

## State Sporting Organisation Recognition Program

### Introduction

Welcome to the Office of Sport State Sporting Organisation Recognition Program application system. This is for new organisations seeking recognition as a State Sporting Organisation (SSOs) and state sporting organisation for people with disability (SSODs) in NSW as the pre-eminent body for the development of their sport in NSW.

To apply for recognition the organisation must

1. Complete this application, following the 10-point eligibility criteria.
2. Upload any required documentation of proof and submit the application with a signed declaration.

### Contact

If you have any questions about your application, please contact the Sector Capability and Performance Team on 02 8754 7976 or via email at [sectorcapability@sport.nsw.gov.au](mailto:sectorcapability@sport.nsw.gov.au)

## Administration (Organisation and Contact Details)

\* indicates a required field

### What is your organisation's trading name? \*

Organisation Name

### Does your organisation have an ABN? \*

☐ Yes ☐ No

Please click on the following link to find your ABN: <https://www.abr.business.gov.au/>

### ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	

# SSORP Application Form

## Form Preview

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Please click on the following link to find your ABN: <https://www.abr.business.gov.au/>

**Does your organisation have an ACN and/or an Incorporation Number? \***

☐ ACN

☐ Incorporation Number

At least 1 choice must be selected.

**ACN \***

Please click on the following link to find your ACN: <https://www.abr.business.gov.au/>

**Incorporation Number \***

Please click on the following link to find your Incorporation Number: <https://www.fairtrading.nsw.gov.au/help-centre/online-tools/nsw-incorporated-associations-register>

**Organisation Address \***

Address

  

Please provide your organisation's physical address

**Postal Address \***

Address

  

Please provide your organisation's postal address (if different from above)

**Website \***

Must be a URL.

**Primary Contact Details (Authorised Representative)**

# SSORP Application Form

## Form Preview

The Primary Contact should be the Organisation Chair, General Manager, CEO or Executive Officer

**Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \*****Business Phone \***

Must be an Australian phone number.  
Please include area code eg. 02 9999 9999

**Mobile Phone \***

Must be an Australian phone number.

**Email Address \***

Must be an email address.

## Administration Contact

If the Administration Contact is the same person as the Primary Contact, re-enter their details here

**Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \*****Business Phone \***

Must be an Australian phone number.  
Please include area code eg. 02 9999 9999

**Mobile Phone \***

Must be an Australian phone number.

**Email Address \***

# SSORP Application Form

## Form Preview

Must be an email address.

### Delegated Authority

This application should be approved by a person who has delegated authority to sign on behalf of the organisation (for example, Chief Executive Officer, General Manager or an authorised member of the Board or Committee of Management).

**Do you have delegated authority to submit this application on behalf of your organisation? \***

- ☐ Yes ☐ No

**Unfortunately, your organisation does not meet the eligibility criteria to continue your application to be recognised as a State Sporting Organisation by the Office of Sport. \***

- ☐ Noted

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### Organisation Governance Structure

**Federation** sport structure means the system of federalism (that is, Australia's Commonwealth constitutional system governing its federated states and territories), strongly influences how the Australian sport and active recreation sector is structured.

**Unitary** sport structure means one single legal entity or one governing body – State committees exist as delegated State committees exist as delegated bodies of NSO board bodies of NSO board.

**One management** means the implementation of a single *operating* model that would retain National and State Sporting Organisation legal, voting and asset structures, but align a sport's strategy, workforce and financial management systems and processes.

**In terms of governance structure, what type of organisation are you? \***

- ☐ Federation  
☐ Unitary  
☐ One Management

### Eligibility Criteria

\* indicates a required field

### Note about uploading documents

More than one document may be uploaded at each question if required. There is a 25MB limit on each upload file.

# SSORP Application Form

## Form Preview

### Criteria 1

The organisation is affiliated with a National Sporting Organisation or National Sporting Organisation for people with a Disability which is recognised by Sport Australia

**Criteria 1 question \***

☐ Yes ☐ No

Find if your National Sporting Organisation is recognised by Sport Australia: [https://www.sportaus.gov.au/australian\\_sports\\_directory](https://www.sportaus.gov.au/australian_sports_directory)

**Please upload letter from Sport Australia confirming that your National Sporting Organisation is recognised by Sport Australia \***

Attach a file:

**Please upload letter from your National Sporting Organisation confirming affiliation of your organisation \***

Attach a file:

**Please provide information on why your organisation should be exempt to this criterion? \***

Word count:

Must be no more than 500 words.

**Please upload any relevant supporting document/s to support your position \***

Attach a file:

### Criteria 2

The organisation is the pre-eminent organisation taking responsibility for the development of the sport in NSW and is accountable to its National Sporting Organisation or its members at the national/state level for providing its members with technically and ethically sound sport programs, policies, and services.

**Criteria 2 question \***

☐ Yes ☐ No

# SSORP Application Form

## Form Preview

**Please provide information on why your organisation should be exempt to this criterion? \***

Word count:

Must be no more than 500 words.

**Please upload your organisation's constitution \***

Attach a file:

**Please upload your organisation's current Strategic Plan \***

Attach a file:

**Please upload your organisation's Coaching and Officiating Framework, including policies relating to accreditation, education and training \***

Attach a file:

More than one document may be uploaded here if you have multiple policies

**Please upload a schedule of events and championships for the current year \***

Attach a file:

## Criteria 3

The organisation is not-for-profit (as defined by the Australian Taxation Office) and has been either an Incorporated Association or a Company Limited by Guarantee for a minimum of three years.

Visit the [Australian Taxation Office](#) for more information on the definition of a not-for-profit organisation.

**Criteria 3 question \***

☐ Yes

☐ No

**Please upload your organisation's Incorporation registration or Company Limited by Guarantee registration certificate, dated back at least three years \***

Attach a file:

**Please upload evidence of your organisation's not-for-profit status \***

Attach a file:

# SSORP Application Form

## Form Preview

**Unfortunately, your organisation does not meet the eligibility criteria to continue your application to be recognised as a State Sporting Organisation by the Office of Sport. \***

☐ Noted

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### Criteria 4

The organisation has produced financial statements and annual reports in accordance with their legal requirements under either the [Associations Incorporation Act 2009 \(NSW\)](#) or [Corporations Act 2001](#) for the past three reporting periods.

#### Criteria 4 question \*

☐ Yes

☐ No

What has your annual turnover been for the past three reporting years?

Reporting Year eg. 2019/20 or 2020

Reporting Year 1 \*

Reporting Year 2 \*

Reporting Year 3 \*

Annual Turnover excluding GST

Annual turnover for Year 1 \*

\$

Annual turnover for Year 2 \*

\$

Annual turnover for Year 3 \*

\$

Please provide a list of Directors of the organisation for the past three Reporting Years above, including the duration of each Director's appointment in each of the 3 years.

If a person was not a Director during one or two of the years, please enter "**Not applicable**" for that year/s.

Click on **Add More** to add another row

Director's Name	Duration - Year 1	Duration - Year 2	Duration - Year 3
eg. Mrs Barbara Brown	eg. Jul 19 - Jun 20	eg. Feb 19 - Jun 19	eg. Not applicable

# SSORP Application Form

## Form Preview

**Please upload financial statements that have been assessed in accordance with the organisation's legal requirements under either the Associations Incorporation Act 2009 (NSW) or Corporations Act 2001 for the past three reporting periods \***

Attach a file:

**Please upload Annual Report or Directors Report (if no Annual Report is published) for the past three reporting periods \***

Attach a file:

**Unfortunately, your organisation does not meet the eligibility criteria to continue your application to be recognised as a State Sporting Organisation by the Office of Sport. \***

☐ Noted

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### Criteria 5

The organisation can demonstrate it has a state or regional/geographic responsibility recognised by the same National Sporting Organisation for the wide jurisdiction for the sport through active members or affiliate bodies (i.e. District/Regional Associations and community clubs working in cohesion and adhering to a strategic direction set by the national entity).

**Criteria 5 question \***

☐ Yes

☐ No

In addition to the Letter of Support from the National Sporting Organisation, the current strategic plan that you provided in Criteria 2, provides evidence for Criteria 5.

**Please upload letter of support from National Sporting Organisation \***

Attach a file:

**Unfortunately, your organisation does not meet the eligibility criteria to continue your application to be recognised as a State Sporting Organisation by the Office of Sport. \***

☐ Noted

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# SSORP Application Form

## Form Preview

### Criteria 6

The organisation is accountable at the state (or regional/geographic) level for establishing and enforcing the key policies that underpin integrity in their sport (as aligned with their National Sporting Organisation), including:

- a) A current policy for harassment, discrimination, bullying, abuse, complaints and child safe (in line with [NSW Office of the Children's Guardian](#), [Play by the Rules](#) and other leading child safe agencies) that at a minimum are consistent with [Sport Australia](#) policy templates.
- b) A current anti-doping policy compliant with the World Anti-Doping Code and approved by [Sport Integrity Australia](#).

Sometimes these policies are incorporated into a single Member Protection Policy. For those policies that are separated, please upload each one individually.

#### Criteria 6 question \*

- ☐ Yes ☐ No

#### Please upload Current Member Protection Policies \*

Attach a file:

#### Please upload Current Child Safe Policy

Attach a file:

If this is not included in the Member Protection Policy, please upload it separately here

#### Please upload Current Anti-Doping Policy

Attach a file:

If this is not included in the Member Protection Policy, please upload it separately here

**Unfortunately, your organisation does not meet the eligibility criteria to continue your application to be recognised as a State Sporting Organisation by the Office of Sport. \***

- ☐ Noted

#### Contact

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### Criteria 7

The organisation has in total a minimum of 100 active members (unless it is an Olympic or Paralympic sport) and has a system in place to register, maintain and report member details.

# SSORP Application Form

## Form Preview

An Incorporated Association or Company Limited by Guarantee constitution must make provision for a register of members. This includes the establishment, maintenance, safekeeping, and inspection of the register of members.

A members' register would normally set out the name, address and contact details for each member and the date their membership commenced.

### Criteria 7 question \*

☐ Yes

☐ No

**Please provide information on why your organisation should be exempt to this criterion? \***

Word count:

Must be no more than 500 words.

**Please upload a report from database or equivalent and/or statutory declaration from the Chair/President confirming aggregate membership data breakdown, including numbers of members, age group and gender \***

Attach a file:

**Please upload a spreadsheet of details of affiliated district associations and or clubs (name, suburb, postcode, ABN or Incorporation Number) \***

Attach a file:

## Criteria 8

The organisation can demonstrate it is able to comply with all relevant [NSW legislation](#) relating to match-fixing and integrity in sport and the conditions of the [National Policy on Match-fixing in Sport](#) as agreed by Australian Governments on 10 June 2010 and any match-fixing or integrity in sport policy adopted by the sport's governing body.

### Criteria 8 question \*

☐ Yes

☐ No

**Please upload letter of confirmation from National Sporting Organisation \***

Attach a file:

**Please upload your organisation's Match Fixing and/or Sport Integrity Policy \***

Attach a file:

# SSORP Application Form

## Form Preview

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☐ Noted

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### Criteria 9

The organisation is able to demonstrate that they are responsive to and complying with relevant Sport Australia and NSW government policies and committed to the development of inclusion and diversity including LGBTQIA.

Visit Sport Australia for more information on [diversity and inclusion in sport](#)

**Criteria 9 question \***

☐ Yes

☐ No

**Please upload your organisation's Sports Diversity and Inclusion Policy \***

Attach a file:

**Unfortunately, your organisation does not meet the eligibility criteria to continue your application to be recognised as a State Sporting Organisation by the Office of Sport. \***

☐ Noted

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### Criteria 10

The organisation can demonstrate it is the single state or regional/geographic entity recognised by the same National Sporting Organisation (Branch, Committee, State Sporting Organisation, State Sporting Organisation for people with Disability) operating under a Federated, Unitary or One Management model as representing all forms of the sport in NSW from grass roots/community through to high performance.

**Criteria 10 question \***

☐ Yes

☐ No

# SSORP Application Form

## Form Preview

**Please upload a letter from National Sporting Organisation in support of the organisation's application for recognition \***

Attach a file:

**Please upload a letter from National Sporting Organisation in support of the organisation's application for recognition**

Attach a file:

**Please provide information on why your organisation should be exempt to this criterion? \***

Word count:

Must be no more than 500 words.

**Please upload any relevant supporting document/s to support your position \***

Attach a file:

## Declaration

\* indicates a required field

**I, as duly authorised officer of the organisation \***

☐ verify that the information provided in this application for Office of Sport recognition as a State Sporting Organisations OR state sporting organisation for people with disability is correct. We understand that this information may be subject to audit or further verification. We further understand that the Office of Sport is subject to Government Information (Public Access) legislation and may be obliged to disclose our information to other people.

**Name \***

Title

First Name

Last Name

**Position \***

**Business Phone \***

Must be an Australian phone number.

# SSORP Application Form

## Form Preview

**Mobile Phone \***

Must be an Australian phone number.

**Email Address \***

Must be an email address.

## Not eligible

Unfortunately, your organisation does not meet the eligibility criteria to continue your application to be recognised as a State Sporting Organisation by the Office of Sport.

**Contact**

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