of those working or volunteering in child related work in each of the various states.

Signed by:	Date:
Name:	Position:
Organisation:	

Please submit completed form to: education@paddle.org.au

PA Use only: Approved by: _____ Date: _____