



Prime Minister's Scholarship Programme

Programme Guide For

**Prime Minister's Coach Scholarships
Prime Minister's Support Team Scholarships
Prime Minister's Officials Scholarships**

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Introduction

This document sets out the conditions by which the scholarship programmes operate and is written for national sporting organisations, potential applicants and current scholarship recipients.

Background

- A.** The Prime Minister's Scholarship Programme is a government initiative established in 2000. Currently there are Scholarship programmes for:
1. Athletes (established in 2000);
 2. Coaches (established in 2002);
 3. Officials (established in 2005); and
 4. Support Team Members (established in 2006).
- B.** The Scholarship Programme is managed by SPARC on behalf of the Government. Scholarships are aligned to SPARC's High Performance Strategy 2006-2012 and Scholarship objectives and outcomes must impact SPARC's high performance mission of:
- more New Zealanders winning on the world stage.*
- C.** The purpose of the scholarships is to develop skills that contribute to the quality of New Zealand's sport performance at the elite level.
- D.** The programme supports professional development activities related to the purpose of the scholarships. For example activities may include accreditation requirements, business coaching, mentoring, training, internships, conferences, study visits, observations at key sporting events, discussions on 'best' practice, on-the-job shadowing, participation in peer network activities, participation in international committees or working groups, peer review of professional work, travel, accommodation, incidentals and reimbursement for lost income.
- E.** The scholarships do not support sport coaching, officiating, service delivery, accreditation fees, membership fees for professional bodies or industry groups and the purchase of any equipment associated with the applicant's vocation or job role.
- F.** Scholarships will only be awarded where the applicant has clearly identified their learning and development priorities and these are recorded in their professional development plan.

1. Definitions & Interpretation

In this document the terms set out below have the following meanings:

ACE means SPARC's Athlete Career and Education programme.

A List means the list of coaches, officials or support team members who have been identified by NSOs, SPARC and NZAS as being critical to the achievement of SPARC's high performance mission.

Applicant means the individual coach, official or support team member who applies for a scholarship through their NSO or NZAS.

Application means the written application for a SPARC Prime Minister's Scholarship supplied as per the standard SPARC application form and as submitted by the NSO or NZAS.

Carded means certified by SPARC as being eligible to access performance services via NZAS.

Carded Recipients means Carded athletes and Carded coaches and Supported Sports.

Coach means a person identified by a NSO as being on their coaching pathway and having a current or potential impact on the NSO's high performance programme.

Global Sports means four continents and 75 countries for men; three continents and 40 countries for women; and three continents and 25 countries for Winter sports.

Group Scholarship means one scholarship for two or more people who all meet the eligibility criteria and which focuses on a shared set of professional development requirements.

GST means Goods and Services Tax.

High Performance Athletes means Carded athletes or athletes who place top 16 in Olympic sports or place top 8 in non-Olympic Global sports.

Individual Scholarship means one scholarship for one person who meets the eligibility criteria and which focuses on individual professional development requirements.

Intellectual Property means all ideas, processes, systems, methods, discoveries, innovations, inventions, improvements, devices, equipment, specifications, characteristics, designs, plans, drawings, original works of authorship, copyright works, trade secrets, know-how experience, data, technical or other information, confidential information, trade or service marks and the like, capable of ownership or

protection at law and including all things able to be protected under copyright, patent, designs, trade mark, trade secrets and confidential information laws and similar laws.

NZAS means New Zealand Academy of Sport North Island and/or New Zealand Academy of Sport South Island - SPARC's high performance network.

NSO means national sporting organisation.

Official means any person who controls or directs the actual play of a competition by applying the rules of the sport to make judgements on rule infringements, performance, time or score.

PEG means Performance Enhancement Grant

Performance Service Providers means NZAS contracted or employed personnel who provide Carded Recipients sport science services, sport medicine services, Athlete Career and Education Services and other athlete and coach services as agreed between SPARC and NZAS.

Recipient means the individual coach, official or support team member who applies for a scholarship through their NSO or NZAS and is granted a scholarship by SPARC.

Scholarship means the specific project or projects specified to meet the objectives referred to in the application. The term covers both individual and group scholarship types.

Supported Sports means

- Targeted Sports;
- world class athletes (as identified by SPARC) in sports not in the list of nine Targeted Sports; and
- other sports on a contestable project basis (as identified by SPARC); and
- other sports as determined by SPARC.

SPARC means Sport and Recreation New Zealand, a Crown Entity established under the Sport and Recreation Act 2002.

Support Team means the team managers, high performance managers, support services coordinators, sports scientists, sports medicine providers, ACE staff and other sports specialists whose work underpins elite athletes' achievements.

Targeted Sports means sports targeted for medal success within SPARC's High Performance Strategy 2006-2012, and which at the publication of this document are athletics, cricket (men's), cycling, netball (women's), rowing, rugby (men's 15s), sailing, swimming and triathlon.

2. Eligibility Criteria for a Scholarship

- 2.1. The applicant must satisfy all of the following criteria.
- a) Be endorsed by their NSO and/or NZAS.
 - b) Be either a coach or official or support team member.
 - c) Be working with high performance athletes.
 - d) Be acknowledged in a NSO's high performance plan or service plan; or identified by their NSO or NZAS as an emerging talent who will impact high performance sport within the next 5 years.
 - e) Have an up-to-date professional development plan.
 - f) Have demonstrated commitment to their NSO's education and development pathways (if available).
 - g) Submit a complete application.
 - h) Have no outstanding scholarship requirements.
- 2.2. The Project must satisfy all of the following criteria.
- a) Be endorsed by the applicant's NSO and/or NZAS.
 - b) Where applicable, be endorsed by the applicant's Coach Services Advisor (coaches only) or Performance Services Manager (performance service providers only).
 - c) Be part of the applicant's professional development plan.
 - d) Positively impact high performance athletes.
 - e) Be over and above:
 - i) the service delivery component of the applicant's role;
 - ii) support expected of a good employer if in the fulltime, paid position; and
 - iii) opportunities available from NZAS.
- 2.3. The NSO or NZAS must satisfy all of the following criteria.
- a) Have no outstanding requirements in any of the four Prime Minister's Scholarship programmes.

3. Types of Scholarship

- 3.1. Individual scholarship
- 3.2. Group scholarship

4. Award

- 4.1. A maximum of \$50,000 per year is available per scholarship for a maximum of three years. However, likely maximum investment per application and selection priorities may vary between scholarship programmes as outlined in Schedule 2.

5. Application Process

- 5.1. The scholarship programme outline, application form and endorsement form are available on the elite sport section of SPARC's website at www.sparc.org.nz
- 5.2. Applicants apply through their NSO or NZAS.
- 5.3. NSOs or NZAS are required to publicise, receive, prioritise, endorse (using the endorsement form) and forward applications to SPARC.
- 5.4. Applications must be endorsed by the applicant's Coach Services Advisor (coaches only) or the Applicant's Performance Services Manager (performance service providers only).
- 5.5. The 12-month scholarship period is 1 January – 31 December.
- 5.6. There is one scholarship application closing date per year for NSOs or NZAS being 5pm, 1 December. Early applications are appreciated but will not be considered until after the closing date.
- 5.7. Applications throughout the year may only be considered at the discretion of SPARC.
- 5.8. NSOs and NZAS should email applications to pmscholarships@sparc.org.nz. A hard-copy application along with a signed endorsement form should be sent to PM Scholarships, SPARC, Level 4, 78 Victoria Street, PO Box 2251, Wellington.
- 5.9. *Restrictions*
 - 5.9.1. Investment will not be provided for applicants who receive alternative funding for the scholarship activity except where the alternative funding does not meet the full cost of the scholarship activity.

6. Selection

- 6.1. *Selection Process*
 - 6.1.1. Advice regarding application quality, linked to the key criteria in Schedule 1, may be sought by SPARC from specialists in the relevant field.
 - 6.1.2. Applications are assessed by a SPARC assessment panel. The panel comprises a broad high performance skill set in areas such as capability development, high performance programme management, high performance coaching, technology, innovation, research, sport science service provision, sports medicine service provision and Athlete Career and Education service provision.
 - 6.1.3. NSOs and/or scholarship applicants may be required to attend an interview, particularly with high-cost applications. Interview travel expenses will be reimbursed by SPARC.

6.2. *Selection Criteria*

- 6.2.1. All applications are evaluated against the criteria and priorities outlined in Schedules 1 and 2.

6.3. *Selection Outcome*

- 6.3.1. Applications will be either approved or approved in part or short listed pending further information or declined.
- 6.3.2. SPARC will notify NSOs or NZAS in writing of both successful and unsuccessful applications by 24 December of the year in which they apply. NSOs or NZAS are required to advise their applicants as soon as possible after receiving formal notification.

7. Requirements

7.1. *Investment*

- 7.1.1. SPARC will send investment schedules for all approved scholarships to NSOs or NZAS for signing. Payment will be made upon SPARC receiving the signed investment schedules and the achievement of any required milestones throughout the period of the scholarship.
- 7.1.2. The NSO or NZAS is required to distribute investment awarded for each approved Scholarship.
- 7.1.3. Unspent investment at the completion or termination of the scholarship must be returned to SPARC by the NSO or NZAS within four weeks of the scholarship being completed or terminated.

7.2. *Tax*

- 7.2.1. GST and income tax obligations are the responsibility of the scholarship recipient. SPARC recommends advice is sought from the Inland Revenue Department.
- 7.2.2. Items budgeted in applications should include GST.
- 7.2.3. Due to tax advice SPARC has received, the scholarship payments between SPARC and NSO or NZAS is not a supply for GST purposes. Therefore no GST will be added to this payment by SPARC.

7.3. *Scholarship Management*

- 7.3.1. The scholarship recipient, NSO and/or NZAS are jointly responsible for ensuring the scholarship is completed as per this document and as stated in the application or otherwise as agreed to with SPARC.
- 7.3.2. Any change to the scholarship should be requested in writing by the NSO and/or NZAS to SPARC. SPARC is under no obligation to approve the requested change.

7.4. *Reporting*

- 7.4.1. A report from each NSO/NZAS and scholarship recipient is required within four weeks of an approved scholarship being completed. Report forms are available on the elite sport section of SPARC's website at www.sparc.org.nz
- 7.4.2. Interim reports, particularly for high-cost and multi-year scholarships, may be required. In these instances, SPARC will specify the reporting frequency and format.
- 7.4.3. Scholarship recipients may be required to write, be interviewed for, or present at information-sharing opportunities such as NZAS Forums, Coaches Convention and The New Zealand Coach magazine.

7.5. *Intellectual Property*

- 7.5.1. The full conditions concerning intellectual property are set out in Schedule 3. Although this schedule applies in all circumstances, some of the main points are set out below in lay terms for your easy reference.
 - i) Information contained in an application or scholarship report may be used by SPARC for publicity purposes or for information sharing.
 - ii) The intellectual property is owned by the scholarship recipient and/or NSO and/or NZAS (as agreed between them).
 - iii) SPARC may use at no cost the intellectual property to provide benefits across the high performance system.

7.6. *Auditing & Monitoring*

- 7.6.1. In order to satisfy government audit and monitoring requirements, NSOs and NZAS may be subject to “spot checks,” where evidence of compliance with the requirements outlined in section 7 will need to be provided.

8. Termination

- 8.1. SPARC may terminate a scholarship immediately if:
- 8.1.1. the objectives of the scholarship have not been met; and/or
 - 8.1.2. the objectives of the scholarship are unlikely to be met within the timeframe of the scholarship; and/or
 - 8.1.3. NSO or NZAS endorsement is withdrawn from the scholarship; and/or
 - 8.1.4. the recipient is no longer coaching, a support team member or officiating.

9. Publicity

- 9.1. The Minister for Sport and Recreation publicly announces scholarship recipients. Typically, this announcement occurs in January. Prior to this announcement, selection outcomes are to remain strictly confidential.
- 9.2. SPARC is to be acknowledged in any publication of any work or any activities funded by the scholarship.

10. SPARC Point of Contact

- 10.1. Queries, issues and requests for assistance should be addressed to:

Chris Bailey
Senior Advisor, People Development
SPARC
Level 4, Dominion Building
78 Victoria Street
PB Box 2251
Wellington
Phone: 03 387 0582
Fax: 03 383 7158
Email: chris.bailey@sparc.org.nz

**Schedule 1:
Selection criteria for the 2007 scholarship intake**

Applications are scored in three weighted categories against some key selection criteria as outlined below in order to meet available financial resources. The key selection criteria may not be weighted evenly and other selection criteria may be considered.

Category	<u>Importance of the Applicant(s)</u>	<u>Importance of the Project</u>	<u>Importance to SPARC's High Performance Mission</u>
	to the NSO and high performance sport	to the Applicant(s), NSO and high performance sport	
Weighting	40%	30%	30%
Key Selection Criteria Considered	<u>Past</u> <ul style="list-style-type: none"> • Contribution (value, commitment and/or longevity) to the NSO and high performance sport • Receipt and impact of previous scholarships and funding <u>Present</u> <ul style="list-style-type: none"> • Role(s) within the NSO and high performance sport • Knowledge, skills, and qualifications <u>Future</u> <ul style="list-style-type: none"> • Potential to impact high performance sport 	<ul style="list-style-type: none"> • Link to the professional development needs of the applicant(s) • Link to NSO high performance plan, query or issue • Benefit to other sports • Likelihood of the project being implemented and completed as stated • Value for money 	<ul style="list-style-type: none"> • Level of impact on SPARC's high performance mission

**Schedule 2:
Financial and selection priorities for the 2007 scholarship intake**

Scholarship Programme	Coach	Support Team	Officials
Approximate Programme Investment	\$1,000,000	\$675,000	\$250,000
Likely Maximum Investment per Application	Up to \$50,000	Up to \$30,000	Up to \$10,000
Selection Priorities	<ol style="list-style-type: none"> 1. "A List" coaches. 2. Carded coaches. 3. Applications from Targeted sports. 4. Coaches of world class athletes and athletes receiving a PEG. 	<ol style="list-style-type: none"> 1. "A List" support team members. 2. Applications from Targeted sports or applicants supporting Targeted sports. 	<ol style="list-style-type: none"> 1. "A List" officials. 2. Applications from Targeted sports. 3. Individual scholarships supporting international accreditation. 4. Individual and group scholarships for other professional development activities. 5. Applications supporting a visiting international expert.

**Schedule 3:
Intellectual Property**

Intellectual property in the scholarship is agreed by SPARC to remain in the ownership of the scholarship recipient and/or NSO and/or NZAS (as determined by agreement between them) but subject to the following:

i) information contained in an application and/or scholarship report may be used by SPARC for publicity and/or information dissemination purposes, and

ii) if the scholarship produces intellectual property that has or could in the reasonable opinion of SPARC be utilised to provide direct or indirect benefits for carded recipients then the owner of the intellectual property rights must grant a non-transferable royalty free licence to SPARC and to NZAS to use the intellectual property solely for the purpose of providing the applied high performance services and facilities to carded recipients, but not for commercial purposes or disclosure to, or use by, any other third party. If any NZAS ceases to exist, then SPARC may require the owner of the intellectual property rights to allow any replacement organisation as specified by SPARC to have a licence on the same terms as above.