



Sport and Recreation Victoria

STATE SPORT AND ACTIVE  
RECREATION BODY  
RECOGNITION

Application Guidelines

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Available at [Sport and Recreation Victoria website](https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/recognition-process-state-sport-and-recreation-bodies) <<https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/recognition-process-state-sport-and-recreation-bodies>>

Sport and active recreation plays an important role in the lives of Victorians. It provides a setting for physical activity, social interaction, sharing common interests, and community cohesion.

The Victorian Government partners with a number of state sport and active recreation bodies to ensure all Victorians have the opportunity to be active and participate.

## Definition of sport

The National Sport and Active Recreation Policy Framework (2011) is a collaborative approach to the development of a framework of priorities for sport across the country and, was agreed to by all Australian Governments (including the Victorian Government) in 2011. The document describes sport as:

**‘A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.’**

## Definition of active recreation

The National Sport and Active Recreation Policy Framework (2011) describes active recreation as:

**‘Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity.’**

## What is a state sport and active recreation body?

State sport and active recreation bodies play an important role in the sector and make a significant contribution to creating opportunities for Victorians to participate in sport and active recreation. They have a state-wide, broad population or multi regional focus, with organisational strategic objectives that align with the following:

- delivers significant sport and/or active recreation outcomes for the sector
- provides or enables the delivery of sport and active recreation participation opportunities
- is recognised as the governing body for the sport or active recreation activity in Victoria by the relevant national organisation, or has either a state-wide, or multi- regional focus
- to develop broader recreational activities
- supports the delivery of sport and active recreation opportunities for underrepresented groups such as Aboriginal and Torres Strait Islander people, women and girls, people with disability, people from different cultural backgrounds, low-income earners, people from LGBTIQ+ communities, those living in regional and rural areas, older adults and young people not engaged in education or employment
- contributes to developing and building the capacity of all sport or active recreation organisations within the sector at state level

State sport and active recreation bodies are classified as organisations active within the Victorian sport and recreation sector. They provide significant sport or active recreation participation opportunities for Victorians, however do not govern a sport in the same way as a state sporting association.

State sport and active recreation bodies will be classified in the below subcategories:

- **state active recreation organisations** deliver active recreation specific outcomes for the sector or operate in a similar way to state sporting associations with a membership structure and competition delivery

- **disability sports organisations** deliver disability specific participation opportunities and work to build capacity within the sector
- **peak sport and recreation bodies** are considered a peak organisation for sports or active recreation within Victoria. Peak organisations do not represent a single sport, occupation or recreation activity but work with the sector to develop their capacity.
- **sport and recreation affiliates** are organisations that represent a disadvantaged cohort involved in the sport and active recreation sector (for example, multicultural youth, Aboriginal Victorians, people with a disability, senior Victorians).

## Who can apply for recognition as state sport and active recreation body?

Non-government, legally constituted and not-for-profit organisations that can provide significant sport or active recreation participation opportunities for Victorians, or represent a specific interest, particular activity, population group, or active recreation activity within the sport and recreation sector at a state or national level.

State level organisations delivering sport or active recreation participation opportunities within Victoria may apply. However, they must be the pre-eminent governing body for the activity within Victoria and represent and provide services for all Victorians within the activity.

To be eligible to apply for recognition, organisations must:

- be non-government, legally constituted and not-for-profit
- possess an Australian Business Number (ABN)
- have sport and/or active recreation as its core business
- be capable of representing all Victorians participating in the sport or active recreation
- have either a state-wide or multi regional focus
- be able to demonstrate they are recognised as the governing body for the sport or active recreation activity in Victoria by the relevant national organisation
- have been operational for a minimum of three years and are financially solvent
- have a current strategic plan
- have sound financial and governance policies and practices
- have and/or maintain policies relating to the Fair Play Code of conduct, Member Protection and Child Safe Standards

A current list of Sport and Recreation Victoria recognised State Active Recreation Bodies is available here:

<https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sport-and-recreation>

Please note: Sport and Recreation Victoria will not recognise multiple organisations that deliver the same outcomes or opportunities. Applications are assessed against the current recognition criteria by a Sport and Recreation Victoria panel on an individual basis.

## Who cannot apply for recognition as state active recreation body?

Organisations are not eligible for recognition if they are:

- not the overarching governing body for the sport or active recreation activity in Victoria
- sporting clubs, leagues, associations, or organisations of a similar grouping

- an organisation linked to professional sports clubs
- an organisation that represents a specific occupation within the sector
- an organisation that does not provide or enable direct participation programs or outcomes
- an organisation that delivers the same sport, active recreation activity or participation opportunities as an already recognised body
- not a sport based or active recreation activity (see definitions on page 3).

## Criteria for recognition

Applications for recognition will be assessed against the criteria below based on the organisations' response and evidence provided.

### **Criteria 1. The organisation has sport or active recreation as part of its core business, and has the capability to deliver or enable significant participation opportunities for Victorians**

For the purposes of obtaining recognition, the described activity must meet one of the following:

- *'A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.'*
- *'Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity.'*

#### Evidence required:

- *Organisation's constitution or mission statement*
- *Current strategic plan*

Note: Organisations that represent a sport which is governed by a state sporting association or national sporting association are not eligible for recognition as a state sport and active recreation body.

A current list of recognised Sport and Recreation Victoria SSAs is available here:

<https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sporting-associations>

A current list of Australian Sports Commission recognised national sporting organisations can be found here:

[https://www.sportaus.gov.au/australian\\_sports\\_directory](https://www.sportaus.gov.au/australian_sports_directory)

### **Criteria 2: The organisation is not a sporting club, league or similar grouping; and has either a state-wide, or multi regional focus**

The organisation can demonstrate that they provide or enable significant sport and/or active recreation participation opportunities for Victorians with a state-wide or multi regional focus. They must provide ethically sound programs, policies and services.

#### Evidence required:

- *National affiliation letter – The organisation must be affiliated with the national organisation generally recognised as supporting the sport, active recreation, or disadvantaged cohort, where such a body exists, and they in turn must recognise you as their Victorian representative*
- *Number and geographic location of affiliated members and clubs*
- *List of sport and active recreation programs and services provided to the Victorian community*

- *Program and participation data.*

**Criteria 3: The organisation can demonstrate how they deliver a significant benefit to the Victorian sport and recreation sector.**

The organisation can demonstrate that they are connected to the Victorian sport and recreation sector, contribute to its development, create participation programs and opportunities, and participate in organisational development initiatives.

Evidence required:

- *A current list of sport and active recreation sector partners*
- *Participation programs and initiatives they have been directly involved in delivering*

**Criteria 4. The organisation is non-government, legally constituted and not-for-profit**

Evidence required:

- *Proof organisation is non-government, legally constituted and not-for-profit e.g. Certificate of Incorporation, company registration*
- *Australian Business Number (ABN)*

**Criteria 5. The organisation has been operational for a minimum of three years and is financially solvent**

Evidence required:

- *Past three years of the organisation's annual reports*
- *Past three years audited financial statements, prepared in accordance with the accounting standards relevant to the organisation, such as independent auditing.*

**Criteria 6. The organisation can provide evidence that demonstrates their commitment to contributing to the Victorian sport and recreation sector by alignment to Victorian government policies**

Please provide statements of how your organisations strategic plan aligns with the priorities of Active Victoria and how you can contribute to strengthening the sport and recreation sector, boost participation and ensure every Victorian has the opportunity to be involved.

Documents required:

- *Organisation strategies – Diversity and Inclusion, Reconciliation Action Plan, Gender equity, high performance, coaching*
- *Membership/participation breakdown – members, clubs, associations (individual athlete competitor, coach or official who is registered with the organisation directly)*
- *Board member report - including structure, name, gender and voting rights of all members (provided with application form)*

Sport and Recreation Victoria may apply discretion in determining recognition and may request additional evidence.

## How applications will be assessed

Eligible applications will be assessed against the state sport and active recreation body criteria by a Sport and Recreation Victoria panel.

Please note:

- recognition as a state sport and active recreation body does not guarantee Victorian Government funding
- the assessment process may take up to three months from the round closing date
- applicants will receive written notification of the outcome of their application.

## What are the benefits of recognition?

Recognised state sport and active recreation bodies are:

- acknowledgement by Sport and Recreation Victoria as a recognised state sport and active recreation organisation that we partner with to deliver participation sport and active recreation outcomes for Victorians
- eligible to apply for Victorian Government funding programs that are available for recognised organisations
- offered access to networking, workshops and professional development opportunities
- invitations to participate in sector consultation activities conducted by Sport and Recreation Victoria and our partners.

## What are the expectations of recognised organisations?

Recognised organisations are expected to play an important role in the Victorian Sport and Recreation sector, by making a significant contribution to delivering opportunities for Victorians to participate in safe inclusive environments.

As a recognised state sporting association, organisations are required to:

- provide Sport and Recreation Victoria with a copy of your organisation's annual report and financial statements, produced in accordance to your organisation's legal requirements, for the year within four months of the end of each financial year for your organisation;
- within 30 days following your organisation's annual general meeting each year, provide Sport and Recreation Victoria with written notice of updated contact details for principal contact of your organisation, and gender representation on your organisation's governing board;
- have and maintain policies that address issues relating to safe and inclusive sport, including codes of conduct that align with the Fair Play Code of conduct, Member Protection and Child Safeguarding;
- have a current strategic plan;
- adopt sound policies and practices in relation to your organisation's corporate governance and financial management;
- advise Sport and Recreation Victoria promptly of any matter that might affect your organisation's recognition status (e.g. failing to continue to meet the Sport and Recreation Victoria's recognition criteria for a state sporting association).

Sport and Recreation Victoria will monitor organisations against the recognition criteria and reserves the right to request further information if required. Should an organisation not be able to provide satisfactory evidence that they still meet the criteria, recognition will become provisional with a set time period provided for a rectification process. Failure to do so may result in the Minister for Community Sport removing recognition status, requiring the organisation to reapply to demonstrate they satisfy all recognition criteria.

## **Role and responsibilities**

In 2011, all Australian governments committed to the principles and priorities outlined in the National Sport and Active Recreation Policy Framework and to working with our partners in sport and active recreation sector to achieve national outcomes for the benefit of all Australians.

The Framework is a guide for government activity and resource allocation. It provides a mechanism for engaging the whole sport and recreation industry in the achievement of national goals for sport and active recreation. It also sets out the agreed roles and responsibilities of governments and expectations of sport and active recreation system partners.

<https://www1.health.gov.au/internet/main/publishing.nsf/Content/nsarpf>

## **Opening dates for recognition as a state active recreation body**

Round 1: Opens 22 May 2023 - Closes 22 June 2023

Round 2: Opens 18 September 2023 - Closes 27 October 2023

## **How to apply**

### **Step 1**

Review the *State Sport and Active Recreation Body Guidelines* to ensure eligibility and ability to meet all recognition criteria.

### **Step 2**

Email Sport and Recreation Victoria at [sportprograms@sport.vic.gov.au](mailto:sportprograms@sport.vic.gov.au) to organise a time to discuss eligibility and receive the application form.

Please note - Eligibility to apply does not guarantee recognition.

### **Step 3**

Following discussion of recognition eligibility with the Manager, Recognition Program, Sport and Recreation Victoria, a copy of the application form will be provided via email.

### **Step 4**

Complete the Victorian *State Sport and Active Recreation Body Recognition Application Form* and the *State Sport and Active Recreation Body Recognition Eligibility Checklist*.

### **Step 5**

Send the completed application form, the completed recognition checklist and supporting documentation to the Manager, Recognition Program, Sport and Recreation Victoria (email address provided during initial discussion on eligibility)

### **Step 6**

Sport and Recreation Victoria will advise of receipt of the application via return email.



## Step 7

Applicants will receive written notification of the outcome of their application.

## Assistance with applying

Should organisations require further information or have queries about the process for state active recreation body recognition, please contact the Manager, Recognition Program, via [sportprograms@sport.vic.gov.au](mailto:sportprograms@sport.vic.gov.au)

## Privacy

The Department of Jobs, Skills, Industry and Regions (DJSIR) is committed to protecting your privacy. DJPR collects and handle any personal information about your organisation or a third party in your application, for the purpose of assessing the application and informing the public of successful applications.

Any personal information about your organisation or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 (Vic) and other applicable laws.

To obtain a copy of the Department's privacy statement or for information about how to access information about you held by the Department, please email [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au).