



**SHUTTLE
TIME**

**HOOKIN2
HOCKEY**



SPORTING Schools

Information Booklet

Delivered to you by the

**MELBOURNE
SPORTS INSTITUTE**



ABOUT THE PROGRAM

What is Sporting Schools?

Sporting Schools is a government funded initiative program that allows **ALL** primary schools in Australia to get involved and run a **FREE** sports program at their school.

What is the purpose of the program?

The purpose and aim of Sporting Schools is to get more children involved and engaged with physical activity to have the desire to register with a local club or association.

Which of my students can be involved with the program?

EVERYONE! Prep's to year 6 are all welcome in participating in the program.

What sports can I chose from with the Melbourne Sports Institute?

The Melbourne Sports Institute is endorsed to deliver the following sports:

National Sporting Organisation (NSO)	Program on Offer
Badminton Australia	'Shuttle Time'
Baseball Australia	'Aussie T-Ball'
Gymnastics Australia	'Launch Pad'
Football Federation & Melbourne City Football Club	'MiniRoos Kick Off'
Hockey Australia	'Hookin2Hockey'
Softball Australia	'Batter Up'
Swimming Australia	'Swim Australia'
Volleyball Australia	'SpikeZone'
Rugby Union	'Game On'

FUNDING

How many times can I apply for funding?

Each school is eligible to receive and apply for funding for 3 out of the 4 terms of the year.

What can I spend my funding on?

Each school is welcome to use their funding for any of the listed options:

✓ Coach cost	✓ Equipment
✓ Teacher supervision if required	✓ Transport & Facility Hire if required
✓ Coordination or programme at the school	✓ Additional school costs due to safety (E.g. Supervision of water based sports/offsite activities)
✓ Promotional resources (E.g. backpacks, water bottles etc.)	✓ Teacher Personal Development (allowing the teachers to deliver the program themselves)

HOW DO I REGISTER MY SCHOOL FOR THE SPORTING SCHOOLS PROGRAM?

(All steps can be completed by the Sporting Schools website under registration)

<https://www.sportingschools.gov.au/forms/member-registration>

<p>STEP 1 – Register as member</p> <ul style="list-style-type: none"> ❖ Enter your details a Sporting Schools member ❖ Activate your account via the link sent to your email address ❖ Log in using your email address 	<p>STEP 2 – Register your school</p> <ul style="list-style-type: none"> ❖ Click register as a school and select the appropriate state / territory ❖ Enter your school name, suburb and post code
<p>STEP 3- ABN</p> <ul style="list-style-type: none"> ❖ Enter your ABN or select exempt 	<p>STEP 4- Demographics <i>You will be require to list the following information</i></p> <ul style="list-style-type: none"> ❖ Your school type (Primary, Secondary, Combined, Special ❖ Your school sector (government, Independent, Catholic, Etc) ❖ Any other relevant demographics
<p>STEP 5 – Contacts <i>Please enter a name and email for the following contacts</i></p> <ul style="list-style-type: none"> ❖ Principal name, Sporting Schools Coordinator, and finance contact 	<p>STEP 6- School Sports Australia <i>You will be required to identify the following</i></p> <ul style="list-style-type: none"> ❖ Whether your school participates in School Sports Australia ❖ Which sport your school participates in ❖ If your school facilities are available for community sport
<p>STEP 7- Sporting Schools</p> <ul style="list-style-type: none"> ❖ Identify if your school is interested in sporting school session (either before, during or afterschool) ❖ Select which sports the school is interested in running. ❖ Declare and submit the registration. 	<p>STEP 8 – Principal Confirmation</p> <ul style="list-style-type: none"> ❖ Your principal will receive an email with a link asking to confirm the schools registration. ❖ When asked if there is an ‘existing account’ click ‘NO’ and follow the prompts. ❖ Once that is submitted the principals confirmation has been confirmed.

HOW DO I APPLY FOR FUNDING?

*Your school is entitled for a grant between **\$1,300 and \$3,100 per term.***

*Schools are eligible for funding for **3** out of the **4** terms of the year.*

*You are eligible to apply for up to **3 sports** per term for a minimum of **4 sessions** per student.*

<p>STEP 1- Confirm Bank Details</p> <ul style="list-style-type: none">❖ Click on the “Schools” Tab on your home page.❖ Click on the “view/update banking details” link.❖ Enter the schools bank name, Account name, BSB Number and Account Number.❖ Submit details.	<p>STEP 2- Access the Grant Application Form</p> <ul style="list-style-type: none">❖ Click on the “Available Grant Programmes” Tab on your home page.❖ Provided the bank details have been updated and the principal confirmation, an “APPLY” button should be visible.
<p>STEP 3- Provide funding details</p> <ul style="list-style-type: none">❖ How many children are enrolled at your school❖ What year & term do you plan to run the Sporting Schools program❖ Select ‘Yes’ if your school is requesting the special circumstances stipend*	<p>STEP 4- Provide you Sport Delivery Plans!</p> <ul style="list-style-type: none">❖ Select the Sport you wish to run.❖ Click on the + (plus) to add a row and enter another sport (If necessary you are able to check the box and click – (minus) to remove a row❖ Enter the number of individual students that will be participating in the program.❖ Enter the OVERALL sessions that are going to be run. i.e 4 groups x 4 sessions each = 16 overall sessions.❖ Program time (before, during, after school)❖ Select which days you are requesting your program to run.
<p>STEP 5- Declaration</p> <ul style="list-style-type: none">❖ Tick to confirm that the information provided in your application is correct and your acceptance of the declaration statement.❖ You will hear within 1-2 weeks in regards to status of approval.	<p>STEP 6 – Apply for a program!</p> <ul style="list-style-type: none">❖ Contact the Melbourne Sports Institute for you program requests!

HOW DO I BOOK A PROGRAM?

1. Contact the Melbourne Sports Institute on 0420 646 924 to book your program.
2. You will be provided with the **Sporting Schools Booking Form** where you will be required to enter the details for your program request.
3. Once you have confirmed your program request with the Melbourne Sports Institute you will be required to enter the booking via the Online Booking System.

How to enter your booking via the Online Booking System:

1. Visit www.sportingschools.gov.au
2. **Login** to your school account with your Sporting Schools email and password.
3. Click on the **Booking System** tab and select **View & Apply**.

A list of the sports packages available will appear. You can **search** for a package that meets your needs by sorting, comparing and refining a sports package search. Once you have found a sports package that meets your needs, click **APPLY**.

4. Complete the **booking details**.

Enter in the comments box that you have booked your program with the Melbourne Sports Institute and then proceed to complete the booking.

The **school details** (school name and booking contact) will be pre-populated based on your login details. To update a field, click the search icon at the right of the box.

5. To add the **session dates** for your sports package **click + Add**
Select your first **session date and start time** and click **done**.
Repeat this process until all session dates for your package have been selected, then Click **continue**.
6. Check and confirm your booking details are correct. Once satisfied with your booking, read the declaration statements and tick **I Agree** to accept the declaration. Click **Submit Booking**.

HOW CAN I TRUST THE MELBOURNE SPORTS INSTITUTE TO DELIVER A GOOD PROGRAM?

ABOUT THE MELBOURNE SPORTS INSTITUTE

As of Term 3, 2015 The Melbourne Sports Institute has formally been endorsed to participate in the running of the Sporting Schools Programs.

Established in 2003, the Melbourne Sports Institute has over 10 years' experience specialising in developing school sport by providing the following staff to over 160 client schools both primary and secondary:

- ❖ Accredited sports coaches
- ❖ Elite sports coaches
- ❖ High profile athletes
- ❖ Qualified referees/umpires

The Melbourne Sports Institute works extensively with the Australian Sports Commission promoting school sport to Victorian students and we believe this is another invaluable opportunity for primary aged students to benefit from the experienced Melbourne Sports Institute coaches through this Government funded sports program. The primary aim of the Melbourne Sports Institute sports programs is to nurture the development of sport from grass roots to professional levels in Victoria while embracing Australian values of fair play, team unity and morals.

The Melbourne Sports Institute also develops and implements sports clinics and holiday programs for primary aged students which endeavour to raise the profile of sport through increased participation and skill development to address health concerns such as diabetes and obesity in children.

We pride ourselves on our meticulous organisational policies, which govern our administrative and practical practices and ensure that our programs are organised and successful.

To ease your mind, The Melbourne Sports Institute also holds the following insurances to cover our coaches and your students:

- ❖ Work Cover insurance in respect to all coaches provided to the program.
- ❖ Public liability insurance within a cover of \$20,000.
- ❖ Professional Indemnity insurance with a cover of \$10,000.

Be the one that makes a difference in your schools' physical education program!

- ❖ For more information please visit the sporting schools website <https://www.sportingschools.gov.au/>
- ❖ If you have any further questions regarding the Sporting Schools Program or would like to book a program, please contact our Sporting Schools Coordinator Edwina on 0420 647 806 or via email on ef@msisport.com.au

**MELBOURNE
SPORTS INSTITUTE**