



Deliverer's Guidance Notes **for Sport Unlimited projects in Essex**

Year 3 Term 2 - Autumn 2010

Please ensure ALL deliverers receive a copy of this document along with the current registers
(Autumn 2010 version)

Introduction

The Sport Unlimited funding programme provides a fantastic opportunity for more young people to try new sporting activities. In Essex alone, during the 2010/11 financial year, £379,000 has been allocated to **sportessex** from Sport England to provide these opportunities. This is a considerable investment into boosting sporting activity within the county.

Sport England and **sportessex** need to track the effectiveness of this investment through Monitoring and Evaluation (M&E) data collected back from you, the deliverers, at the sharp end. This data collection comes in the form of **project registers** that are supplied by **sportessex** before the start of your project(s). If you have not received copies of the register before your project is due to begin, this can be downloaded from: [http://sportessex.com/content_campaign.php?page=Sport Unlimited](http://sportessex.com/content_campaign.php?page=Sport%20Unlimited) or call Jim Messenger at **sportessex** on: 01245 702497.

The compilation of the data on participants is crucial to the continuation of funding. We appreciate that it can be difficult to collect data and register all the young people at every event but this must take priority over the actual activity as a great project will go unnoticed unless the participation levels are recorded.

Please note: The funding for projects is supplied under a signed Partnership Agreement. As part of this agreement, the second installment of funding will not be paid unless the completed registers are returned to **sportessex**. If you are the coach/instructor but not the person or organization receiving the funding from **sportessex**, then you must ensure you return the correctly completed register(s) promptly to the person commissioning you to deliver. If you are the person/organisation receiving the funding from **sportessex** then you need to take responsibility for the correct completion and return of the M&E data and not just leave this to the coach/instructor or school etc. Where this is delegated to someone else they are less likely to be diligent about completing the registers. Do not leave this to third parties to address.

Completing the Project Register(s)

This is the crucial piece of information to complete. You can print-out a copy to take to sessions and either return this to **sportessex** by post or transfer the information to an electronic version on your computer and return this by email.

Important points:

1. If you are completing the register to be returned by hand, please print as legibly as possible in capitals. Don't use hand-writing as this can make the form very difficult to interpret at our end.
2. Do fill in the boxes at the top clearly indicating the activity and location, not just the school etc. We expect to receive back over 300 registers from all the projects running. Trying to establish which project is which without this information is very time consuming. We will not necessarily know the location of the school etc. so please include area/town name.
3. Include **your** name and contact details on the form as marked. This is crucial for the **FREE PRIZE DRAWS** (see later)! It may be the only way we have to contact the winning deliverers and participants.
4. Participant details: At the first session, or when a new participant turns-up, you will need to record their details. Please allow a little time for this. We appreciate that set-up and preparation can be hectic but collecting the data is crucial to ensuring you receive your funding!



Activity Level: Ask the participants: **"how many days a week do you do sports or other activities like dance club, for an hour or more, not including (in school lesson time or) this activity?"** (Skip the bit in the middle for college students). This question is printed on the bottom of the register for easy reference.

Please inform the young people they are not being judged and that you want an honest answer, it will not effect their involvement in any way. Record this accurately as it a key piece of statistical information. We appreciate this can all take a little time but it only needs to be done once.

5. Weekly attendance: Enter the date in the box under each week number eg 12/09. Tick attendances and leave absences blank. (If you are completing the form electronically, you can use a tick or 'P' for present. Please leave absences blank.

Cancelled or Undelivered Sessions

If sessions are cancelled or undeliverable for any reason, you should try to reschedule these at the end of the eight weeks. It is permissible to run a double session if there are insufficient weeks left in the term. Coaching expenses will not be paid for missed weeks, so do check with the participants and commissioners etc if there are other activities that may effect the programme and plan accordingly.

Delivering the full Programme

DO NOT split the project across more than one group. All the participants must have access to all eight sessions. If you are oversubscribed with participants, contact sportessex, we may be able to provide extra funding to provide additional sessions.

If your project is undersubscribed then consider whether the number of activities or allocation of coaches/instructors can be reduced to save costs. (Please note: the Sport Unlimited programme is intended as an opportunity for young people to take part in activity, not as a funding stream for coach income. Please be conscientious about this. If you are able to save money on your project we can potentially use this to create further sporting opportunities for other young people in Essex).

Tips for delivery

The coach/instructor is the crucial component to successful delivery. Making the sessions fun and engaging for the participants is the major factor in retention. From our past experience, the biggest drop-off in attendance is in weeks 2-4. Crucially, this is where the participants realize the sessions 'are not as much fun as they thought they would be.' the magic number for how successful your project is perceived to have been is how many participants attend five or more of the eight sessions.

Free Prize Draws for Participants and Deliverers

Sportessex appreciates that it sometimes takes a little help getting young people to stick with a sport or activity long enough to get to the level where it becomes really fun. To assist with this, we are offering an incentive scheme to get your participants to stay with your project. Each person for which we receive the full details on the register, and who has attended at least five sessions, will be entered into a free prize draw to win a **£50 iTunes voucher!** We have 20 vouchers to give away to lucky winners across Essex. So please ensure you complete the registers correctly and these are returned to **sportessex** by the **deadline of 21st January 2011** to give your participants the chance to win one of these fantastic prizes!

As an incentive for **you** the deliverer, we have **£100 sports gift vouchers** to go to the best deliverers in terms of retention of participants and quality of data on the returned register(s). So please do keep the young people coming back, and fill in those registers; it could be worth £100!

Please Note: It is vital that you enter your name and contact details on the register. This may be the only way we have to contact you and/or one of your participants if a prize has been won.

Good luck with your project and thank you for supporting sport unlimited!

