

OFFICIAL

Sport and Recreation Victoria Get Active Kids Voucher Program

Round 7 Program Guidelines for Providers



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Table of contents

Message from the Minister for Community Sport	3
1. The Get Active Kids Voucher Program	4
1.1. About the Program	4
1.2. Why is the Victorian Government funding this Program?	4
2. Eligibility	4
2.1. Who can apply to become a registered Activity Provider?	4
2.2. Conditions of registration.....	5
2.3. Eligible activities	6
2.4. Ineligible activities	6
3. Voucher details	6
3.1. What costs are covered by the vouchers?	6
3.2. Voucher value	6
3.3. Voucher availability	7
3.4. Receiving a voucher code from a participant	7
3.5. Redemption of vouchers	8
4. Process	8
4.1. How to register as a Get Active Kids Activity Provider	8
4.2. How to validate and redeem vouchers	10
5. Terms and conditions	11
5.1. Conditions of becoming a Registered Activity Provider	11
5.2. Audit and Compliance	12
5.3. Right of Amendment	12
5.4. Payments	12
5.5. Privacy	13

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Available at Get Active Victoria website www.getactive.vic.gov.au

Message from the Minister for Community Sport

Every child deserves the chance to play the sport they love with their friends. The Victorian Government is helping families who need support the most to get the essentials to give them this chance.

The Get Active Kids Voucher Program is a Victorian first, supporting children to get involved in organised sport and physical activities by providing vouchers of up to \$200 to help eligible families cover the cost of memberships and registration fees.

The Program provides vouchers to help Victorian children get on the pitch, court, field or in the pool – and to have fun with their friends.

More than 115,000 vouchers have been snapped up in the initial six rounds, opening doors to sport participation across the state.

The Get Active Kids Voucher Program is part of Get Active Victoria, which is helping families to move more, every day. With 80% of children in Victoria not doing the recommended amount of physical activity, the Get Active Kids Voucher Program will make it possible for more kids to get active, happy and healthy.



The Hon Ros Spence

Minister for Community Sport

1. The Get Active Kids Voucher Program

1.1. About the Program

On 1 November 2020, the Victorian Government announced the Get Active Kids Voucher Program. This Victorian-first initiative delivers vouchers to eligible Victorian children and young people, assisting families with the costs of participation in sport and active recreation activities.

The program encourages children to re-engage or participate for the first time in new activities by reducing the cost of participation, which can be a significant barrier.

The program is delivered in a targeted way to support families facing the greatest cost pressures to participation in sport and active recreation.

More than 115,000 vouchers have been snapped up in the initial six rounds of the Program. Since round four, the Program has transitioned to a true voucher model.

The program provides a voucher valued up to \$200 for each child for costs associated with participation in organised sport and active recreation activities. Eligible costs include membership and registration fees associated with participation.

1.2. Why is the Victorian Government funding this Program?

Community sport and active recreation plays an integral role in our community. There is overwhelming evidence of the positive direct effects of sport and regular physical activity on health and wellbeing.

Physical activity is vital during the early years to develop fundamental movement skills and sustain positive physical activity behaviours for life. Early participation in physical activity will set children on the path to happier and healthier lives.

Victorians with low incomes or living in areas of relative socio-economic disadvantage have lower levels of participation in sport and active recreation. This has a direct impact on their health and wellbeing and on their level of connection to their community.

The program aligns to Active Victoria: a strategic framework for sport and recreation in Victoria 2022-2026, and specifically addresses strategic direction two: broader and more inclusive participation through providing affordable participation options.

2. Eligibility

2.1. Who can apply to become a registered Activity Provider?

To be eligible under the program, an Activity Provider (club, association or organisation) must meet all criteria below:

- Be an incorporated entity registered with the appropriate regulator; and
- Possess an active Australian Business Number (ABN); and
- Be affiliated to a Sport and Recreation Victoria recognised Victorian State Sporting Association (SSA) or Victorian State Sport and Active Recreation Body (SSARB)*, or one of the following organisations:
 - Ausdance
 - Australian National Drag Racing Association
 - Girl Guides Victoria
 - Karting Victoria
 - Scouts Victoria.

Local Government Authorities, facilities managed by the State Sport Centres Trust and facilities managed by Alpine Resorts Victoria are also eligible to register to participate in the program.

*The list of recognised Victorian sport and recreation organisations can be found on the Sport and Recreation Victoria website <http://sport.vic.gov.au/our-work/industry-development>

Activity Providers in border communities that are based in other states and are affiliated with the appropriate peak body in that state are eligible to register to the Program, subject to an assessment by Sport and Recreation Victoria. For more information on how to apply, contact getactivekids@sport.vic.gov.au

To participate in the program, the Activity Provider will need to:

- Meet all eligibility conditions of registration for providing the approved services
- Submit the application and agree to the terms and conditions
- Redeem the vouchers and ensure the funds are used as specified in the application and in accordance with the terms and conditions.

Auspice arrangements

Please note, if the Activity Provider is not a Victorian incorporated entity registered with the appropriate regulator, an application can be submitted by an auspice organisation.

The auspice organisation must:

- Meet all eligibility conditions of registration on behalf of the registered provider undertaking the services
- Be a Victorian incorporated entity registered with the appropriate regulator
- Possess an active Australian Business Number (ABN)
- Be a Sport and Recreation Victoria recognised Victorian State Sporting Association (SSA) or Victorian State Sport and Active Recreation Body (SSARB) for the activities that will be covered by the voucher or have an affiliation with the recognised SSA, SSARB or one of the organisations as listed in Section 2
- Have in place an agreement with the Activity Provider regarding the auspice arrangement, including redemption and payment of funds to the Activity Provider
- Submit the application and agree to the terms and conditions
- Redeem the vouchers and ensure the funds are used as specified in the application and in accordance with the terms and conditions
- Provide Sport and Recreation Victoria with data including (but not limited to) postcode-level data relating to the redemption of vouchers and other data as required, in accordance with the terms and conditions.

2.2. Conditions of registration

The following conditions will apply at the time of registration and will apply to organisations that are successful in registration for the duration of the program:

- Agree and continue to meet all eligibility conditions upon successful registration application.
- Maintain suitable Public Liability Insurance throughout the duration of program. A copy of the certificate of insurance must be attached with the application.
- Implement and maintain policies relating to child safe standards including obligations under the Working with Children requirements.
- Adhere to and enforce the [Fair Play Code](#) or the relevant SSA code of conduct and/or member protection policy which incorporates the [Fair Play Code](#).
- Have a Sport Integrity Australia approved anti-doping policy in place and comply with the National Anti-doping Scheme where required.
- If the Activity Provider has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (National Redress Scheme), it must join, or provide advice to the Department that it intends to join, the National Redress Scheme <https://www.nationalredress.gov.au/about>

2.3. Eligible activities

Sport	Swimming lessons	Outdoor recreation and organised camps	Active recreation
			

Organised sport, active recreation activities and outdoor recreation programs including camps are eligible if the activity is:

- Targeted at and delivered to children and young people aged 18 years and under (0 years to 18 years); and
- A minimum of four sessions in duration; and
- Offered at the same costs to other participants; and
- Delivered by a registered Get Active Kids Activity Provider.

2.4. Ineligible activities

The following activities are **not eligible** as part of the Get Active Kids Voucher Program:

- Membership and registration fees associated with a club, association or program that is not delivered by an approved Get Active Kids Activity Provider
- Membership or registration fees that are not associated with a recognised sport or active recreation activity - for example: language lessons, acting classes, music lessons, etc.
- Single session activities
- Activities conducted during school hours or as part of school curriculum
- After school care services
- School-run competitions – including inter-school or weekend competition
- Travel and accommodation costs (unless these costs are incorporated in the registration fees for a structured camp program)
- Equipment ordinarily provided by the club/provider on registration for competition
- One-off 'Come and Try' days, fun runs and mass participation events
- Uniforms and clothing that are not incorporated into a membership or registration fee for a sport or active recreation activity.

3. Voucher details

3.1. What costs are covered by the vouchers?

Vouchers up to the value of \$200 can be used for costs associated with **membership, registration, or participation fees** of eligible children at a registered Get Active Kids Activity Provider.

Uniform and equipment items that are incorporated within the membership and registration fees can be claimed (for example, safety equipment, mouthguards).

3.2. Voucher value

Each voucher is **valued at up to \$200 per eligible child**. For each voucher code presented to a Get Active Kids Activity Provider, the provider will reduce the participant's membership, registration fee or participation fee by up to \$200 at the time of registration.

Each voucher code is valued at up to \$200 inclusive of any GST included in the payment. Activity providers (GST registered or not) can only be reimbursed for the market rate of the activity provided up to the voucher value.

Examples:

If the full membership fee is less than \$200, the voucher can only be used for this amount. For example, if membership costs \$80 the voucher will cover the whole amount. The remaining value of the voucher will not be claimed by the Activity Provider or the participant and cannot be used at another Activity Provider.

If the membership fee is more than \$200, the participant will need to pay the rest. For example, if the full membership costs \$250, the voucher will cover \$200, and the participant will pay \$50.

Membership fee	Participant out-of-pocket cost	Voucher amount used by participant	Voucher amount redeemed by Activity Provider	Voucher value that cannot be used or redeemed
\$80 (inclusive GST)	\$0	\$80	\$80 (inclusive GST)	\$120
\$250 (inclusive GST)	\$50	\$200	\$200 (inclusive GST)	\$0

3.3. Voucher availability

Participants can apply for **one voucher per eligible child** per round.

Vouchers are subject to availability and can only be presented to a registered Get Active Kids Activity Provider.

3.4. Receiving a voucher code from a participant

Participants can only present their voucher code to the registered Get Active Kids Activity Provider they nominated when applying for a voucher.

Each voucher has an alphanumeric code specific to the approved participant's Get Active Kids voucher application, which is linked to the specific Activity Provider.

The voucher code represents payment, or part thereof, of registration/membership fees only.

Activity providers can only receive a voucher directly from a participant. The department cannot provide voucher codes or other participant details to an Activity Provider.

The voucher should be presented to the Activity Provider at the point of registration before the expiry date listed on the voucher. Activity Providers must redeem the voucher during the same round the voucher is issued. Important dates for each round are listed on our website www.getactive.vic.gov.au/vouchers/

In no circumstances can the club provide a monetary refund of a voucher to the child, parent or guardian. Funds can only be exchanged between the department and a club.

No retrospective fees will be paid.

Activity Providers should consider developing a policy on how they manage non-payment of fees or non-presentation of voucher codes.

3.5. Redemption of vouchers

The Activity Provider is responsible for redeeming the voucher from the Department as soon as possible after it has been presented to receive payment.

To redeem vouchers received from participants, the activity provider will submit a redemption request through the Activity Provider Redemption Portal.

At the time of redemption, Activity Providers can ensure the voucher codes are valid by entering each code into the portal.

The voucher codes will expire after the redemption period closes. Vouchers must be redeemed during the same round it is issued. The dates are published on our website www.getactive.vic.gov.au/vouchers/

Activity Providers cannot be reimbursed for vouchers outside the redemption period.

Payments to Activity Providers will occur within 30 days of vouchers being approved for payment.

There is no limit on the number of vouchers Activity Providers can redeem at one time. A voucher can only be redeemed once and must be redeemed in one transaction.

4. Process

4.1. How to register as a Get Active Kids Activity Provider

Steps	Your actions
Check your eligibility	<p>Use these guidelines to confirm that:</p> <ul style="list-style-type: none"> Your organisation (or auspice organisation) is eligible to apply to register as an Activity Provider in the program. Your organisation can meet and maintain the conditions of registration. Your Australian Business Number (ABN) is valid. Your organisation is incorporated and registered with the appropriate regulator. Your organisation is affiliated to a Sport and Recreation Victoria recognised Victorian State Sporting Association (SSA), Victorian State Sport and Active Recreation Body (SSARB) or an organisation as listed in Section 2.
Apply using the Services Victoria Activity Provider Portal	<p>To make an application to register, visit the Get Active Victoria website www.getactive.vic.gov.au and follow the links to the Activity Provider Portal. <i>(Please note this portal is hosted with Service Victoria)</i></p> <p>You should then:</p> <ul style="list-style-type: none"> Create a Service Victoria account Ensure you are an authorised contact to complete the form, attest and sign the agreement and accept terms and conditions on behalf of your organisation Complete all information and questions in the online application form. Make sure you have copies of correct documents to attach Ensure your organisation has capacity to accept both new and existing participants. <p>Information that will be required for your registration:</p> <ul style="list-style-type: none"> Organisation details including organisation name, address and contact details Type of organisation and Incorporation Number Australian Business Number (ABN)

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- Your name and role within the organisation
 - Your email address and contact phone number
 - Organisation bank account details.

If your club or organisation requires an auspice arrangement, the auspice organisation must apply on your behalf.

For auspice arrangements, please contact getactivekids@sport.vic.gov.au

You will need to nominate:

- The Victorian State Sporting Association, State Sport and Active Recreation Body or organisation as listed in Section 2 you are affiliated with
- If your club has been named in an application to the National Redress Scheme or received a Notice of Redress Liability.

You will need to:

- Confirm you are authorised to apply on behalf of the organisation
- Attach a certificate of currency of your organisation's Public Liability Insurance.

You will need to attest:

- Your organisation has and is maintaining suitable public liability insurance.
- Your organisation has implemented and is maintaining policies relating to child safe standards including Working with Children requirements.
- Your organisation will adhere to and enforce the Fair Play Code or relevant SSA/SSARB code of conduct.
- Your organisation has a Sport Integrity Australia approved anti-doping policy in place and complies with the National Anti-doping Scheme where required.
- The information provided is true and correct.

Confirmation of eligibility

You will receive an automatic email to confirm that your registration application was submitted.

Assessment (undertaken by the department)

- Your registration will be assessed to confirm eligibility and that the information and documentation has been correctly submitted and are acceptable. The department reserves the right to seek more documentation as required for assessment
- Your registration application may be unsuccessful if it does not show correct eligibility or does not have the correct documentation attached
- Accurate and complete registration applications will be processed as soon as possible
- You are required to acknowledge and accept the Program terms and conditions at the time of registration. This is not a guarantee you will be registered as your application is subject to assessment.

If you are successful:

- You will receive an email confirming that you are eligible to become a registered Get Active Activity Provider
- The email constitutes acceptance of the offer made in your application for the Get Active Kids Voucher Program and you will be included on the registered Get Active Kids Activity Provider list.

If you are unsuccessful, you will receive an email confirming the outcome of the assessment and next steps.

4.2. How to validate and redeem vouchers

Steps	Your actions
Log into your Service Victoria account	<p>Voucher Validation</p> <ul style="list-style-type: none"> You can check the validity of the voucher code that has been provided to you by a participant at any time, on the Activity Provider portal. This can be at the time the participant presents the voucher code to your organisation when registering (recommended) or at the time of redemption.
Redeem using the Services Victoria Activity Provider Portal	<p>Voucher Redemption</p> <p>Use these guidelines to confirm that:</p> <ul style="list-style-type: none"> You are redeeming only the valid vouchers within the specified redemption period You are aware of the voucher expiry date. <p>To redeem vouchers that you have received from participants visit the Get Active Victoria website and follow the links to the Activity Provider Portal. Complete all information and questions in the online redemption form.</p> <p>Information required for redeeming vouchers:</p> <ul style="list-style-type: none"> voucher code amount redeemed (up to \$200) activity the voucher was used for (for example: Under 10 netball registration fees and cost) name of the participant (optional). <p>If you have received multiple voucher codes, you can upload the voucher codes, amount redeemed and activity with a CSV file.</p> <p>There is no limit to the number of vouchers Activity providers can redeem at one time. A voucher can be redeemed only once and must be redeemed in one transaction.</p> <p>You will need to attest:</p> <ul style="list-style-type: none"> You are authorised to apply on behalf of the Activity Provider The information provided is true and correct.
Payment	<p>You will receive:</p> <ul style="list-style-type: none"> An email confirming that you have successfully redeemed a voucher(s) and payment is approved A remittance advice when the payment is made Payment into your nominated organisational bank account.

Responsibilities	<p>All registered Get Active Kids Activity Providers are responsible for the following:</p> <ul style="list-style-type: none"> • Creation of an online account via Service Victoria • Keeping contact details up to date at all times • Assurance that goods and services offered are considered value for money and that costings are competitive • Assurance that no differential pricing in membership exists between children approved for Get Active Kids and other participants • Collecting voucher codes at point of registration from participants • Parents/Guardians with a voucher code should not be expected to prepay their registration fee • Validation of the voucher code prior to providing the service and redeeming the voucher codes • Notification to the department if the club no longer meets the eligibility criteria or wishes to stop being part of the program • Adherence to all the requirements, attestation and terms and conditions agreed at the time of registration throughout the term of program.
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5. Terms and conditions

5.1. Conditions of becoming a Registered Activity Provider

- As part of the application process, an authorised representative from the Activity Provider must accept and agree on behalf of the Activity Provider to be bound by the terms and conditions of grant in the application form and these guidelines. By completing the application form, the Activity Provider is making an offer to the department and will be bound by the terms of the offer if accepted by the department.
- If you will be applying through an auspice organisation, the auspice organisation must submit the application, including agreeing to the terms.
- Activity Providers must certify on their application form that they meet the eligibility criteria and they have not supplied false or misleading information, in which case they may be liable to refund all the payment received from the department for the program.
- All information and documents requested must be submitted to the department's satisfaction for an application to be deemed eligible.
- Activity Providers understand that the particulars of their application will be checked as part of the eligibility assessment and their application may be declined and not proceed based on these checks. The department reserves the right to seek further documentation as deemed necessary for assessment.
- Activity Providers understand that their eligibility will be verified by the department prior to the opening of each round of the program.
- Activity Providers consent to the department providing information to Services Victoria, Commonwealth Government entities and other Victorian Government departments to enable the assessment of their application and for audit, monitoring, research and evaluation and to send you updates (if you agree), or where permitted by law.
- Any personal information collected, held, managed, used, disclosed or transferred will be held in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable laws.
- Activity Providers must provide their organisational Australian bank account details for payment should their application be successful.
- Payments for successful voucher redemptions can only be made in the Redemption Periods.
- The Department may, at any time, remove an Activity Provider from the registered Get Active Kids Activity Provider list if, in the Department's opinion, association with the Activity Provider may bring the department, a minister or the State of Victoria into disrepute.
- The Department has the final authority for determining if an Activity Provider meets the mandatory criteria. Any exceptions will be at the discretion of the department.

- Participation in the Get Active Kids Voucher Program as an Activity Provider does not mean that the organisation has been endorsed or recommended by the department or Victorian Government, nor does it indicate or represent that the organisation will receive any or a particular amount of funding under the program.
- Activity Providers will be invited to undertake a voluntary survey about the Get Active Kids Voucher Program.
- Activity Providers must:
 - Maintain suitable Public Liability Insurance throughout the duration of program. A copy of the certificate of insurance must be attached with the application;
 - Implement and maintain policies relating to child safe standards including obligations under the Working with Children requirements;
 - Adhere to and enforce the Fair Play Code or the relevant SSA or SSARB code of conduct and/or member protection policy which incorporates the Fair Play Code; and
 - Comply with a Sport Integrity Australia approved anti-doping policy and the National Anti-doping Scheme where required.
- It is a requirement of this program that if an institution has been named in an application to the National Redress Scheme or receives a Notice of Redress Liability, they must join or intend to join the National Redress Scheme (the Scheme). For more information on the Scheme please visit the NRS website <https://www.nationalredress.gov.au/about>
- If a registered Activity Provider were to cease being part of the program all vouchers related to that Activity Provider would be cancelled and those affected participants (voucher holders) would be advised to reapply.
- Refunds, for example, club repayment to state government, may only be considered in extenuating circumstances.

5.2. Audit and Compliance

Activity Providers are subject to a risk assessment, which verifies organisation legal details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator or registrar.

Activity Providers will be subject to audit by the Victorian Government or its representatives and may be required to produce evidence of how the funding was expended at the request of the Victorian Government for a period of four years after the grant has been approved.

If any information in the application is found to be false or misleading, or grants are not applied for the purposes of the organisation in accordance with the terms of funding as set out in these guidelines and the application, the funds will be repayable on demand.

5.3. Right of Amendment

The Department of Jobs, Skills, Industry and Regions reserves the right to amend these guidelines and eligibility terms in its sole and absolute discretion, including to amend the dates for which any voucher can be redeemed and paid and/or to close the Get Active Kids Voucher Program.

5.4. Payments

Voucher payments will be conditional on the Activity Provider:

- Validating the voucher code(s) prior to providing the service to participant.
- Completing the voucher redemption process as outlined in the Program Guidelines.
- Agreeing to all the set-out terms and conditions of registration as per the application attestation and declaration.
- Meeting all conditions of registration as required, or otherwise demonstrate that the activity is progressing as expected.
- Ensuring the terms and conditions of funding continue to be met.

Payment of valid vouchers of the claimed grant amount will be made to the organisation's nominated bank account as provided on its application form approximately once per month after the Activity Provider redeems the vouchers.

In case the voucher redemption is not successful, the Activity Provider will either receive an email citing reason for the rejection or the redemption will be remediated on a case-by-case basis.

5.5. Privacy

The Department of Jobs, Skills, Industry and Regions is committed to protecting your privacy. We collect and handle any personal, health or organisation information about you or a third party in your application, for the purpose of administering your application.

In order for us to administer your application effectively and efficiently, we may need to disclose your personal, health or organisation information with others for the purpose of assessment, consultation, auditing or monitoring and reporting. This can include departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments including Services Victoria and a Victorian State Sporting Association (SSA), Victorian State Sport and Active Recreation Body (SSARB) or other organisations as listed in Section 2. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you 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.

For information about how to access information about you held by the Department of Jobs, Skills, Industry and Regions, please email privacy@ecodev.vic.gov.au. The DJSIR privacy policy can be obtained from our website at www.djsir.vic.gov.au/privacy