

Application Guidelines for Athlete Travel Subsidy Scheme

What is the Athlete Travel Subsidy?

The Athlete Travel Subsidy Scheme (ATSS) provides a funding subsidy to assist talented Western Australian athletes with out of pocket travel and accommodation costs to compete at regional, state, national and international championships or events.

The intent of ATSS is to support athletes that have progressed into the Talent Development/High Performance pathway of their chosen sport. Athletes must have undergone a selection process* endorsed by their respective Regional/State/National Sporting Association to participate at an event/competition within their pathway* that is essential to be considered for selection to a higher level team/event.

* refer page 3 for detailed definitions of selection and pathway.

The ATSS is part of the State Government's *Supporting Community Sport Initiative*, funded by the Royalties for Regions Program and the Department of Sport and Recreation.

Athlete Eligibility

Applications can be submitted by individual athletes who must:

- Be selected and competing in one of the five performance categories,
- Be attending a recognised event that is part of their sport's State or National pathway,
- Be an Australian citizen or permanent resident,
- Be aged 13 – 21 years at the commencement date of the event they are participating in,
- Permanently reside in Western Australia,
- Be a current registered member of a club or association that is affiliated with a State Sporting Association (SSA) that is deemed eligible by DSR (refer Appendix 2 for a list of eligible SSAs).

Note: athletes who attend school or university and are boarding in metropolitan Perth are classed as regional athletes but are ineligible to apply for Performance Category levels 4 and 5. Refer to the [DSR's website](http://www.dsr.wa.gov.au/regional) www.dsr.wa.gov.au/regional for clarification on metropolitan and regional boundaries.

What will be funded?

A subsidy must be used to offset **out-of-pocket travel and accommodation costs only** associated with involvement in one of the Performance Categories. Funding will be for either *retrospective* or *future travel* occurring within the eligible dates for the event.

Funding is allocated against the applicant's out-of-pocket amount and will not exceed the specified maximum funding limits. In cases where the number of applications exceeds the budget, eligible athletes will receive lower funding, and in extreme cases some eligible athletes may not receive any subsidy.

Note: Out-of-pocket expenses refer to travel/accommodation costs less any other financial support e.g. Western Australian Institute of Sport (WAIS), Local Sporting Champions, local government grants, etc.

What will not be funded?

A subsidy cannot be used to offset costs associated with the following:

- Meals,
- Team uniforms,
- Sporting equipment,
- Medical/physiotherapy expenses unless the above costs are included within a contribution levy required to be paid by the athlete to a NSO/SSA,
- Travel to Country Week not forming part of a SSA formal selection process,
- Travel to school/university/touring team events,
- Travel to events where the athlete has **chosen** to represent Australia / WA or a Region in an event they have qualified or nominated for and has **not** been selected by the NSO/SSA,
- Travel costs incurred by athletes competing in sports not deemed eligible by DSR,
- Travel costs incurred by athletes competing in National/State representation teams, talent squads and/or training squads **not** selected/endorsed by the NSO/SSA,
- Travel costs incurred by athletes competing at events/competitions which do not form part of, or contribute to, the recognised NSO/SSA pathway.

Assessment Criteria

Athletes who meet all points in the section above and are selected* to represent their region, Western Australia or Australia in SSA/National Sporting Organisation (NSO) sanctioned state, national or international talent championships/events will be eligible to apply for funding.

** Selection refers to a process whereby a clearly defined performance criteria is applied to select only the highest performing athletes onto a squad/team, within the athlete development pathway** controlled by the recognised SSA/NSO, and no element of chance is applied to that selection process.*

*** The sport's pathway is determined by those events and competitions that complement the progression of the athlete towards National representation. It refers specifically to what is recognised by the SSA and the NSO as the milestone events that it is critical for athletes to participate in, in order to progress along that pathway.*

Athletes must meet one of the five performance categories **during the eligible start dates for the event (refer page 5)** to be eligible for a subsidy.

Performance Categories

Athletes who have already received a subsidy, in the same sport, in a previous round of the Athlete Travel Subsidy Scheme in the same financial year, will only be eligible for further subsidies at a higher performance category.

Category	Performance Level	Level of Support per Athlete
1	Athlete travelling to represent Australia at an international event.	<u>Up to \$1,500</u> Plus Regional Athlete Support for eligible athletes
2	Athlete as a member of an Australian squad travelling to compete in Australian squad training commitments, vying for selection into an Australian team.	<u>Up to \$1,000</u> Plus Regional Athlete Support for eligible athletes
3	Athlete travelling to represent the State at national championships.	<u>Up to \$750</u> Plus Regional Athlete Support for eligible athletes
4	Athlete as a member of a State squad, WA Country Team or equivalent, travelling to compete in State squad training / competition commitments, vying for selection into a State team.	Regional Athlete Support for eligible athletes
5	Athlete selected through a formal selection process to represent their sport's region, travelling to compete in a State championship/event vying for selection into a State squad or WA Country Team or equivalent.	Regional Athlete Support for eligible athletes

Note 1: Athletes competing at national championships as part of a State country, State metro or region specific team e.g. North West or country specific teams will be assessed as Category 4 as they are representing a specific region and not the entire State.

Note 2: Where a Regional Sporting Association (RSA) or SSA selects multiple teams in the same age group for the same event, DSR will refer the applications to the respective SSA for assessment as to the relevant performance level category based on where the athlete is ranked within the pathway.

Note 3: In exceptional circumstances, DSR may consider exemptions related to the Performance Categories eligibility criteria and the SSA's performance pathway. Any exceptions will be addressed on a case by case basis.

What is the application process?

- Applicants should read and understand the application guidelines before commencing the application process.
- Applicants should direct any initial queries to their local DSR office, their SSA or via the travel subsidy enquiry email address (*see next page for contact details*).
- Applications must be submitted using the online application form available via the [DSR website](http://www.dsr.wa.gov.au) www.dsr.wa.gov.au and all sections must be completed (refer Appendix 1 for all application information required). In submitting the application, the athlete makes a commitment to DSR to comply with the Terms and Conditions applicable to ATSS.
- Athletes will be eligible to apply for funding more than once per financial year in the same sport, provided any subsequent application is for a higher performance category.

- Payments are made to the nominated bank account stated within the application form, via Electronic Funds Transfer (EFT) after the round has closed and all applications have been assessed, validated by the SSA and processed.
- All applications must be lodged with DSR by midnight on the published closing date.
No late applications will be accepted.

How will applications be assessed?

Statewide assessment

- DSR will contact the SSA to validate that the information relating to the athlete's performance level and travel costs is accurate.
- DSR will assess applications based on the eligibility criteria and Performance Categories funding framework.
- Subsidy amounts are subject to the number of eligible applications received and allocated budget per round. Minimum funding thresholds will be applied and be determined by DSR, below which no subsidy will be paid.

The assessment decision is final and no appeal regarding a decision will be entered into.

Notification

- The assessment, notification and payment process will be completed within approximately 8 weeks of the closing date of each round.
- Successful applicants will receive a letter from the Minister of Sport and Recreation.
- Unsuccessful applicants will be notified via email from either their local DSR Regional office (regional athletes) or the DSR head office (metropolitan athletes).

Regional Athlete Support Scheme

Athletes who **permanently** reside in a regional location as defined by the State Government's regional boundaries and are required to travel to attend events as described in the Performance Categories may be eligible for additional support through the Regional Athlete Support Scheme as follows (Refer to the [DSR's website](http://www.dsr.wa.gov.au/regional) www.dsr.wa.gov.au/regional or [DRD's website](http://www.drd.wa.gov.au) <http://www.drd.wa.gov.au/publications/Pages/Maps.aspx> for information on regional boundaries):

Region	Funding Limit
Kimberley	Up to \$800
Pilbara	Up to \$800
Gascoyne	Up to \$700
Goldfields	Up to \$500
Mid West	Up to \$500
Great Southern	Up to \$500
Wheatbelt	\$250
South West	\$250
Peel	\$150

Note: Regional athletes boarding in Perth are not eligible for Regional Athlete Support.

Application periods

Applications must be submitted online by midnight on the advertised closing date.

Application periods for each round will be open for one month. Funding will be for either retrospective or future travel occurring within the eligible dates for the event as per the following table:

2014/2015

Rounds	Opening Date	Closing Date	Eligible Start Dates for the Event
1	12 August 2014	12 September 2014	15 May 2014 – 15 December 2014
2	16 December 2014	23 January 2015	15 September 2014 – 15 April 2015
3	14 April 2015	15 May 2015	15 January 2015 – 15 August 2015

2015/2016

Rounds	Opening Date	Closing Date	Eligible Start Dates for the Event
1	August 2015	September 2015	15 May 2015 – 15 December 2015
2	December 2015	January 2016	15 September 2015 to 15 April 2016
3	April 2016	May 2016	15 January 2016 to 15 August 2016

2016/2017

Rounds	Opening Date	Closing Date	Eligible Start Dates for the Event
1	August 2016	September 2016	15 May 2016 – 15 December 2016
2	December 2016	January 2017	15 September 2016 – 15 April 2017
3	April 2017	May 2017	15 January 2017 – 15 August 2017

Assistance

For assistance, please contact your local DSR office:

Region	Phone	Email
Gascoyne	9941 0900	gascoyne@dsr.wa.gov.au
Goldfields	9022 5800	goldfields@dsr.wa.gov.au
Great Southern	9892 0100	greatsouthern@dsr.wa.gov.au
Kimberley	9195 5750	kimberley@dsr.wa.gov.au
Mid West	9956 2100	midwest@dsr.wa.gov.au
Peel	9550 3100	peel@dsr.wa.gov.au
Pilbara	9182 2100	pilbara@dsr.wa.gov.au
South West	9792 6900	southwest@dsr.wa.gov.au
Wheatbelt	9690 2400	wheatbelt@dsr.wa.gov.au
Metro	9492 9744 (Wednesday-Friday)	travelsubsidy@dsr.wa.gov.au

Or use the DSR travel subsidy enquiry email address: travelsubsidy@dsr.wa.gov.au

Note: Enquiries made via the email address will be responded to during office hours only.

Terms and Conditions that apply to applications and funding

Applicants must read and agree to the Terms and Conditions in the Athlete Travel Subsidy Scheme online application form before submitting an application.

Note: The department reserves the right to randomly audit successful athletes as outlined in the Terms and Conditions.

What is the application process?

- Applications must be submitted using the online application form available via the [DSR website](http://www.dsr.wa.gov.au) www.dsr.wa.gov.au and all sections must be completed.
- Athletes will be eligible for funding once only per financial year in the same performance category or higher.
- There will be three funding rounds allowing for athletes to apply for either retrospective or future travel and accommodation costs occurring within the eligible dates for the event.
- Applications must be lodged by the required lodgement time and date.
- Applications that do not meet the required lodgement deadline for a particular round will not be considered.
- All applications must be validated by the relevant SSA.

Is there an age limit for applicants?

Yes. Athletes must be aged between 13 to 21 years of age at the commencement date of the event.

If an athlete is at boarding school in Perth but returns to their home in a regional area on the weekends and/or school holidays, are they eligible for a subsidy?

Yes, as long as they are eligible against Performance Category level 1, 2 or 3 (the athlete will be classed as Regional however they will not be eligible for the additional Regional Athlete Support).

Are athletes who have been selected in State Country / Metro Teams eligible for a subsidy?

Athletes must be selected in a bonafide State Team to meet Performance Category level 3 (refer page 3). Athletes competing at national championships as part of a bonafide State country / metro or region specific team e.g. North West or country specific teams will be assessed as Category level 4 as they are representing a specific region and not the entire state.

Is an athlete who is selected to represent their club in a team or as an individual at a sanctioned National Championship event or State Championship event or tournament eligible to apply?

Yes. The success of the application will be determined once the application is assessed against the Performance Category levels and the relevant State Sporting Association consulted as to the athlete's performance level/national ranking in that sport's high performance pathway.

Are athletes who have been selected in State School Teams eligible for a subsidy?

Athletes must be selected in a bonafide State Team to meet Performance Category 3 (refer page 2). Athletes selected in a State School Team that is endorsed by the SSA and forms part of the SSA's athlete development pathway may be eligible for a subsidy.

FAQs (continued)

Are athletes who have been selected in a club / representative touring team that will travel overseas or interstate to compete against another country or states eligible for a subsidy?

Unfortunately, no. Athletes must be selected by the NSO to represent Australia in a sanctioned international event to meet Performance Category 1 or 2, or the SSA to represent Western Australia in a sanctioned national/overseas event to meet Performance Category 3 (refer page 3). It is essential that the event being attended is critical to the athlete's progression and selection to a higher level team/event in their sport's pathway.

If an athlete already receives support from other organisations (e.g. Australian Sports Commission, SSA, WAIS, South West Academy of Sport, Mid West Academy of Sport, Local Government, etc.), are they eligible for a subsidy?

Yes - if there is no surplus income against the out of pocket travel and accommodation costs.

Is an athlete eligible for a subsidy if they attend a boarding school in another regional area from where they live?

Yes. An athlete attending a boarding school in another regional area from where they live will be eligible for a subsidy. However, Regional Athlete Support will be based on the location of the boarding school.

Can an athlete qualify for a subsidy in different sports in the same year?

Yes. Athletes who meet the criteria are eligible for a subsidy in different sports in the same financial year.

Do I need to submit receipts for Out of Pocket expenses?

No. Athletes do not need to submit receipts to DSR, however DSR reserves the right to randomly audit successful applicants so you should ensure you keep a record of the costs associated with the event / competition you are participating in.

Appendix 1

Information required to complete the online application.

Event Details

- Event name (*in the format: Year / National or State / Age / Sport / Championship or Tournament e.g. 2014 National Under 15 Hockey Championships*)
- Team/squad Name (*in the format: Year / Australian or WA or Region / Age / Sport / Team or Individual / e.g. 2014 WA Under 15 Hockey Team*)
- Event start date
- Event town/suburb
- Event state
- Event country
- Australian citizen/permanent resident
- Sporting activity
- Name of your State Sporting Association (refer Appendix 2)
- Performance level category (as per these guidelines, p2)
- Total cost of trip
- Out-of-pocket travel and accommodation costs

Athlete Details

- Name
- Gender
- Date of birth
- Parent/guardian consent (if under 18 years)
- Parent/guardian details (if applicable):
 - Name
 - Home and/or mobile phone
 - Email address
- Your Local Government
- Residential address
- Postal address (if different to residential)
- Home and/or mobile phone
- Email address

Other

- School/university you are currently attending, and the region (if applicable)
- Name of your club, and the region (that you are a registered member of)
- Bank account details (for subsidy payment if you are successful)
 - BSB number
 - Account number
 - Account name

Terms and Conditions

- Must meet and agree to all

Appendix 2

Eligible Sports and the relevant State Sporting Associations

Sport Activity	State Sporting Association
Archery	Archery Western Australia
Archery	Australian Bowhunters Association Inc
Athletics	Athletics Western Australia
Athletics - Little	West Australian Little Athletics Inc
Athletics - Gaelic	Gaelic Athletic Association of WA Inc
Axemen	Axemen's Council of Western Australia Inc
Badminton	Badminton Association of Western Australia Inc
Baseball	Baseball WA Ltd
Basketball	Western Australian Basketball Federation
Billiards	Billiards and Snooker Association of WA Inc
Bocce	Federation Sport Bocce of WA Inc
Boxing	Boxing WA Inc
Calisthenics	Calisthenics Association of WA Inc
Canoeing	Canoeing Western Australia Inc
Cricket	Western Australian Cricket Association Inc
Croquet	Croquet West
Cycling - Cycle Sports & Mountain Bike	Westcycle Incorporated
Cycling - BMX	BMX Sports Western Australia Inc
Dancesport	DanceSport Australia Ltd
Darts	Western Australian Darts Council Inc
Diving	Western Australian Diving Association Inc
Dragon Boat	Dragon Boating WA Inc
Eight Ball	West Australian Eight Ball Federation Inc
Equestrian	Equestrian Western Australia Incorporated
Fencing	Western Australia Fencing Association
Floorball	Floorball Association of Western Australia
Flying Disc	Western Australian Flying Disc Association
Football – Australian Rules	West Australian Football Commission Inc
Football - Soccer	Football West Limited
Gliding	West Australian Gliding Association Inc
Golf	Golf Western Australia Inc
Gridiron	Gridiron West
Gymnastics	Gymnastics Western Australia
Handball	Handball West
Hang Gliding	Hang Gliding Association of WA
Hockey	Hockey WA
Ice Hockey	Western Australian Ice Hockey Association Inc
Ice Skating	Western Australian Ice Skating Association Inc
Judo	Judo Federation of Australia WA Inc
Karate	Australian Karate Federation WA Inc
Karting	Australian Karting Association WA Inc
Kung Fu	Kung Fu Wushu Western Australia
Lacrosse	Lacrosse WA Inc
Lawn Bowls	Bowls WA
Lifesaving - Royal	Royal Life Saving Society WA
Lifesaving - Surf	Surf Life Saving Western Australia Inc

Marching	Marching WA (Drilldance WA)
Motor Sport	Confederation of Australian Motor Sport Ltd
Motorcycling	Motorcycling Australia WA Inc
Netball	Netball WA Inc
Orienteering	Orienteering Association of Western Australia
Parachuting	West Australian State Parachute Council Inc
Polo	Western Australian Polo Association Inc
Polocrosse	Polocrosse Association of WA
Pony Club	Pony Club Association of Western Australia Inc
Power Boating	WA Council of the Australian Power Boat Association
Rogaining	Western Australian Rogaining Association Inc
Roller Sports	Rollersports Association of WA Inc
Rowing	Rowing WA
Rugby League	Western Australian Rugby League Ltd
Rugby Union	Western Australian Rugby Union Inc
Sailing	Yachting Western Australia Inc
Shooting - Clay Target	Western Australian Clay Target Association Inc
Shooting - Field & Game	Western Australian Field and Game Association Inc
Shooting - Pistol	West Australian Pistol Association Inc
Shooting - Practical Shooting	International Practical Shooting Confederation WA Inc
Shooting - Rifle	West Australian Rifle Association Inc
Shooting - Small Bore Rifle	West Australian Small Bore Rifle Association Inc
Shooting - Sporting	Sporting Shooters Association of Australia WA Inc
Shooting	Western Australian Shooting Association
Skateboarding	Skateboarding Australia WA Inc
Softball	Western Australian Softball Association Inc
Squash	WA Squash
Surf Riding	Surfing Western Australia
Swimming	Western Australian Swimming Association Inc
Swimming - Masters	Masters Swimming Western Australia Inc
Swimming - Synchronised	Synchro WA
Table Tennis	Western Australian Table Tennis Association Inc
Tae Kwon Do	Taekwondo Western Australia Inc
Tennis	Tennis West
Tenpin Bowling	Tenpin Bowling Association of Western Australia Inc
Touch	Touch Football Australia Incorporated
Triathlon	Triathlon WA
Underwater (Hockey)	Australian Underwater Federation
Volleyball	WA Volleyball Association Inc
Water Polo	Western Australian Water Polo Inc
Water Skiing	Western Australian Water Ski Association Inc
Wave Skiing	Western Australian Waveski Association Inc
Weightlifting	Weightlifting Western Australia Inc
Wheelchair Sports	Wheelchair Sports WA Association Inc
Wrestling	Wrestling Western Australia