

To: Special Programmes Committee

From: Jonathan Bell, General Manager; Rose Artemiev, Donations Assessor

Date: 15 July 2015

Re: **2015/16 Regional Sport Trusts Reporting - Update**



1. It was noted at the May SPC meeting that staff would work with RSTs and SNZ to develop suitable reporting measures to track the impact of work in our agreed Focus Areas. This new template will be used at the 2015 September RST/ SPC meeting.
2. A report template has been drafted and circulated to RSTs for testing and feedback (see attached). The structure and content of the Template has been developed from RST discussion at the April 2015 Planning Meeting and links with the MOU between ECCT, Sport NZ, and RSTs.
3. The Report Template briefly records the work RSTs have done in the last six months in our Focus Areas. It then sets an agenda for structured discussion at our Six Monthly meeting on challenges, opportunities, and the impact that is being made.
4. RST feedback is due by the end of July. Feedback to date is that the template is good and allows for the flexibility of regional approaches, while discussion in the focus areas is appreciated as it provides the opportunity to learn from each other and explore new opportunities.
5. RSTs will complete their reporting in August 2015 in the new format.

Recommendations

It is recommended that members of the Special Programmes Committee:

1. **note** that draft Reporting Template for Regional Sports Trusts in 2015/16.

Attachments

1. Draft Regional Sports Trusts - Project Report Template

Regional Sports Trusts - Project Report Template

Organisation Name			
Address	[enter postal address to send meeting documents to]		
Contact Person	[enter contact person for report queries]		
Phone			
Email			
Reporting Period	[enter date]	To	[enter date]

1. Focus Area: Capability & Capacity

What we want to see	<ul style="list-style-type: none"> Strong and thriving sports and recreation organisations. Quality sport and recreation delivery that meets the needs of participants.
What happened? <i>For example:</i> <i>What you did</i> <i>Any significant issues</i> <i>Achievements and successes</i>	
Who participated or benefited? <i>For example</i> <i>Who</i> <i>How many</i> <i>How they benefited</i> <i>Others that benefited indirectly or unexpectedly</i>	
What's the state of play? <i>[Discussion Point]</i> <i>For example</i>	<p>Briefly note your top 2 or 3 items for discussion at the Meeting. For example</p> <ul style="list-style-type: none"> Traditional club structures changing – the risk and opportunities of pay-for-play sport for club and our RSTs work in supporting clubs. Number of club volunteers increasing in X region – joint Council /

<p><i>What's happening in the community</i></p> <p><i>The big picture</i></p> <p><i>Trends in capability & capacity.</i></p> <p><i>Impacts of your work.</i></p> <p><i>What works - Gaps & new activities</i></p>	<p>RST volunteer programme.</p> <p>Note any local indicators or evidence that has emerged that might give insight on the state of capability/ capacity in the region.¹ For example:</p> <ul style="list-style-type: none"> 25 % coaches in region have coaching qualification (compared to 30% nationally). Sport NZ research show that region has lower than levels of qualified coaches, but higher levels in junior sport.
<p>Is there anything you learned that you can share with us?</p> <p><i>[Discussion Point]</i></p>	<p>Briefly note your top 1 or 2 items for discussion at the Meeting (see example above).</p> <ul style="list-style-type: none">
<p>Other comments</p>	

2. Focus Area: Youth

<p>What we want to see</p>	<ul style="list-style-type: none"> Sport and recreation approaches that are child and young person-focused.
<p>What happened?</p> <p><i>For example:</i></p> <p><i>What you did</i></p> <p><i>Any significant issues</i></p> <p><i>Achievements and successes</i></p>	
<p>Who participated or benefited?</p> <p><i>For example</i></p> <p><i>Who</i></p> <p><i>How many</i></p> <p><i>How they benefited</i></p> <p><i>Others that benefited</i></p>	

¹ Formal Indicators have not been developed for this Focus Area yet. Some of the things that we talked about as important included: sound business practices in place; recruitment & retention of quality volunteers, coaches, staff; satisfied participants; quality, participant focused programmes; good sports delivery; engaged & connected clubs; learning cultures; collaborations & partnerships.

<i>indirectly or unexpectedly</i>	
What's the state of play? <i>[Discussion Point]</i> <i>For example</i> <i>The big picture</i> <i>Trends in youth sport and recreation.</i> <i>Impacts of your work.</i> <i>What works - Gaps & new activities</i>	<p>Briefly note your top 2 or 3 items for discussion at the Meeting.</p> <ul style="list-style-type: none"> • <p>Note any local indicators or evidence that has emerged that might give insight on the state youth sport and recreation in the region.²</p> <ul style="list-style-type: none"> •
Is there anything you learned that you can share with us? <i>[Discussion Point]</i>	<p>Briefly note your top 1 or 2 items for discussion at the Meeting.</p> <ul style="list-style-type: none"> •
Other comments	

3. Focus Area: Sport Leadership

What we want to see	<ul style="list-style-type: none"> • RSTs are involved in decisions and projects affecting sport and recreation. • RSTs are sharing knowledge and insights with each other and their communities to improve sport and recreation in their regions.
What happened? <i>For example:</i> <i>What you did</i> <i>Any significant issues</i> <i>Achievements and successes</i>	

² Formal Indicators have not been developed for this Focus Area yet. Some of the things that we talked about as important included: youth-centred approaches; participation & satisfaction rates; quality youth-focused programmes; right-development pathways; learning, development, and enjoyment focus; quality competitions; soft skills development (e.g. confidence, enjoyment, resilience, team-work); social connections; engaged young people e.g. 'buzz'; inclusive practices including supportive clubs, schools, & communities.

<p>Who participated or benefited?</p> <p><i>For example</i></p> <p><i>Who</i></p> <p><i>How many</i></p> <p><i>How they benefited</i></p> <p><i>Others that benefited indirectly or unexpectedly</i></p>	
<p>What's the state of play?</p> <p><i>[Discussion Point]</i></p> <p><i>For example</i></p> <p><i>The big picture</i></p> <p><i>What's happening in the community</i></p> <p><i>Trends in area related to Sport Leadership.</i></p> <p><i>Impacts of your work.</i></p> <p><i>What works - Gaps & new activities</i></p>	<p>Briefly note your top 2 or 3 items for discussion at the Meeting.</p> <ul style="list-style-type: none"> • <p>Note any local indicators or evidence that has emerged that might give insight on the state of Sport Leadership in the region.³</p> <ul style="list-style-type: none"> •
<p>Is there anything you learned that you can share with us?</p> <p><i>[Discussion Point]</i></p>	<p>Briefly note your top 1 or 2 items for discussion at the Meeting.</p> <ul style="list-style-type: none"> •
<p>Other comments</p>	

³ Formal Indicators have not been developed for this Focus Area yet. Some of the things that we talked about as important included: influence, collaborations, and insights; best-practice knowledge development & transfer; a better connected sports sector; RSTs & organisations participating and having a voice in local decision making; community & local knowledge; partnerships, resource sharing, shared services, & joined up approaches.

Funding breakdown (for project since start of financial year)

Funding for	Amount provided (\$)	Amount spent (\$)	Notes / Comments
Operational and administration costs			

Funds must be spent on the purposes that they were provided for. Unspent funds should be refunded to the Funder.

Attachments

- ☐ Audited Annual Accounts – to be sent as soon as they are available.
- ☐ List any documents that you have attached here.

Declaration

I certify:

- that the information given is true and correct
- that the donation was fully used within the specified time period
- that the donation was used solely for the purpose specified
- that all donation conditions have been adhered to

Signed: _____ Date: ____/____/____

Name (please print): _____ Position: _____