



Department of  
**Local Government, Sport  
and Cultural Industries**



# **KidSport Voucher Program**

**Policy and Guidelines**

**July 2024**

# KidSport Voucher Program

## Policy and Guidelines

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## Definitions

### Asylum seeker

Means a person living in Western Australia who is seeking asylum and has applied, or is appealing the outcome of an application, for a protection visa.

### Customer Reference Number (CRN)

A unique identifier that can be found on a Services Australia Health Care Card or Pensioner Concession Card.

### DLGSC

The Department of Local Government, Sport and Cultural Industries.

### Essential equipment

Items required for a child to participate in their nominated KidSport approved sport. These items are integral to the sport such that, if not provided, participation would be prevented.

### Essential uniform

Regulation clothing required to be worn by a child during participation in a recognised sport. These items must be integral to the sport such that, if not provided, participation would be prevented.

### KidSport Club

An organisation that is listed as approved in the [find a club search](#).

### KidSport voucher code

A six-digit alphanumeric code specific to the approved child's KidSport application.

### Refugee

For the purpose of this policy, **Refugee** refers to a person living in Western Australia who has been awarded refugee status and holds a valid Refugee or humanitarian visa.

### Sport

A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

# 1. Overview

## 1.1 Background

The KidSport Voucher Program is an initiative of the Western Australian State Government to support children aged 5 to 18 years of age (inclusive) from low-income families and at-risk groups to participate in community sport. The KidSport Voucher Program subsidises participation costs by providing \$500 per financial year to each eligible child to join a KidSport Club.

The KidSport Voucher Program is administered by the Department of Local Government, Sport and Cultural Industries (DLGSC) with the support of Western Australian Local Government Authorities.

## 1.2 Primary objective

The DLGSC strongly advocates involvement in community sport, not only for its physical benefits, but also the positive impact it has on the mental and emotional wellbeing of the community.

The primary objective of the KidSport Voucher Program is to reduce the financial barrier of participation in community sport for low-income families.

# 2. Voucher applicants

The KidSport Voucher Program funding can only be accessed via approved KidSport vouchers. Vouchers should be applied for and obtained prior to registration at [KidSport Clubs](#) (being the only organisations where the vouchers are accepted).

## 2.1 Applicant's responsibilities

The parent or guardian of a child is required to complete the application for a KidSport voucher on the child's behalf. A representative of the child may assist with the KidSport Voucher Program application process, with the full consent of the parent or guardian.

Applications will be assessed by the applicant's local government authority of residence or by DLGSC, to confirm the child's eligibility and funding available within the voucher round.

Applicants will be required to submit proof of child eligibility at the time of application.

To apply for a KidSport voucher, an applicant is required to:

- confirm the child's eligibility
- complete an application form for and on behalf of the child
- acknowledge and accept the [KidSport Voucher Program Terms and Conditions](#).
- If approved, the child's KidSport Voucher Code will be supplied to the KidSport Club upon registration.

## 2.2 Eligibility

To be eligible for a KidSport voucher the child must be:

- aged 5 to 18 years inclusive at the time of application; and
- residing in Western Australia; and
- named on a parent or guardian's valid Services Australia Health Care Card or Pensioner Concession Card, with the child's unique Customer Reference Number (CRN) visible; or
- Named on their own valid Services Australia Health Care Card or Pensioner Concession Card, with their own unique Customer Reference Number (CRN) listed on the card.

Where a child does not meet the above criteria, the family may be eligible to access KidSport through a Special Consideration application as outlined in [clause 5.0](#).

## 2.3 KidSport vouchers

Eligible children may access up to \$500 through a KidSport voucher per financial year.

KidSport vouchers can be used as payment towards registration, membership, or participation fees at a KidSport Club. Where the nominated KidSport Club has opted in, vouchers may also be used for essential uniform and equipment costs.

KidSport vouchers are subject to the following conditions:

- Vouchers are valid for 90 days from the date of issue, extensions are at the discretion of DLGSC.
- Vouchers can only be redeemed at a [KidSport Club](#).
- Rebates or reimbursements will not be paid by DLGSC to any parent and or guardian.
- Funds are not rolled over from a previous funding year
- KidSport vouchers are non-transferable. Funding may only be used for the child named on the approved voucher.
- Eligible children are only able to access up to \$500 per child, per financial year.
- If it is found through auditing processes that a voucher has been incorrectly applied for by a parent or guardian (18 years or above), or through incorrect club claiming process, an approved voucher may be cancelled at any time by DLGSC.

KidSport funding may be used to cover the costs of essential uniforms and equipment, where:

- the KidSport Club named on the voucher has opted in to accept vouchers for these items.

- items are purchased directly from the KidSport Club named on the voucher.

## 2.4 Refunds

In no circumstance, can the KidSport Club provide a monetary refund of a KidSport voucher to the child, parent and or guardian. Funds should only be exchanged between DLGSC and the KidSport Club.

KidSport voucher refunds for fees may only be considered for extenuating circumstances in accordance with the [Refund Guidelines](#).

## 3. KidSport Clubs

### 3.1 Eligible organisations

The DLGSC has the authority to determine whether a club or organisation is eligible, and meets the below mandatory criteria, to participate in the KidSport Voucher Program.

All KidSport Clubs must:

- hold an [Australian Business Number](#) (ABN) operating in Western Australia.
- comply with all obligations under the [Working with Children \(Screening\) Act 2004](#).
- charge a fee/registration for the activity provided.
- maintain appropriate and sufficient insurance cover for the type and level of activity being delivered.<sup>1</sup>

In addition, KidSport Clubs must meet the criteria outlined in the relative category for their organisation, as follows:

Category	Mandatory criteria
3.1.1. Community sport clubs and incorporated organisations	<ul style="list-style-type: none"> <li>• Be incorporated under the <i>Associations Incorporations Act 2015 (WA)</i> or an Indigenous organisation under the <i>Corporations (Aboriginal Torres Strait Islander) Act 2006 (Cth)</i>.</li> <li>• Provide an activity which meets DLGSC’s definition of Sport.</li> <li>• Provide a program with a minimum eight weeks of sport activity.</li> </ul>

<sup>1</sup> Level of insurance required will be at the discretion of DLGSC, certificate of currency of insurance will be required at time of registration and on annual review. For Public Liability Insurance, a minimum value of \$10 million per claim or occurrence giving rise to a claim is required.

<sup>2</sup> Swim Schools may be requested to provide evidence of teacher qualifications and student: teacher ratios.

Category	Mandatory criteria
3.1.2. Sport business	<ul style="list-style-type: none"> <li>• Provide an activity which meets DLGSC’s definition of Sport.</li> <li>• Be registered and affiliated with the DLGSC recognised State Sport Association for the sport provided by the business</li> <li>• Provide a program with a minimum eight weeks of sport activity.</li> </ul>
3.1.3. School sport club	<ul style="list-style-type: none"> <li>• Be a registered West Australian school or a Parent and Citizen’s association linked to a registered West Australian school.</li> <li>• Team must be entered into a community sporting program or competition affiliated with a DLGSC recognised State Sporting Association.</li> <li>• Provide an activity which meets DLGSC’s definition of Sport.</li> <li>• Provide a program with a minimum eight weeks of sport activity.</li> </ul>
3.1.4. Swim School	<ul style="list-style-type: none"> <li>• Be endorsed by a DLGSC recognised State Sporting Association or Peak Body.</li> <li>• Align with the National Swimming and Water Safety Framework and have qualified instructors<sup>2</sup>.</li> </ul>

### 3.2 Ineligible organisations and activities

The following are not approved organisations or activities, and are excluded from the KidSport Voucher Program:

- Organisations delivering multi-sport programs.
- Organisations offering gym classes, fitness classes, gym memberships.
- Activities or programs that are a part of the school curriculum.
- Interschool sporting competitions.
- School holiday programs or sporting camps
- Representative, state, national or international competitions

- State Sporting Associations, unless there is demonstrated evidence that there are no junior community clubs catering for children aged 5 to 18 years old.
- Federal or state government agencies.
- Organisations that receive participation or program funding from any source, where the funding contributes to subsidising fees.
- Lessons or “Learn to” type activities that are not a prerequisite for organisation membership, with the exception of swimming lessons.

Any exceptions will be at the discretion of DLGSC.

### **3.3 KidSport Club responsibilities**

All KidSport Clubs are responsible for the following:

- Registration of an online account via the [KidSport club portal](#).
- Nomination of a single primary contact for the KidSport Club who will access the KidSport Club portal with an individual log in account.
- Administration of KidSport in accordance with the [KidSport Club How to Guide](#).
- Maintenance of up-to-date information within the KidSport Club portal as requested by DLGSC, including but not limited to registration, essential uniform and equipment fees annually. If this does not occur, the club may be placed on hold from receiving KidSport.
- Assurance that goods and services offered are considered ‘value for money’ and that costings are reasonable and fairly priced.
- Assurance that no differential pricing in membership exists between children redeeming KidSport vouchers, and other participants.
- Collecting KidSport Voucher Codes at point of registration from applicant. Parents with a KidSport voucher should not be expected to pre-pay their registration fee.
- Validation of KidSport Voucher Codes through the KidSport Club portal.
- Notification to DLGSC if the organisation no longer meets the eligibility criteria.
- Notification to DLGSC if a conflict of interest arises.
- Provide relevant documentation at the request of DLGSC for audit purposes.



### 3.3.1 Uniforms and Equipment

KidSport Clubs may, at their discretion, opt in to accept KidSport vouchers as a form of payment for essential uniforms and essential equipment. These items must be purchased directly from the KidSport Club where the child is participating.

No more than **one** of each eligible essential uniform or essential equipment item is eligible to be covered under KidSport funding per sport e.g. one pair of shorts, one pair of socks, one hockey stick etc.

KidSport Clubs may opt in through the KidSport Club's portal and, in doing so agree that vouchers will be accepted for eligible items only.

Eligible items will be determined and funded at the discretion of DLGSC.

Eligible items include essential:

- uniforms required by the KidSport Club to be worn when playing or competing in the sport, such as club-based playing uniform.
- equipment each child that is deemed mandatory to own to participate in the sport, such as: tennis/squash rackets, hockey sticks, shin guards or knee pads.

KidSport vouchers cannot be used for:

- non-essential training, uniform or club merchandise items including, but not limited to: plain club training shirts, leotards, scarfs, jackets, hoodies or polo shirts. Non-essential sport-related equipment including, but not limited to: bats, boots or shoes, bibs, sports bags, balls or other training equipment of any form.
- generic or communal uniforms and equipment which are owned by the KidSport Club.

### 3.3.2 Validating KidSport vouchers

When validating Kidsport vouchers:

- The voucher value is nominated on the voucher and is inclusive of GST where applicable.
- Vouchers can only be redeemed by the KidSport Club named on the voucher.
- Where the fee payable for the child's participation at the KidSport Club is less than the value of the voucher, the club can reduce the voucher amount down to the correct fee upon claiming. Alternatively, the club must advise DLGSC and have the voucher corrected prior to claiming.
- If an increase in voucher amount is required, the parent or guardian who submitted the application must contact KidSport prior to the voucher being claimed.
- KidSport Clubs must receive the KidSport Voucher Code directly from the applicant
- The DLGSC cannot provide any KidSport Voucher Code to the KidSport Club.

## **4. Local Government Authorities**

### **4.1 Funding Arrangements**

The DLGSC provides the KidSport Voucher Program in partnership with certain local government authorities who have entered into contracts with DLGSC. The contracts outline the relationship and obligations of the parties.

### **4.2 Responsibilities**

Local Government Authorities play a critical role in supporting DLGSC to deliver and promote the KidSport Voucher Program across Western Australia.

The primary responsibilities are:

- Adherence to all contracted obligations.
- Administering KidSport in accordance with the KidSport Local Government How to Guide.
- Notification to DLGSC of any staff changes that impact the administration of KidSport
- New staff must contact KidSport to undertake training prior to administering the program
- Staff must keep any supplied login details separate and individual – login details must not be shared in any circumstances.
- Notification to DLGSC of any conflict of interest that may exist between an approving staff member and any KidSport Club or KidSport Voucher Program applicant.

## **5. KidSport Special Considerations**

Special consideration applications are available to support identified low-income groups who may have difficulty accessing concession cards, or independently applying for a KidSport voucher.

This includes families who are experiencing financial hardship and may not have access to a Services Australia Health Care Card or Pensioner Concession Card.

### **5.1 Eligibility**

To be eligible for special consideration, the child or family must meet one of the following criteria:

1. Family experiencing significant financial distress (loss of main income source, death/serious illness of main income earner or other extenuating circumstances).
2. Family impacted by natural disaster (for example fire, flood or cyclone).

3. Child living in the care of extended family or alternate long-term living arrangements (not in care of the State)
4. All children in the care of the State in any care arrangement.
5. Biological children of foster and family carers.
6. Target 120 program participants
7. Child or their parent/guardian is an Asylum Seeker, refugee, or other humanitarian entrant.

The child must also meet the following criteria:

- Aged 5-18 years inclusive at the time of application.
- Registration with a KidSport Club.

Applications must be submitted through or supported by an approved KidSport Support Agent as outlined in [clause 5.2](#).

Final approval of eligibility and issue of a KidSport voucher will be at the discretion of DLGSC.

Where the child is listed on and has access to an eligible concession card, the applicant must use the usual KidSport Voucher Program application process as outlined in Clause 2.1.

## **5.2 KidSport Support Agents**

KidSport Support Agents are professional employees at agencies which provide support services to families and are approved at the discretion of DLGSC.

The primary responsibilities of KidSport Support Agents are as follows:

- Provide a professional and unbiased assessment for a family to receive special consideration for a KidSport voucher.
- Submit a voucher application, with appropriate documentation, to provide a recommendation to DLGSC regarding applicant eligibility for special consideration, in accordance with the KidSport Special Consideration Guidelines.
- Notify DLGSC if agency no longer wishes to act as a support agent for special consideration applications.

## Further information

Contact the KidSport team at DLGSC for further information or assistance.

### Department of Local Government, Sport and Cultural Industries

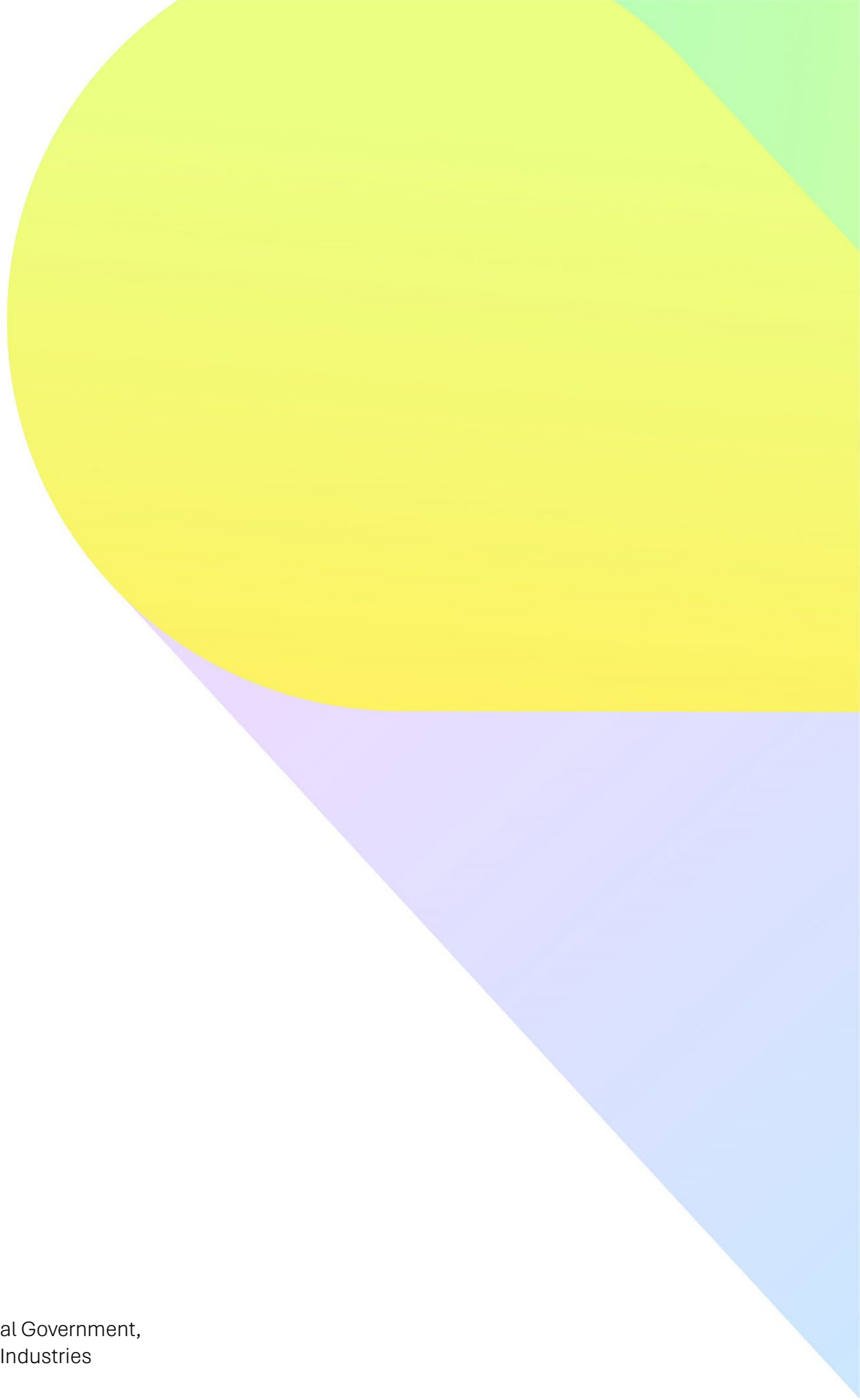
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