

Women's Sport Leaders Scholarship Program 2009

GUIDELINES & APPLICATION BOOKLET

- Sport Leadership
- Coach and Official Development
- International Travel
- Sport Management Development
- State Sporting Organisation Initiatives

Closing date for applications
15 April 2009



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1. Introduction

The Women's Sport Leaders Scholarship Program aims to develop and extend the skills, knowledge and networks of women in leadership and decision-making roles in sport and recreation, with a view to:

- improving opportunities for advancement in their sport;
- increasing their capacity to facilitate organisational change in sporting organisations; and
- improving sport and recreation opportunities in the community, particularly for women and girls and other under-represented groups.

Funded by NSW Sport and Recreation (the Agency), the program is part of the State Government's broader strategy to improve women's involvement in sport, recreation and physical activity at all levels and in all capacities.

Scholarships are offered in five categories:

- **Sport Leadership**
- **Coach and Official Development**
- **International Travel**
- **Sport Management Development**
- **State Sporting Organisation Initiatives**

Who is eligible to apply

Women who are:

- aged 18 years or over on the closing date for applications
- permanent residents of NSW
- currently involved in either a paid or voluntary capacity in the sport, recreation or physical activity industry in NSW
- State Sporting Organisations who are category 5/6

How to apply

- a) Complete the application form
- b) Provide necessary supporting information
- c) Lodge your completed application (including the Statement of Support) with NSW Sport and Recreation by the closing date

Applications close 5pm 15 April 2009

Additional Guidelines & Application Booklets can be obtained from the NSW Sport and Recreation website – www.dsr.nsw.gov.au or by phoning Kathy Booth, Project Officer on (02) 9006 3843 or email kathy.booth@dasr.nsw.gov.au.

Applications for the State Sporting Organisation Initiatives category can be obtained by contacting Kathy Booth, Project Officer on (02) 9006 3843 or email kathy.booth@dasr.nsw.gov.au.

2. Categories

Sport Leadership Scholarship

The 2009 Sport Leadership Scholarship (SLS) is open to administrators, managers, board or executive committee members, regional coordinators, sport development officers or women in other roles with potential to impact positively on their sport's development.

Participants will undertake a comprehensive leadership training program tailored to women working in the sport and recreation industry. Topic areas will include: communication, coaching skills for leaders, emotional intelligence, corporate planning, workplace diversity, goal setting and planning.

A recognised training provider will conduct the residential course over four days in June 2009. The program will not be held during NSW school holidays. The program may be delivered in two modules. The program is not a pass or fail program and there are no assessments. However, to successfully complete the program candidates need to attend all sessions.

Training dates and other details will be provided upon notification of acceptance into the program. Approximately thirty scholarships are available in 2009.

Scholarship funds are not provided directly to individual participants in the program. The scholarship pays for the cost of the tuition, accommodation, resources and other course materials. Travel, childcare and other assistance may also be provided for women living in regional areas of NSW or with other special needs.

Coach and Official Development Scholarship

The Coach and Official Development Scholarship (COD) is offered to women wishing to undertake accredited training or other education in coaching or officiating. It is open to women from grassroots to elite level sports.

Applicants must identify the relevant education, training or development activity that they will undertake with the assistance of the scholarship. These activities must commence before 31 December, 2009.

Examples of eligible professional development activities include accredited or recognised coaching or officiating training courses, relevant conference registration and tertiary level coaching or officiating qualifications.

Thirty scholarships, which are valued at up to \$500 may be awarded to women sports coaches or officials. Only one application per person will be considered.

International Travel Scholarship

The International Travel Scholarship (ITS) offers women an opportunity to develop overseas networks, learn about international sport and recreation practices, and access a wide range of information and resources.

Applicants are required to identify and nominate an international event, working party meeting, international conference or training opportunity that relates to their current role in their sport or recreation organisation. Attendance at such events is for professional development purposes only. The ITS is not available for the purpose of taking part in an international event as a competitor, coach, team manager, referee or other official.

Recipients of the ITS are expected to use the knowledge and skills gained to improve organisational performance in their sport with a particular emphasis on increasing the participation of women and girls and/or under-represented groups. Therefore, applicants must be in a position where they have the capacity to implement change within their organisation or sport and/or influence the broader sport and recreation industry.

Three scholarships valued at up to \$3,000 each may be awarded. It is expected that the applicant, their employer or sporting organisation will provide additional financial or in-kind support.

All travel must be completed by 31 December, 2009.

Previous successful ITS holders have included:

- a Shire Council marketing manager who completed a professional development program and gained work experience at the Toronto Council Parks and Recreation Department in Canada;
- a board executive of a University Women's Sports Association who presented a paper on gender equity at the International University Sport Federation Forum, South Africa; and
- a Women in Lifesaving Advisor who was the first woman to represent Surf Lifesaving Australia at the International Life Saving (ILS) Board of Directors Meeting held in St Lucia.

Sport Management Development Scholarship

The Sport Management Development Scholarship (SMDS) is offered to women wishing to undertake training or other education in aspects of sport leadership, governance, management and administration.

Applicants must identify the relevant education, training or development activity that they will undertake with the assistance of the scholarship. These activities must commence before 31 December, 2009.

Examples of eligible professional development activities may include finance, administration, management, governance or leadership courses, a sport specific project or registration for a relevant conference. Long and short courses covering these and other relevant topics are offered by a number of organisations that includes but is not limited to:

- APM Training Institute (<http://www.apm.edu.au/>);
- Australian Institute of Company Directors (<http://www.companydirectors.com.au/>);
- Australian Institute of Management (<http://www.aim.com.au/>);
- Macquarie University (<http://www.mq.edu.au/>);
- SkillPath (<http://www.skillpath.com.au/>);
- Southern Cross University (<http://www.scu.edu.au/>);
- Sport Knowledge Australia (<http://www.sportedu.org/>);
- TAFE (NSW) (<http://www.tafensw.edu.au/>);
- The University of Sydney (<http://www.usyd.edu.au/>);
- University of Technology, Sydney (<http://www.uts.edu.au/>);
- University of Western Sydney (<http://www.uws.edu.au/>);
- WEA Hunter (<http://www.weahunter.com.au>)
- WEA Illawarra (<http://www.weaillawarra.com.au/>); and
- WEA Sydney (<https://www.weasydney.com.au/>).

There are thirty scholarships valued at up to \$2000 which may be awarded. Only one application per person will be considered.

State Sporting Organisation Initiatives

The State Sporting Organisation Initiatives (SSOI) component offers **category 5/6** State Sporting Organisations (SSOs) the opportunity to apply for financial support for initiatives that assist women to progress in their particular sport and provide women with appropriate training and support. Applications will be made in two stages. Stage 1 will invite SSOs to submit an Expression of Interest (EOI) outlining briefly the proposed initiative. Successful Stage 1 applicants will be required to submit a more detailed project proposal which identifies timeframes, budgets etc, as Stage 2.

Please contact Kathy Booth, Project Officer on **(02) 9006 3843** or email kathy.booth@dasr.nsw.gov.au to discuss your ideas and request an application for this category or telephone on 13 13 02.

3. Assessment and notification process

Assessment of scholarship applications

Applications will be assessed by a Scholarship Selection Committee comprising of representatives from NSW Sport and Recreation, the sport and recreation industry and/or independent agencies.

Applications are assessed on the information provided in response to each of the selection criteria and the supporting information. Details may be checked with course providers.

Where applications for the Women's Sport Leaders Scholarships are deemed to be of equal merit, women from under-represented groups (as defined in the application form) and the Agency's targeted communities will be given priority.

Approval of scholarship recipients

The Minister for Sport and Recreation will formally approve scholarship recipients.

Notification

Written notification of successful and unsuccessful candidates will be provided following Ministerial approval of recipients.

4. Further information

If you have any questions about the **Women's Sport Leaders Scholarship Program** please contact Kathy Booth, Project Officer on **(02) 9006 3843** or email [**kathy.booth@dasr.nsw.gov.au**](mailto:kathy.booth@dasr.nsw.gov.au). For people who are deaf, hearing or speech impaired, phone TTY **(02) 9006 3701**.

Women's Sport Leaders Scholarship Program 2009



APPLICATION FORM

Closing date 15 April, 2009

Please indicate the scholarship you are applying for:

- Sport Leadership
- Coach and Official Development
- International Travel
- Sport Management Development

NB: State Sporting Organisation Initiative applicants – please contact NSW Sport and Recreation to discuss your ideas and request an application form.

Name: _____	
Home address: _____ _____	
Postal address (if different to home address): _____ _____	
Phone:	home: _____ work: _____ mobile: _____
Fax: _____	Email: _____
Highest level of education: _____	
Sport and recreation organisation or supporting organisation: _____	
Current role/position: _____ _____	
I am aged 18 years or over on the closing date for applications	<input type="checkbox"/>
I am a permanent resident of NSW	<input type="checkbox"/>
I am a volunteer in sport and recreation	<input type="checkbox"/>
I am a paid employee in sport and recreation	<input type="checkbox"/>

The information that you provide, together with the supporting information, will be used to assess your application.

1. Outline your experience, qualifications and/or training in sport and recreation administration or management, coaching, officiating or other leadership roles, including positions held and key responsibilities.

Experience		
Certificate / Course	Qualification	Date
Position held	Key Responsibilities	

NB: If appropriate, please attach your current curriculum vitae or resume to this application.

2. Please provide details of the training program or other professional development activity for which the scholarship will be used, including dates, course information, or course brochure (please attach), outcomes, costs. **References to websites are not acceptable.**

NB: Sports Leadership Scholarship and International Travel Scholarship applicants are not required to fill in this section.

Course Name	Proposed Date	Cost

3. Provide a budget outlining the components to be covered by the scholarship. Budget should include any travel and accommodation costs.

NB: Sports Leadership Scholarship and International travel Scholarship applicants are not required to fill in this section.

Item	Amount	Paid for by
	TOTAL: \$	

4. State the relevance and benefits of attending this event, course, program etc to your role, your organisation and/or sport.

5. Outline your career plan in sport and recreation and/or the major issues you wish to address or projects you wish to undertake in your sport.

6. Do you require special assistance to attend e.g. disability access, remote travel, accommodation, child care? *(please circle)*

Yes / No

If yes, please provide details:

7. The Statement of support has been completed by my sport or supporting organisation and attached to my application? *(please circle)*

Yes / No

International Travel Scholarship Applicants ONLY

1. Please provide a detailed travel plan including:

- description of the event, including title, dates, country and host organisation

Event Title	Date	Country	Host Organisation

- itemised budget including costs associated with travel (air travel and transfers), accommodation and meals, conference fees, resources and other materials

Item	Amount
	TOTAL: \$

- support (financial or in-kind) provided by yourself, sporting organisation or other supporting organisation.

Support Provided	Details

6. Statement of support from your sporting or supporting organisation

<p>Statement of Support</p> <p>As the _____ (<i>Position name</i>) of _____ (<i>club/organisation name</i>), I, _____, (<i>full name</i>) support this application by _____ (<i>Applicant's name</i>) to apply for the</p> <p><input type="checkbox"/> Sport Leadership <input type="checkbox"/> Coach and Official Development <input type="checkbox"/> International Travel <input type="checkbox"/> Sport Management Development</p> <p style="text-align: center;"><i>(please tick relevant component)</i></p> <p>component of the Women's Sport Leaders Scholarship Program.</p> <p>The key benefits I believe that such a scholarship will provide are:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature: _____ Date: _____</p> <p>My contact details are:</p> <p>Phone (daytime): _____ Phone (mobile): _____</p> <p>Email: _____</p>

NB: If necessary, NSW Sport & Recreation may contact the above person regarding this application.

Please assist the department by providing the following information:

- | | | |
|---|------------------------------|-----------------------------|
| Are you of Aboriginal descent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you from a culturally diverse background? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have a disability? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you live in a rural or remote area? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Where did you hear about the scholarship program?

- | | |
|---|---|
| <input type="checkbox"/> State Sporting Organisation | <input type="checkbox"/> Sporting club/association |
| <input type="checkbox"/> NSW Sport and Recreation website | <input type="checkbox"/> NSW Sport and Recreation staff |
| <input type="checkbox"/> Other – please specify _____ | |

Checklist

- Your completed **application form**
- Responses to each of the **relevant sections**
- Supporting information** is attached where necessary
- The **Statement of Support** is attached

Send these documents to:

Women's Sport Leaders Scholarship Program
Industry Support Unit
NSW Sport and Recreation
Locked Bag 1422
Silverwater NSW 2128

I certify that the information I have provided in this application is true and correct.

Applicant's signature: _____ Date: _____

Privacy statement

The NSW Department of the Arts, Sport and Recreation of 6 Figtree Drive, Sydney Olympic Park, NSW 2127 will collect and store the information you provide to enable processing of applications for the Women's Sport Leaders Scholarship program. The information you have given to us will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. It will only be used by department staff and the program training provider (if applicable). Successful applicants agree to have their name, suburb and sporting association released for promotional purposes and for inclusion in the Department's Annual Report. You may access your information to check or change it by contacting us on 13 13 02.