

Derbyshire Sport 

Sportivate



OPERATIONS MANUAL 2011-12



Index

1. Introduction to Sportivate – National Picture	Page 3
2. Sportivate in Derbyshire	Page 4
2.1 Funding and Targets for Sportivate in Derbyshire	Page 4
2.2 Management of Sportivate	Page 4
2.3 Decision making	Page 5
2.4 Capacity for Partners	Page 6
2.5 Notional District Allocations	Page 7
3. Criteria for Delivering Sportivate Activities	Page 8
3.1 Essential Criteria	Page 8
3.2 Desirable Criteria	Page 9
3.3 Eligible Funding Costs	Page 9
3.4 Ineligible Funding Costs	Page 9
3.5 Disability Sportivate Sessions	Page 9
4. Critical Dates for Sportivate 2011-12	Page 10
5. Delivery Plans	Page 11
5.1 Provider Delivery Plans	Page 11
5.2 Partner Delivery Plans	Page 11
ANNEX A - Sportivate Deadline Dates 2011-2012	Page 12
ANNEX B - Useful contact Information	Page 14

1. Introduction to Sportivate – National Picture

Sportivate is a new Sport England Lottery funded programme and is part of the wider Sport England 2012 legacy plan - Places People Play.

Sportivate will run from 1 April 2011 – 31 March 2015. Nationally a total of £32 million will be invested over a 4 year period.

Sportivate aims to engage the “semi sporty” 14-25 year olds – those who may need a bit of encouragement to do more – i.e. not heavily involved.

Over the 4 years, the programme aims to retain at least 300,000 14 – 25 year olds in regular sports activities for a period of at least 6 weeks, with at least 100,000 still active after 3 months of their particular programme coming to an end.

The Key Performance Indicators for Sportivate are:

- KPI Participants (number attending 1 session or more)
- 1.3.2 KPI Throughput (Attendance)
- 1.3.3 KPI Retain (5 out of 6, 6 out of 7, 7 out of 8)
- KPI Sustain (still participating 3 months later)

2. Sportivate in Derbyshire

2.1 Funding and Targets for Sportivate in Derbyshire

Derbyshire will receive a total of £565,640 over the 4 years of the programme. This equates to £141,410 per year.

In year 1, Derbyshire will need to retain 1,061 people in Sportivate. Sustain measures will be measured nationally.

In following years, Derbyshire will need to retain 1,414 people in Sportivate.

The local programme funding and targets are shown in the table below:

	Over-all	2011 – 2012	2012 – 2013 2013 – 2014 2014 - 2015
Funding	£565,640	£141, 410	£141,410 per year
Retain	5,303	1,061	1,414 per year
Sustain	2,121	424	566 per year

2.2 Management of Sportivate

Derbyshire Sport will be the accountable body for the programme across Derbyshire. The programme will be managed by the Youth Sport Officer. Sportivate will form 40% of the Youth Sport Officer's role. £15,000 Sportivate funding has been allocated towards the employment costs for this post.

The Youth Sport Officer who will carry out the following responsibilities in relation to this programme:

- Act as accountable officer with Sport England and be the point of contact for SE in the county
- Manage all county level development work associated with the programme including; distribution of forms, liaison with partners over return of forms, collation of proposals into county offer, submission of county offer to SE
- Agreeing and managing service level agreements between Derbyshire Sport and partners

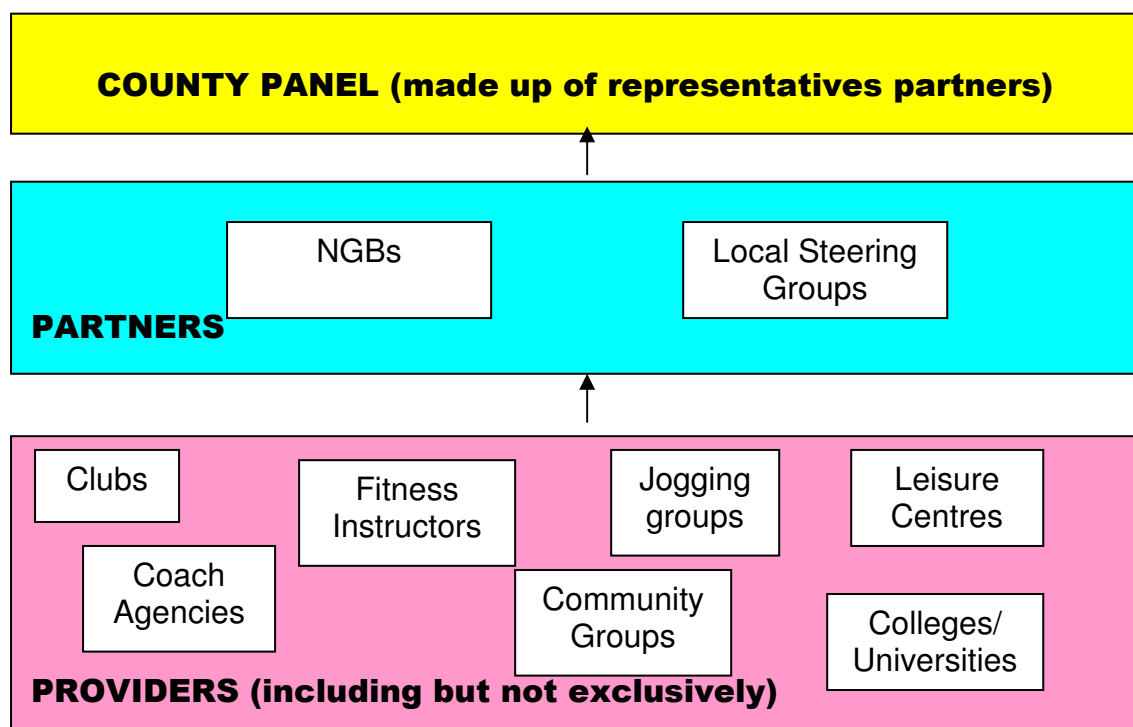
- Establishment of County Panel. Management of panel meetings and ensuring all decisions are communicated effectively
- Direct support to local planning groups and NGBs in order to share best practice, encourage innovations and ensure delivery activities achieve the overall targets/goals in Derbyshire
- Support partners to establish monitoring and evaluation of individual programmes
- Promote best practice and case studies including workshop events
- Ensuring Sportivate links to other county and local developments including but not limited to; leadership academies and coach bursaries, county NGB developments i.e. return to sport, school club links and club accreditations

2.3 Decision making

A County Panel will be created to assess applications made to partners. The County Panel will be made up of:

- Derbyshire Sport
- NGB Representatives
- District Steering Group representatives

It is desirable that these widely reflect the County Sports Partnership and representation is made from school sport, higher/further education, local authorities, governing body officers and others.



The Derbyshire Sportivate Panel will assess all applications and have the authority to recommend the final programme of activities within the county to Sport England.

This panel will receive applications from either local authority steering groups or county governing bodies. These two key partners will in turn work with their constituent partners, leisure centres, private sector providers, sport clubs, schools, disability sport networks, community sport networks etc to design programmes to achieve the required outcomes of the programme.

The local authority applications will be expected to include activities being provided in public, private and voluntary sector settings. Each programme submitted will need to provide opportunities reflective of their population.

The County Panel will be responsible for ensuring there is an equal male/female split, and that over-all the Sportivate activities reflect Derbyshire demographics. £15,000 will be available to support projects aimed at increasing the number of opportunities available for disabled people to participate in sport.

2.4 Capacity for Partners

A total of £20,000 will be allocated to partners within Derbyshire supporting providers deliver Sportivate activities. The final sum will be calculated based on the number of activities being delivered to meet the Sportivate 'retain' target.

Partners will be responsible for:

- Over-seeing the programme on a district/sport basis
- Communicating projects with relevant partners e.g. Local Authority/Governing Body Officers prior to submission to the County Panel.
- Meeting the requirements laid out in the Service Level Agreement with Derbyshire Sport
- Managing Service Level Agreements with Providers
- Collecting and returning data on a six monthly basis on a district/sport basis

2.5 Notional District Allocations

Notional allocations based on percentage population of 14 – 24 year olds per district have been established.

The table highlights the notional allocation per district of targets and funding. The funding shows 25% use for capacity already removed.

District	Persons (14 – 14 yrs)	Percentage of County	Targets (retain)	Funding - 25%
Amber Valley	13500	10.95%	155	£11,612
Bolsover	8900	7.22%	102	£7,655
Chesterfield	11700	9.49%	134	£10,064
Derby UA	36300	29.44%	416	£31,224
Derbyshire Dales	6500	5.27%	75	£5,591
Erewash	13800	11.19%	158	£11,870
High Peak	11100	9.00%	127	£9,548
North East Derbyshire	10900	8.84%	125	£9,376
South Derbyshire	10600	8.60%	122	£9,118
Total	123300	100%	1414	£106,058

The County Panel will use these as guidelines when making decisions on which projects will be funded. Partners are therefore encouraged to only use these as a guideline and forward applications based on local need.

3. Criteria for Delivering Sportivate Activities

3.1 Essential Criteria

Projects must demonstrate the following. The table can be used as a tick-sheet when planning Sportivate activities

No.	Essential Criteria	Yes/No
1.	All activities must be pre fixed with the word Sportivate e.g. Sportivate Little Eaton Rugby Club or Sportivate Women's Hockey session.	
2.	All Sportivate activities must be delivered by a suitably qualified coach/instructor	
3.	All Sportivate providers must have appropriate policies and practices in place	
4.	All Sportivate activities must demonstrate a clear exit route into regular participation opportunities.	
5.	All Sportivate activities must be aimed at people aged between 14 – 25 years old (this can be a section of this age group)	
6.	All Sportivate activities must offer 6 – 8 weekly coaching sessions (only in exceptional circumstances will consideration be given to a different delivery model)	
7.	Sportivate activities must demonstrate a retention figure of <ul style="list-style-type: none"> • 5 out of 6 sessions • 6 out of 7 sessions • 7 out of 8 sessions 	
8.	Sportivate activities should reflect local demographics and where possible help to reduce inequalities.	
9.	Participants should be charged a small fee (proportional to the cost of the activity) from the start of any Sportivate activity. Only in exceptional circumstances should participants not be charged. This income could be retained by the Provider, and used for future developments	
10.	Applications must not include costings to: <ul style="list-style-type: none"> • continue existing sessions not attracting new participants • buy equipment 	
11.	All Providers must complete a 'Sportivate Project Sheet' which must include the following: <ul style="list-style-type: none"> • Provider Name and contact information • Evidence of need • Description of the weekly coaching sessions • Details of the exit route and how the activity will be sustained • Projected retain targets, by age band and gender • Details of project expenditure and income 	

3.2 Desirable Criteria

Projects that demonstrate the following will be considered favourably for Sportivate Funding. The table can be used as a tick-sheet when planning Sportivate activities.

No.	Desirable Criteria	Yes/No
1.	Sportivate activities are sport based considering the use of formal, non-formal and recreational versions of the sport	
2.	Providers consider offering different types of activities to different age groups e.g. <ul style="list-style-type: none">• 14 – 16 years (school – club links)• 16 -19 years (return to sport initiatives)• 19 – 25 years (recreational activities). Providers can apply to do one or more.	
3.	It is recommended that each provider fully explore the potential of using some of the funds available to provide leader, coach or volunteer development opportunities as part of the programme e.g. apply for a coach to gain a sport specific qualification	

3.3 Eligible Funding Costs

Providers can apply for funding for the following:

- Coaching Costs
- Facility Hire
- Marketing and Promotion
- Incentives (e.g. reduced membership/fees/personal kit)
- Leader, Volunteer or Coach Development

3.4 Ineligible Funding Costs

Providers can not apply for funding:

- To continue existing sessions not attracting new participants
- For equipment

3.5 Disability Sportivate Sessions

Increasing the number of inclusive or dedicated opportunities for disabled people is a priority within Sportivate. 10% of the funding annually (£15,000) should be used to develop and deliver disability sport projects and pathways.

Applications are encouraged from providers who are able to offer new opportunities or expand current provision to disabled people.

4. Critical Dates for Sportivate 2011-12

The timescales for planning year 1, 2011-2012, are incredibly tight. Timescales for all involved in Sportivate are included in Annex A. The critical dates to ensure the Derbyshire Sportivate delivery plan is submitted to Sport England by 16 May 2011 are:

23 March 2011	Application Process opens
w.c 25 April 2011	Local Steering Groups and Governing Bodies Officers assess applications
29 April 2011	Partners submit applications for Derbyshire Sportivate County Panel to assess
5 May 2011	Derbyshire Sportivate County Panel meet
w.c 9 May 2011	Partners are contacted and made aware of projects that have been approved for funding

5. Delivery Plans

5.1 Provider Delivery Plans

All Providers will be expected to complete a delivery plan. They will be issued through Partners a delivery plan which will allow them to submit one or two projects. These may be two different projects or the same project repeated to target a different group of people or at a different facility etc.

Within the Providers Delivery Plan, there are guidance notes and an example project to help Providers complete the form accurately. Providers should return completed delivery plans to either their District Authority Steering Group or Governing Body Officer no later than 22 April 2011.

A list of contacts is given in ANNEX B.

5.2 Partner Delivery Plans

All partners will be expected to complete a delivery plan. These will be issued through Derbyshire Sport and will allow each Partner to submit up to 20 projects to the Derbyshire Sportivate County Panel.

On receiving applications from Providers, Partners will need to copy and paste their project form into their Delivery Plan. The spreadsheet will automatically total all project information and give a break down per sport, costs per head, and so on.

Providers should return completed delivery plans to Chloe Morley (chloe.morley@derbyshire.gov.uk) no later than 29 April 2011.

ANNEX A - Sportivate Deadline Dates 2011-2012

Deadline	Who?	Action
22 March 2011	Derbyshire Sport – Youth Sport Officer	Derbyshire Sport Sportivate Operations Manual 2011-12 plus application forms circulated to partners
23 March – 22 April 2011	Partners	Promote opportunities through Sportivate to local providers. Set date and agree attendance for local/sport steering group to assess applications – inform Youth Sport Officer
23 March – 22 April 2011	Providers	Develop applications for Sportivate and submit to local authority steering group or Governing Body Officer
23 March – 22 April 2011	Derbyshire Sport – Youth Sport Officer	Organise County Panel meeting Liaise with Partners to establish fair representation on the County Panel Support Partners promote Sportivate
25 – 29 April 2011	Partners	Local/sport steering group meet and agree which applications will be forwarded to County Panel Local/NGB plans submitted to County Panel
25 – 29 April 2011	Derbyshire Sport – Youth Sport Officer	Attend district/sport steering groups as required
5 May 2011	Sportivate County Panel	Assess all applications and make decisions based on notional allocations and local demographics
9 – 13 May 2011	Derbyshire Sport – Youth Sport Officer	Communicate decisions made by County Panel to Partners
16 May 2011	Derbyshire Sport - Youth Sport Officer	County delivery plan submitted to Sport England

16 – 27 May 2011	Derbyshire Sport – Youth Sport Officer	Distribute Service Level Agreements to Partners. Communicate capacity funding allocation. Ensure Partners are clear of expectations, deadline dates and requirements.
16 May– 03 June 2011	Partners	Distribute Service Level Agreements to Providers. Ensure Partners are clear of expectations, deadline dates and requirements.
16 May onwards	Partners	Claim funding for capacity and agreed Sportivate projects from Derbyshire Sport
14 June 2011	All	Derbyshire launch of Sportivate
30 June 2011	All	Some delivery must be underway
14 October 2011	Partners	6 monthly KPI data returned to Derbyshire Sport
28 October 2011	Derbyshire Sport – Youth Sport Officer	6 monthly KPI data and progress report submitted to Sport England. 6 month reconciliation completed.
October 2011	All	Evaluation begins of Sportivate in Derbyshire
November 2011	Derbyshire Sport – Youth Sport Officer	Following evaluation and consultation, changes to Sportivate process be taken to the Derbyshire Sport Executive Board for approval
December 2011	All	Application process opens for 2012-2013
1 February 2012	Derbyshire Sport – Youth Sport Officer	County plan submitted to Sport England for 1 April 2012 – 31 March 2013 delivery

ANNEX B - Useful contact Information

Derbyshire Sport

Derbyshire Sport Officer	Contact Information
Youth Sport Officer (project lead)	Chloe Morley Chloe.morley@derbyshire.gov.uk 01773 571235
Governing Body Officer	Daniel Newton Daniel.newton@derbyshire.gov.uk 01773 571229
Coaching Development Manager	Andrea Stone Andrea.stone@derbyshire.gov.uk 01773 571222
Disability Sport Officer	James Cook James.cook@derbyshire.gov.uk 01773 571223
Active Lifestyles Officer	Angela Carter Angela.carter@derbyshire.gov.uk 01773 571223
Jog Derbyshire Officer	Tom Crampton Tom.crampton@derbyshire.gov.uk 01773 571234

Local Authority Sport Development Officers

District	District Authority Contact Information
Amber Valley	Kirk Monk kirk.monk@derbyshire.gov.uk 01773 841646
Bolsover	Jenny Carter Jenny.cater@bolsover.gov.uk 01246 593058
Chesterfield	Scott Webster scott.webster@chesterfield.gov.uk 01246 345569
Derby City	Will Turner will.turner@derby.gov.uk 01332 641243
Derbyshire Dales	Rob Wilks rob.wilks@derbyshiredales.gov.uk 01629 761381
Erewash	Ian Tinto ian.tinto@erewash.gov.uk 0845 9072244 ext 4314
High Peak	Chris Nightingale chrisnightingale@highpeak.gov.uk 0845 129 7777

North East Derbyshire	Kelly Massey Kelly.Hanwell@englishwomensgolf.org 01246 217219
South Derbyshire	Hannah Barradell-Smith hannah.barradell-smith@south-derbys.gov.uk 01283 595973

NGB Officers

Sport	Governing Body Officer Contact Information
Athletics	Daniel Caines daniel@cainesworld.com Stephen Moore smoore@englandathletics.org
Badminton	Edward Reeves edwardreeves@badmintonengland.co.uk
Basketball	Mandy Pollard mandy.pollard@btinternet.com
Boxing	Sue Hemsley Sue.hemsley@derbyshire.gov.uk
Cricket	Mick Glenn mick.glenn@derbyshireccc.com
Cycling	Anthony Gill anthonygill@britishcycling.org.uk
Equestrian	Gill Barham gill.barham@bef.co.uk
Football	Liam Rooney liam.rooney@derbyshirefa.com Angela Harper Angela.harper@derbyshirefa.com
Golf	Nigel Furniss nigel.furniss@derbyshiregolf.org
Hockey	Jamie Fleet jamie.fleet@englandhockey.org
Karate	Terry Johnson ktbf@ktbf.seriouslyinternet.com
Netball	Hayley Bramley hayley.bramley@englandnetball.co.uk
Orienteering	Pauline Olivant p.olivant@btinternet.com
Paddlesport	Jenny Spencer jenny.spencer@canoe-england.org.uk
Rowing	Jeff.elms@britishrowing.org
Rugby Football Union	Alan Royer alanroyer@rfu.com
Rugby League	David Butler david.butler@rfl.uk.com
Sailing	Gareth Brookes gareth.brookes@rya.org.uk

Squash	Julie Clark julie.clark@englandsquashandracketball.com
Swimming	Laura Campbell laura.campbell@derbyshire.gov.uk Hannah Creelman Hannah.Creelman@swimming.org
Table Tennis	Carolynn Ryann carolynn.ryann@etta.co.uk
Tennis	Paul Sheard paul.sheard@LTA.org.uk
Judo	Terri Elliott terri.elliott@britishjudo.org.uk

Please note

The list of sports is not exhaustive and applications from other sports are welcome.

Some sports may prefer applications to go through District Authority Steering Groups.