



KidSport Procedure

What is 'KidSport'?

KidSport is financial aid scheme which enables eligible children aged 5 to 18 to participate in community sport and recreation by offering them financial assistance towards club registration fees.

Who is Eligible?

All Western Australian Children aged 5-18 with a valid Health Care Card or Pensioner Concession or who can prove financial hardship and meet KidSport exceptional circumstances.

How KidSport works

Parents/Carers/Guardians of Eligible children apply online or by using a hard copy application form. KidSport applications are assessed by the local government in which the child resides or by the KidSport team at the Department of Local Government, Sport and Cultural Industries. If the application is approved, the applicant is emailed a voucher code (unique to that child). The code is provided to the club when registering so that the approved amount can be applied to the registration or membership fees. All voucher codes expire in 90 days for issuing.

Responsibilities of KidSport Eligible Members

- Be aware of and understand the requirements and obligations for using KidSport, as described by the Department.
- Present a valid KidSport Voucher at time of registration or prior to payment of game fee – game fees will not be retrospectively reimbursed. This means they must be approved for KidSport and have your voucher validated at time of claiming.
- Utilise the voucher within the 90-day expiry period.
- Instruct the Clubs/Association how they would like the voucher to be applied – registration fees, club fees or game fees.
- Not request a refund of unused KidSport funding to be paid refunded directly to them – this is refunded to the Department by the Club/Association.
- Not request that the voucher be exchanged for cash, other than if this is for a refund for fees already paid.
- If seeking a refund, provide details of extenuating circumstances and any supporting documentation i.e., Medical Certificates.
- If the full eligible amount is not utilised, **it is the eligible members responsibility keep track of their own funding and liaise with the Department to access residual funding.**
- Be aware that game fees will apply to all games unless a valid medical certificate or extenuating circumstances exist – games not attended will still be paid for.
- Be aware that prior to playing, all Registration Fees, Club Fees and Game Fees must be satisfied – Association and Club By-Laws and Policies will apply.
- Any fees, charges and costs that are not covered by KidSport funding is the responsibility of the parent/guardian or carer.

Responsibilities of Clubs/Associations

1. Assurance that goods and services offered are considered value for money and that costings are competitive.
2. Assurance that no differential pricing in membership exists between children approved for KidSport and other participants.
3. Collecting voucher codes at point of registration from applicant. Parents with a voucher code should not be expected to prepay their registration fee unless they choose to do so.
4. Validation of KidSport voucher codes.

5. Notification to the Department if the club no longer meets the eligibility criteria.
6. Administering KidSport in accordance to the KidSport Club How to Guide: [Microsoft Word - KidSport - Club - How to Guide - December 2020.DOCX \(dlgsc.wa.gov.au\)](#)
 - The Club/Association must have a validated KidSport voucher and confirmation of funding prior to applying to registration fees, club fees or game fees.
 - The Club/Association must advise any member requesting a deferment of game charges due to injury/illness or non-attendance that a Medical Certificate or supporting documentation is provided, prior to granting of any deferment.
 - The Club/Association must keep records – invoices, showing a direct line between the application of the funding and the eligible member – for Clubs where game fees are invoiced periodically, KidSport funding will not be deducted from these invoices. KidSport Game Fees are to be claimed and/or applied by an invoice specific to the details of the eligible member.

KidSport Refund Policy

[KidSport policy \(dlgsc.wa.gov.au\)](#)

NO REFUND SHALL BE GIVEN DIRECTLY TO ANY PARENT/GUARDIAN UNLESS IT IS FOR OUT-OF-POCKET PAYMENT OF FEES i.e., Parent paying club fees/game or registration fees via own funds and seeking reimbursement.

Games not attended will still be paid for out of KidSport funding unless proof of extenuating circumstances or valid medical certificate is provided.

Shire of Mundaring

The Shire of Mundaring assesses and approves all KidSport payments for the members residing within that Shire. The member is responsible to liaise with the Shire regarding their eligibility, changes to their circumstances and unused funding.

HRBA Procedure

1. Registrations open and clubs send out links with products that are payable at time of registration.
2. HRBA will supply the KidSport Link to the Clubs to
 - Clubs are not to use own KidSport Link.
 - HRBA link is only provided to registering members if requested – it is not for general distribution.
3. Prior to season starting, Clubs are to send notice that the KidSport Voucher has been approved, validated, and being processed for payment. Players will not be considered registered until this time.
4. Clubs/HRBA must consult eligible members how their money is to be applied.
 - If the KidSport application is via the club HRBA will invoice the Club
 - If the KidSport application is via HRBA, the Club will invoice HRBA for club fees etc.
 - Reimbursements for BWA Affiliation Fee, Club Fees and HRBA Registration fee will be invoiced/administered directly to the member – it will not be applied to a Club/Association invoice.
5. Residual monies after BWA Affiliation Fee, HRBA Registration and Club Fees can be applied to game fees.
 - Weekly game fees are set by the Treasurer and is standardised across all KidSport recipients.
 - Games charges will not be deferred each week, unless this deferment is as described in the KidSport Refund Policy [KidSport policy \(dlgsc.wa.gov.au\)](#).
 - HRBA will liaise with the Club/Member how the monies will be allocated to the game fees i.e., refund after paying games.
6. If a KidSport member meets the criteria for a refund, the Club/Association where the funding was applied must contact the Shire of Mundaring for advice regarding this. No cash refunds are to be given to the eligible member.