



Department of
Local Government, Sport
and Cultural Industries

Guidelines for the Coach and Official Education Subsidy 2020/2021



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About the program

The Coach and Official Education Subsidy provides funding to assist volunteer coaches and officials who reside in regional Western Australia with out-of-pocket travel and accommodation costs to participate in sport specific courses to obtain high level accreditations, within their sports coaching and officiating pathway. It is recognised that not all accreditations are available throughout regional Western Australia therefore this subsidy will contribute towards their travel costs to participate in courses.

Courses must be listed within the coaching and officiating pathway of the relevant State Sporting Association (SSA) or National Sporting Organisation (NSO).

The subsidy is an initiative developed from the recommendations in the 2019 Coaching and Officiating Strategy and will administered by the Department of Local Government, Sport and Cultural Industries (DLGSC).

Primary objectives

- Provide support and development opportunities for regional coaches and officials to achieve their goals.
- Assist sport organisations to train and develop their coaches and officials.
- Implement the recommendation from the 2019 Coaching and Officiating Strategy.

Funding may be used for

The subsidy must be used to offset the individuals **out-of-pocket travel and accommodation costs only** associated with attending or completing a course. Funding will be for either retrospective or future travel and accommodation occurring within the eligible dates of the course. **Evidence of future bookings or past receipts will be needed.**

Eligible travel and accommodation costs include:

Driving costs

- As per ATO cents per kilometre method. 72 cents per km. Further details visit the [ATO website](#).

Flights

- Domestic economy flights within Western Australia.

Accommodation

- Accommodation claims can be for the duration of the course and one night prior if needed.

Funding may not be used for

- cost of courses
- meals
- team uniforms, apparel
- equipment
- Travel costs incurred not deemed eligible by the department
- Expenses for family members.

Who can apply

You are eligible to apply if you:

- permanently reside in regional (country) Western Australia (as per regional boundaries designated by the department)
- are an Australian citizen or permanent resident
- are registered as a volunteer to a sporting club, regional association or directly to the State Sporting Association
- attend or are going to attend, a high-level sport specific course that is recognised by the SSA or NSO
- submit a copy of the proposed course application or booking information
- submit a copy of future bookings or receipts for travel and accommodation.

A high-level course is deemed the equivalent of a L2 accreditation or higher and for coaches and officials. Eligibility will be determined by the department in conjunction with the relevant SSA or NSO.

How to apply

- Applicants should read and understand the application guidelines before commencing the application process.
- Applicants should direct any initial queries to the Coach and Official Education Subsidy enquiry email address CoachandOfficial@dlgsc.wa.gov.au.
- Applications must use the online application form available via the department's website and all sections must be completed. In submitting the application, the individual makes a commitment to the department to comply with the terms and conditions applicable to the Coach and Official Education Subsidy.
- Individuals can only apply for funding once per financial year. Payments are made to the nominated bank account stated within the application form, via Electronic Funds Transfer (EFT) after the round has closed and all applications have been assessed and processed.
- All applications must be lodged with the department by midnight on the published closing date, unless a different closing time is published on the department's website.

No late applications will be accepted.

Application periods

The first round will open the week beginning 2 November 2020 (opening date will be confirmed on the department's website) and remain open until 23 November 2020. Applicants can apply for either retrospective or future travel costs. Applications must be submitted online by midnight on the advertised closing date.

Year 1 – 2020/21

Rounds	Opening Date	Closing Date	Eligible dates of travel
1	Week commencing 2 November 2020	23 November 2020	1 September 2020 to 28 February 2021
2	Week commencing 5 April 2021	26 April 2021	28 February to 31 August 2021

Assessment and notification

State-wide assessment

- The department will assess applications based on the eligibility criteria.
- The department will review the proposed course application and confirm it is valid.
- The SSA or NSO may be required to endorse the application to confirm the course aligns to their Coaching and Officiating Pathway.
- Subsidy amounts are subject to the number of eligible applications received and allocated budget per round.
- The assessment decision is final and no appeal regarding a decision will be entered.

Notification

- The assessment and notification process will be completed within approximately eight weeks of the closing date of each round.
- Successful applicants will receive a remittance email when the subsidy is deposited via electronic transfer.
- Unsuccessful applicants will be notified via email.

Funding breakdown per region

Funding amount breakdown per region below:

Region	Funding Limit
Kimberley	Up to \$1000
Pilbara	Up to \$1000
Gascoyne	Up to \$1000
Goldfields	Up to \$500
Mid West	Up to \$500
Great Southern	Up to \$500
Wheatbelt	Up to \$350
South West	Up to \$350
Peel	Up to \$250

Note: Refer to the department's website (www.dlgsc.wa.gov.au/department/regions) for information on regional boundaries.

Terms and conditions

Applicants must read and agree to the terms and conditions in the Coach and Official Education Subsidy online application form before submitting an application.

Note: the department reserves the right to randomly audit successful individuals as outlined in the terms and conditions.

For further information

To discuss your application, please contact CoachandOfficial@dlgsc.wa.gov.au or 9492 9620.

Department of Local Government, Sport and Cultural Industries
Sport and Recreation
246 Vincent Street, Leederville WA 6007
Telephone 08 9492 9700
Website www.dlgsc.wa.gov.au

Appendix 1

Information required to complete the online application.

Individual details

- First name
- Last name
- Gender
- Date of birth
- Parent/guardian consent (if under 18 years)
- Parent/guardian details (if applicable):
 - Name
 - Home and/or mobile phone
 - Email address
- Residential address
- Postal address (if different to residential)
- Region
- Home and/or mobile phone
- Email address
- Australian citizen/permanent resident
- Name of your sporting or recreation club
- Name of your State Sporting Association
- Name of the course
- Address of course
- Out-of-pocket travel costs total claim (Driving, Flights, Accommodation):
- Course booking: Upload evidence
- Driving costs (As per ATO): \$
- Flights: Upload evidence
- Accommodation: Upload evidence

Other

- Bank account details (for subsidy payment if you are successful)
 - BSB number
 - Account number
 - Account name

Terms and conditions

- Must meet and agree to all