

Department of Tourism, Innovation and Sport

ATHLETE BONUS GRANTS

Procedure Manual



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1. Scope

This procedure applies to all aspects of the management of Queensland (QLD) Athlete Bonus Grants (Bonus Grants) awarded to Queensland athletes¹ selected to compete at one of the following international sporting competitions:

1. Olympic Games
2. Paralympic Games
3. Commonwealth Games
4. Other competitions, as determined by the Chief Executive, Queensland Academy of Sport (CE QAS)

This procedure complies with Queensland Treasury Financial Accountability Handbook, Volume 6 – Grant Management.

Queensland Treasury Financial Accountability Handbook, Volume 6 – Grant Management.

The objective of Volume 6 is to achieve a Whole-of-Government approach to grant program development and administration while maintaining some flexibility to suit an individual agency's specific grant program requirements.

<https://www.treasury.qld.gov.au/resource/financial-accountability-handbook/>

2. Overview

This procedure provides an overarching best practice guide for the Queensland Academy of Sport (QAS) in the management of the Bonus Grants.

The objectives of this procedure are to:

- provide a clear and concise guide that adheres to the Queensland Government's Department of Tourism, Innovation and Sport (DTIS) requirements for grant management
- define the responsibilities and processes associated with the grant.

The Queensland Government awards the Bonus Grant to eligible Queensland athletes who have been selected on either an Olympic, Paralympic or Commonwealth Games team. The Bonus Grants are administered by the QAS on behalf of the Department of Tourism, Innovation and Sport (DTIS) to assist Queensland athletes offset some of the costs incurred for training and competition in preparation for their relevant Games competition.

In alignment with the QAS 2032 High Performance Strategy tactic of *Redefine the Queensland Athlete Medal Bonus Grants to ensure an 'award' versus 'reward' approach*, the one-off Bonus Grants are awarded to Queensland athletes upon the announcement of an official Australian Olympic, Paralympic or Commonwealth Games Team (Australian Team) selection. Queensland athletes are **not** required to have competed in the Games, rather the Bonus Grant is awarded for the achievement of Australian Team selection. However, there may be some circumstances where Queensland athlete will be required to reimburse the amount paid:

- doping violation
- charged or convicted of a criminal offence

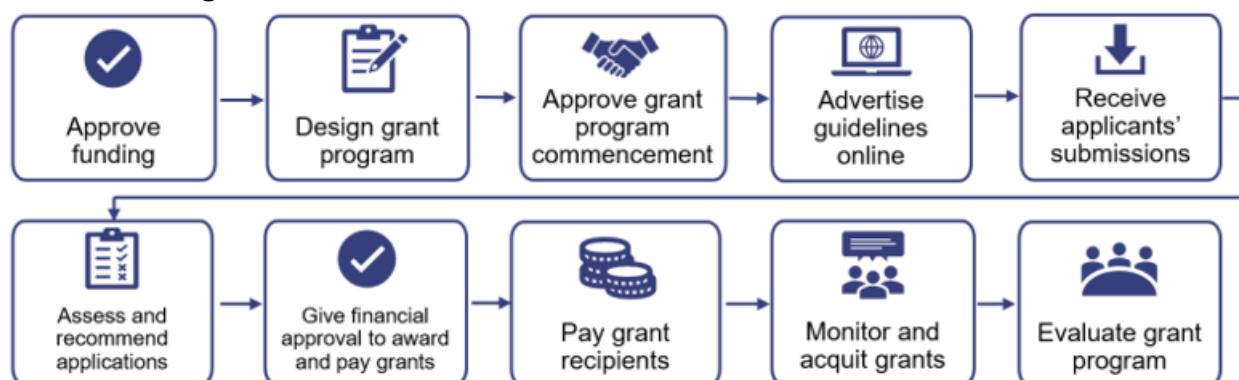
¹ See section 7 of the Procedure for meaning of Queensland eligible athlete.

- be found to have breached of any relevant sporting code of conduct rules and therefore de-selected
- other offences or circumstances deemed to be unsatisfactory by the CE QAS at their discretion

Currently, eligible recipients are entitled to AUD \$3000 for Olympic/Paralympic Games and AUD \$2500 for Commonwealth Games. These amounts may be amended at any time at the discretion of the CE QAS, and subject to budget constraints.

The Grant Management Framework (outlined below) is taken from the Queensland Audit Office: Report 6:2020-21; Awarding of sports grants. The Grant Management Framework provides a common set of broad grants management and operational processes.

2.1 Grant Management Framework



Source: Queensland Audit Office - Report 6:2020-21 Awarding of sports grants

3. Responsibilities

The roles and responsibilities of the various participants in the administration of the Bonus Grant and ensuring accountability are outlined in Table 1 below.

Table 1: Grant Management roles and responsibilities

| Role | Responsibilities |
|--------------------------------------|---|
| National Sporting Organisation (NSO) | Responsible for endorsing eligible athletes as per section 6.2 below and submitting appeals. |
| Grant recipient | Queensland athlete selected on an Australian team who meets the eligibility criteria to receive the Bonus Grant. |
| Selection Panel | <ul style="list-style-type: none"> • Executive Director (ED) High Performance Programs (HPP) • ED Talent and Coaching (T&C) • Australian Institute of Sport (AIS) Performance Consultant The Selection Panel approves eligibility for a Bonus Grant and is involved in the first stage of an Appeal. |
| Appeal Panel | <ul style="list-style-type: none"> • CE QAS • Deputy Director-General of Corporate Services DTIS (DDG) • Nominated member from the QAS Board. The Appeal Panel is involved in the second and final stage of an Appeal. |

| | |
|---|---|
| Communication Services | This function undertakes the development of communications materials related to the Bonus Grant, including distribution and sharing of information relating to the Bonus Grant through various media channels, including the QAS websites and print media. |
| Grant administration and communications | <ul style="list-style-type: none"> • Office of the CE QAS • QAS High Performance Managers • QAS High Performance Operations Coordinators • QAS Director of Operations <p>Responsible for aspects of the administration of grants including:</p> <ul style="list-style-type: none"> • distribution of Bonus Grant information • vendor maintenance and administration • processing of grant payments and details in the grant administration systems • administering variation requests, and reconciliation of grant payments. |
| Performance Data | Performance Data assists in cross-checking Queensland athlete information. |

4. Grant Program Commencement Approval

A Ministerial Brief should be forwarded at least six (6) months prior to the commencement of any Games requesting approval to award the Bonus Grant to Queensland athletes, who meet the eligibility criteria.

5. Communications

5.1 Sport Communication

An information package is distributed to State or National Sporting Organisations (the Sports) a minimum of four (4) months prior to the Games competition outlining the purpose and criteria of the Bonus Grant.

It is the responsibility of the Sports to communicate these details to Queensland athletes.

5.2 Website

The QAS website outlines the details of the Bonus Grant, including the following:

- this Procedure
- Information for NSO's (including confirmation of total funding amount)
- Eligibility criteria
- Appeals processes
- list of confirmed Queensland athletes to receive the Bonus Grant (once ratified).

5.3 Media Opportunities

The responsible Minister may choose to host a presentation function prior to the Queensland athlete's departure for pre-Games staging camps.

Previously, these ceremonies have been held in Queensland Parliament where the responsible Minister and/or the Premier has presented the Bonus Grant to each Queensland athlete.

6. Identification and endorsement of eligible athletes

6.1 Ratification of athlete nominations

Media statements are released on the Australian Olympic Committee (AOC), Paralympics Australia (PA) and Commonwealth Games websites notifying of Australian Team selections. These media statements are also distributed via email to the Sport and National Institute Network.

Queensland athletes selected for the Australian Team are profiled on the relevant Sports website. An athlete profile typically indicates which Australian State the athlete originates from and may provide other details such as Daily Training Environment location and Australian Team representation history.

Any athlete that is listed as either a Queensland athlete or a QAS supported athlete shall be crosschecked with the athlete details contained within the Athlete Management System. The QAS High Performance Program (HPP) Team are responsible for the preparation and monitoring of the collation of this information, including the following:

- athlete name, sport, event, coach, personal details
- if the athlete is QAS supported and categorisation level
- athlete eligibility
- other relevant information.

6.2 Endorsement by NSO

Referring to the athlete list collated by the QAS HPP team, athlete names are added to the Bonus Grant Verification Form. This form, along with the Athlete Bonus Grant eligibility criteria and the QLD Bonus Grant Letter are distributed to the NSO requesting eligibility endorsement.

The Office of the CE QAS is responsible for preparing the communications and distributing the documents on behalf of the CE QAS, requesting the NSO to return completed forms to the QAS HPP Team email address (HPPQAS@dtis.qld.gov.au) within the stated timeframe.

7. Eligibility Criteria

7.1 Definition of Queensland Athlete

One of the following three (3) eligibility criteria must apply.

1. Any QAS supported athlete shall receive the grant, provided they have been a QAS supported athlete for at least twelve (12) months prior to the time of the team selection/announcement;
- OR,
2. Any non-QAS supported athlete who currently resides in Queensland must fulfill the following criteria:

- a. permanently residing in the State for at least two (2) years prior to the team selection. This may require evidence such as electoral roll registration, rates or electricity bill;
AND,
- b. represents Queensland at a National Championships, or, is registered and competes for a Queensland Sporting Club;

OR,

3. Any non-QAS supported athlete who currently resides outside of Queensland must fulfil the following criteria:
 - a. either:
 - i. completed the majority of schooling (>6years) in a Queensland school or University;OR,
 - ii. has lived in Queensland (requiring evidence) for a period greater than 8 years out of the most recent 12 years;AND,
- b. represents the State of Queensland if competing nationally (not including professional interstate franchises or clubs).

7.2 Assessment

Once NSO endorsement is received, QAS High Performance Managers (HPM) crosscheck the information submitted against the eligibility criteria. The HPM then submits a report to the Selection Panel. The report advises the following:

- where an athlete meets all the eligibility criteria and is therefore **eligible** to receive the Bonus Grant
- where there is only partial evidence of an athlete meeting the eligibility criteria, the Selection Panel will need make an assessment recommending a **consideration** or **non-consideration** for eligibility.
- where an athlete meets none of the eligibility criteria and outlining why they are **ineligible**.

8. Financial Approval

Once the Selection Panel confirms the final list of eligible athletes, financial approval will be sought from QAS Director of Operations.

9. Correspondence to Sport and Queensland athletes

9.1 NSO eligible and non-eligible athletes

The QAS provides correspondence to the Sports once the assessment (as per section 7.2) is complete outlining the athletes who are eligible and ineligible according to the eligibility criteria.

The relevant QAS HPM emails details of the Queensland athletes approved to receive the Bonus Grant as well as those who have not met the eligibility criteria and includes the reasoning behind the decision.

The email includes information for the Sport to appeal such a decision within a 10-working day period.

9.2 Eligible athletes (CE congratulatory letter)

Successful recipients of the Bonus Grant receive the following from the HPP team email address hppqas@dtis.qld.gov.au

- athlete Bonus Grant letter
- acceptance of Bonus Grant form
- invoice/Tax Invoice template
- statement by supplier form (if an athlete has no ABN).

10. Appeal Process

If the Selection Panel does not approve a Queensland athlete to receive a Bonus Grant and the Sport is not satisfied with the decision, the Sport can request in writing, a review of the decision.

In the first instance, the QAS will provide the Sport with the reasons for the decision. This correspondence should occur immediately after the assessment and approval of eligible athletes.

There are two stages involved in the appeal process:

- **Stage 1:**
 - Sport submits an appeal in writing, **within 10 working days** of receiving the QAS correspondence, to the HPP inbox (hppqas@dtis.qld.gov.au).
 - The appeal is then submitted to the **Selection Panel**.
 - Should the panel **overturn** the original decision based on the appeal evidence, the Bonus Grant will be awarded.
 - If the original decision is **upheld**, the reasons will be communicated back to the Sport.
 - The Sport shall receive a response to the appeal **within seven (7) working days** of the appeal submission.
- **Stage 2:**
 - The Sport will be permitted to progress the appeals process should they believe the decision from Stage 1 of the process to be unreasonable.
 - In this instance, the Sport has **seven (7) working days** to contest the appeal decision from Stage 1.
 - Any challenge to the original appeal decision from Stage 1 is submitted to the **Appeal Panel** for consideration
 - The Appeal Panel decision is final.
 - Any decision, with a rationale, will be communicated to the Sport **within seven (7) working days** of the second stage appeal submission.

The appeals process is not designed for the Sport to challenge the approved eligibility criteria or seek variations or exceptions to the eligibility criteria, but rather where the Sport believes the decision does not adhere to the eligibility criteria.

Appeals will only be considered if received within 10 working days from the date of original written correspondence from the QAS to the Sport. All requests are to be directed to the HPP email address

(HPPQAS@dtis.qld.gov.au). There is no guarantee that Appeals received outside of this timeframe will be assessed and will be at the discretion of the Appeals Panel.

All details of the appeal process are to be documented in HPP Bonus Grant files and in the grant administration system, where relevant.

11. Processing Payments

When completed forms are returned from Queensland athletes:

1. Check that all forms are fully completed **and** signed. A compliant invoice must be provided and include:
 - Department's name, address, ABN
 - bank details
 - Athlete's ABN (if applicable)
 - Athlete name
 - GST inclusive (if registered for GST) or GST not included (if not registered for GST)
 - the words "Invoice" or "Tax Invoice" (depending on GST status)
 - date of invoice
 - brief description and the amount
 - contact details (email and/or mobile number).
2. Check if the athlete is already set up as a vendor in SAP. Make sure all details on the EFT matches the invoice and all the details are current in SAP.
3. Write the vendor number on the invoice as this will be needed when submitting for payment. If not in SAP, then a Master Data form will have to be submitted through the QAS Finance team.
4. The following actions to be undertaken where the athlete is not an existing vendor in SAP:
 - a. If the athlete does not have an ABN, the Statement by Supplier form must be completed.
 - b. If an ABN **is** provided on the EFT form and invoice, check the ABR website to see if the ABN is correct. Download a PDF copy from the website and save it to that Queensland athlete folder with all other documents.
5. Enter all relevant information provided by the athlete into the Athlete Bonus Grant tracking spreadsheet.
6. When all forms are complete, print the following documents and provide to the QAS Finance team for payment and filing (if unable to submit in SAP yourself):
 - Invoice
 - Acceptance form

Athletes are not required to acquit the amount they receive in bonus grants.

12. Bonus Grant Evaluation and Reporting

A survey will be distributed to the recipients of the Bonus Grant after the completion of the Games. This survey will determine how the Queensland athlete utilised the Bonus Grant to have a positive impact on their performance. Funds may be directed towards the following areas:

- equipment
- travel
- competition costs
- living expenses
- coaching
- medical expenses
- other

Once the survey is complete a report is developed and includes the total amount distributed in grants, how many athletes received the grant, and a summary of the results of the survey.