

Sport NSW Female Leaders – Get on Board Program

2024 Expressions of Interest application form

As part of its *Female Leadership Project*, Sport NSW has developed a targeted course for aspiring female leaders in the sports industry to develop board awareness skills that will both support career growth and provide the required foundations to take your first step as a board director. The 'Get on Board Program' will combine Australian Institute of Directors Foundations for Not-For-Profit Directors Course with a practical workshop to develop strategies that turn theory in to practice.

What is the AICD NFP Foundations of Directorship program?

The one-and-a-half-day program is tailored to the Not-for-Profit sector and specifically sport to provide aspiring directors with a comprehensive overview of the main components of directorship: governance, finance, and strategy and risk. Whether you're looking to enhance existing knowledge, stepping up as an executive, or starting out a directorship career, the training provides a unique and interactive learning environment.

What is a board readiness workshop?

The half day practical workshop has been designed specifically to supplement the AICD NFP Course and will give participants practical tips for preparing for a board position or reporting to boards to get the outcome you want. Participants will review career goals, develop a board resume, and board due diligence, reflect on relationships / network, and identify strategies for approaching their next or first board meeting.

Priced at over \$3,000 (ex GST), scholarship placements will be provided free of charge to successful program candidates.

Course Details

Australian Institute of Company Directors, Foundations for Not-For-Profit Directors Course

Date: July 30th 9am – 5.00pm & 31st 9.00am – 12.30pm
Location: Sydney Olympic Park
Facilitator: Australian Institute of Company Directors

Board Readiness Workshop

Date: Tuesday 6th August, 9.00am – 1.00pm
Location: Sydney Olympic Park
Facilitator: Carol Fox & Co

How do I apply for sponsorship?

There are limited sponsorship placements available. To apply, please complete the below steps:

- Complete and sign the Expressions of Interest (EOI) application form on pages 4-5.
- Submit your application to Sport NSW by 5.00pm (AEDT) Monday 3rd June 2024

Eligibility criteria

- Applicants must be able to demonstrate how they are currently supporting the NSW sporting sector either through their current employment (paid or unpaid), appointment to a State Sporting Organisation Board or as a volunteer.
- Applicants must be able to demonstrate leadership and or management experience in current and or previous roles.
- Applicants must demonstrate the evaluation criteria
- Eligible organisations include (but are not limited to) NSW State Sporting Organisations, Professional sports clubs, not for profit organisations as well as media and educational institutions.
- Applications must adhere to the conditions of participation, including word limits
- Applicants must complete post program report and review as required by Sport NSW
- Applicants must be able to attend the 1.5-day course July 30 & 31 and the half day workshop August 6th

Key information

Due date	Applications must be submitted by 5.00pm (AEDT) Monday 3 rd June 2024
Key contact	All communications relating to this application and the process are to be directed to Libby Sadler, Strategic Projects Manager, Sport NSW. If you require assistance or support in using and/or submitting this form, please contact Libby Sadler on libby.sadler@sportnsw.com.au or 0407 101 665.
How to lodge	Forms should be completed using the form on pages 4-5. Applications should be submitted by email to libby.sadler@sportnsw.com.au and must be lodged by the closing date/time above. A cover letter is not required with the application form. Sport NSW will acknowledge receipt of your form. Please email libby.sadler@sportnsw.com.au if you have not received acknowledgement within 5 working days of submitting your form.

Timetable	<p>13 MAY: Applications open</p> <p>3 JUN: Forms due to Sport NSW</p> <p>12 Jun: Sport NSW review and shortlist applications</p> <p>17 JUN: Shortlisted applicants notified</p> <p>19 JUN: Deadline for acceptance of offer</p> <p>18 Aug: Unsuccessful applicants notified</p> <p>1 JUL: Announcement of successful applicants</p> <p>30 - 31 JUL: AICD NFP Course</p> <p>6 AUG: Board Readiness Course</p>
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Conditions of participation

1.1 Invitation

The application form is not an offer. It is a formal request for interested parties to submit an application. Nothing in this form is to be construed as creating any binding agreement (express or implied) between Sport NSW and any respondent.

Female leaders nominated by the applicant must be permanent employees (full-time or part-time).

1.2 Eligibility

Eligibility is open to all individuals who currently support the NSW sporting sector either through their current employment (paid or unpaid), as a board director of a NSW State Sporting Organisation or in a volunteer capacity.

1.3 Additions and amendments

Sport NSW reserves the right to change any information, or to issue an addendum to this form. Sport NSW may in its absolute discretion alter the structure and/or the timing of the process; and vary or extend any time or date specified in the application form for all invitees.

1.4 Costs

Sport NSW shall not in any circumstances be responsible for any costs incurred by a respondent in preparing and submitting an application. An interested party expressly acknowledges and agrees that Sport NSW will not have any liability in relation to any such costs incurred directly or indirectly by that interested party. In submitting an application, each respondent acknowledges the commitment of time for participating in the program is incumbent on them.

Should a sponsorship recipient forfeit their placement in the AICD program, Sport NSW will invoice the individual or sponsoring SSO for the forfeited sponsorship fee (not the total cost of the training).

1.5 Conflict of Interest

Applicants must disclose any actual, perceived or potential conflicts of interest in their application form where indicated.

1.6 Obligation to notify errors

If an applicant identifies an error in their submission, they must promptly notify Sport NSW. If an applicant is found to have made a false, misleading or deceptive claim or statement, Sport NSW may exclude the response from further consideration at any time.

1.7 Use and disclosure of applications

Submissions of respondents will be treated as confidential by Sport NSW. They will not disclose the information contained in a respondent's submission, except for the purposes of enabling Sport NSW to evaluate the application. Each respondent, by submission of this form, is deemed to have granted permission to Sport NSW to reproduce the whole, or any portion of application.

1.8 Evaluation process

Applications will be evaluated in accordance with the evaluation criteria. A respondent's submission will not be deemed to be unsuccessful until such time as the respondent is formally notified of that fact by Sport NSW.

1.9 No responsibility for errors

While every effort has been made to ensure the accuracy of information in this application form, Sport NSW accepts no responsibility to interested or third parties under the law of contract, tort or otherwise for any loss or damage which may arise from any information provided by Sport NSW or any of its employees, officers, volunteers or agents.

1.10 No reliance

All information given to interested parties by Sport NSW or its employees, officers, volunteers and agents is and will be given on an "all care but no responsibility" basis. Each interested party acknowledges and agrees that it has not relied on any express or implied statement, representation or warranty as to the truth, accuracy or completeness of the information contained in this application form or otherwise provided by Sport NSW.

1.11 Result of submission

By lodging this application form, an interested party waives any right it may have to make a claim against Sport NSW, its employees, officers, volunteers or agents arising out of or in connection with the application form or associated process. By accepting delivery of this application form, each interested party will be deemed to have acknowledged acceptance of and shall be bound by these conditions of participation.

1.12 Reservation of rights

Sport NSW reserves the right to:

1. extend the closing date for submissions;
2. vary this expression of interest at any time, subject to Sport NSW first giving each interested party the opportunity to respond to the variations;
3. allow an interested party to change its submission before the completion of evaluation of submissions, but only if the same opportunity is given to all interested parties;
4. consider an incomplete submission;
5. abandon this expression of interest process at any time;
6. clarify any aspect of a submission after the closing date for lodging submissions;
7. seek information from any interested party;
8. following evaluation of submissions, invite revised submissions from one or more interested parties;
9. following evaluation of submissions, negotiate with one or more interested parties; and
10. discontinue negotiations at any time with any interested party.

Evaluation criteria

Sport NSW will assess applications in accordance with the evaluation criteria specified below:

Item	Criterion	% Weighting
1.	Demonstrated how the training program will contribute to their career goals as a leader and or board director	40
2.	Demonstrated how they will utilise the training in their current role with their organisation or to achieve a board appointment	40
3.	Ability to identify next steps in career development upon completion of the course	20
Total		100%

SNSW Get on Board Program Scholarship application form

*Save this document, complete the below 2 pages and forward the saved form to libby.sadler@sportnsw.com.au

Organisation name (if applicable)

Click or tap here to enter text.

Applicant name

Click or tap here to enter text.

Email

Click or tap here to enter text.

Employment status (permanent full-time / part-time)

Click or tap here to enter text.

Position

Click or tap here to enter text.

Phone

Click or tap here to enter text.

Briefly outline what you hope to gain from participating in the training program and how you will utilise the skills learned to continue to support the NSW sport sector (300 words).

Click or tap here to enter text.

Please outline how participating in the program will help to further your board directorship and or senior leadership aspirations (300 words).

Click or tap here to enter text.

Please identify the next steps you will take upon completion of the course to further develop your leadership and / or to acquire a board role (300 words).

Click or tap here to enter text.

Conflicts of Interest Declaration

The applicant must disclose any actual, perceived and/or potential conflicts of interest in its response, and must be willing to provide further information at Sport NSW request.

In presenting this proposal, I declare that:

I do not have any additional matters which may give rise to an actual, perceived and/or potential Conflict of Interest.

OR

I have additional matters which may give rise to an actual, perceived and/or potential Conflict of Interest, as set out in the table below:

1.	Click or tap here to enter text.
2.	Click or tap here to enter text.
3.	Click or tap here to enter text.
4.	Click or tap here to enter text.
5.	Click or tap here to enter text.

Application Form Declaration

I/We certify that the information given in this application is true and correct. I/We acknowledge that if a sponsorship recipient forfeits the training program, forfeiture clauses will be managed in accordance with AICD's policies.

I confirm that I am able to attend both the AICD Course July 30 - 31 and the workshop August 6th

Applicant Signature

Click or tap here to enter text.

Date

Click or tap to enter a date.

Printed Name

Click or tap here to enter text.