



***KiwiSport***



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## About this Resource

KiwiSport is a government funding initiative to promote physical activity opportunities for school-aged children and is an excellent way to expose more children to the game of softball within your region.

Softball NZ has designed this resource to support Associations and clubs with their understanding of the KiwiSport fund, what the Regional Sports Trusts role in Kiwisport is, and how your Softball NZ Softball Officers can assist you with your project application.

Within this resource we supply you with ideas for applications, tools to help you with the application process, and provide you with templates and checklists that will help you manage, monitor and report the progress of your KiwiSport project as it is implemented.

We hope you find this resource helpful and encourage you to liaise with your Softball Officer for any support you may require.

If you require a resource that encompasses more of the delivery aspect of your potential Kiwisport project, please refer to Softball NZs resource, Kiwi Sox – Coach Guidelines.

The Kiwi Sox resource is a guideline for deliverers to help them when presenting to bigger groups such as school classes. Kiwi Sox has examples of basic fundamental skills and games for primary aged school children. It also includes ideas for personal development sessions with teachers, and ideas for school festivals.



## What is KiwiSport?

### More Kids, More Opportunities, Better Skills

Launched by the Prime Minister in August 2009, KiwiSport is a government funding initiative to promote sport for school-aged children.

KiwiSport provides funding to schools for Year 1-8 students and Year 9-13 students through the Ministry of Education and Sport New Zealand who funds the Regional Sports Trusts

It aims to:

- increase the number of school-aged children participating in organised sport
- Increase the availability and accessibility of sport opportunities for all school-aged children.
- Support children to develop skills that enable them to participate confidently in sport.



**Types of KiwiSport Funding:** The Direct Fund and the Regional Partnership Fund (RPF). The RPF fund is the one that will be most accessible to Softball.

**The Direct Fund:** The Direct Fund is for primary and secondary schools to use on initiatives that lead to the objectives sought from KiwiSport. Schools have discretion about how the fund is used. Payments are made directly to schools, quarterly, through the Ministry of Education Operations Grant

**The Regional Partnership Fund (RPF):** The Regional Partnership Fund (RPF) will be allocated to Regional Sports Trusts (RSTs) by Sport New Zealand and administered by RSTs for use in their communities.

The RPF recognises that sports clubs and community groups have an important role to play in delivering sport to school-aged children. RSTs will be expected to use the fund to encourage new partnerships involving schools, clubs, local and community groups that will lead to more young people involved in organised sport.

**It's important to Note:** Funding distribution is set by the Regional Sports Trusts (RST) and varies around the Country which means that they will determine what portion of the RPF KiwiSport funding will be allocated to contestable and non-contestable funding.

How is this calculated?

Before RST's are allocated the RPF funding, the RSTs are required to consult with the community and then develop plans for how the funding will be used, the criteria for funding and the allocation process.

The Consultation undergone by the RST should involve key stakeholders in local communities including schools, NSOs, RSOs, clubs, private providers, community groups, gaming organisations, and children themselves.

This plan is required to get the final approval by Sport NZ.

### Benefits of KiwiSport around the country:

The KiwiSport initiatives, administered by Regional Sports Trusts around the country, are having a significant impact on the number of school-aged children accessing opportunities to play sport. After the second year of funding more than 1.8 million participant sessions were delivered to 382,000 kids, and RSTs have approved \$16 million worth of projects. Community organisations, including schools and clubs, have also contributed \$6 million to the total investment available. Most projects are targeted at the primary school age group and are focussing on skill development.

## Softball NZ Softball Officers



Softball Officer	Contact	First Point of contact for the below Associations
Nick	021537078	North Harbour; Auckland, Counties Manakau
Naomi	021537068	Wellington, Hutt Valley, Hawkes Bay, Manawatu, Wanganui, Taranaki, Tairāwhiti, Western BoP
Lesley	021537069	Waikato, Nelson, Marlborough Canterbury, West Coast, Otago, Central Otago, North Otago, Southland

## Application Criteria to Consider

The below criteria will give you an idea of what you may need to keep in mind when planning your project and application. Please note that this will vary for each Regional Sports Trust (RST) so it is best to touch base with your RST and/or your Softball NZ Softball Officer.

- Projected growth in participation of school-aged children in sport within the region.
- That greater opportunity and/or choice is provided to school-aged children.
- That there is an improvement in the skill levels of school-aged children.
- That the activity or programme is sustainable with pathways to ongoing involvement ideally being created.
- Making sport for youth cost effective
- That there is clear evidence of partnerships formed with and between schools, community, sports organisations and funders.
- Fostering school – club links
- That there is demonstrated leverage of funding from a range of sources to supplement and support a KiwiSport fund allocation.
- That there is a clearly identified and stated assessment of current participation numbers and a robust system for measuring achievement of the stated proposal outcomes and the difference that the activity/programme will make.
- That the project involves sports codes / teachers / coaches / other providers delivering active sessions for children to improve their fundamental movement skills (FMS) and basic sport skills.
- The use and introduction of new or modified games / leagues that cater for a wide range of children's abilities and interests.
- That projects increase the number and quality of coaches and volunteers in the community.
- Breaking down barriers to participation (i.e. transport issues, costs etc)



## Softball Ideas for KiwiSport Applications

Idea	Comment
Initiatives focused on specific groups	I.e.: Girls or disabled softball opportunities
Interschool pink zone competitions	Utilise pink softball gear to help promote the girls game. You could look to include subsidised transport costs for schools entering. KiwiSport looks at applications that helps break down barriers to participation
QuickFit Softball	A high energy fitness activity that combines some of the best features of the sport of Softball with cardio exercise, delivering a body and calorie burning aerobic workout. Great idea for Secondary School students
Over The Line Softball	Great after school competition concept or indoor winter concept
Kiwi Sox: Fundamentals of Softball for Primary Schools	Focuses on the basic fundamentals of movement, softball specific skills and fun activities.
5 minute softball League or Arena Softball (indoor)	
School club links	Always try to include this in your project and application to show continuation of the project and links to external avenues for softball
Te Reo T-Ball Passport	promote in your application and project if suitable, especially with bi lingual or fully immersed schools
Teacher development running parallel to student development	Always try to include this in your project and application to show an opportunity for softball to continue in schools once the project is completed.
Training student leaders	
Out of School, After School or Holiday programs	
Your program can be run for children in school years 1 - 13	Make sure you plan carefully which age group you wish to deliver to and in what school terms

In regards to delivery, the Kiwi Sox: Coach Guidelines is a great resource.

If you are unsure or would like more information about any of the above concepts please contact your local Softball NZ Softball Officer.



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## Case Studies of KiwiSport Projects

### **Tasman Rugby League**

Tasman Rugby League delivered a new 7-week programme to Year 3-6 students from eight schools.

96 boys and girls participated in 7 weeks of skills sessions at their school (3 sessions per school per week) followed by afternoon interschool games each Wednesday.

The programme was free to schools and included transport to the interschool games.

The programme finished with a round robin tournament, where Warriors Simon Mannering and Michael Luck were spotted helping out on the day.

### **Cricket Kiwi 8'S**

Forget the bash and dash of 20/20, the longevity of a test match and middle order singles of one-dayers. Welcome to Kiwi 8s, where the bats are not willow and the balls are not leathered cork and the games don't last all day. It's a form of cricket that a large majority of Auckland primary school kids might argue is the most enjoyable being played in New Zealand.

Auckland Cricket has recently partnered with Sport Auckland, Counties Manakau Sport, Sport Waitakere and Harbour Sport to work with over 40 primary and secondary schools throughout the greater Auckland area, getting kids interested in cricket by adapting the game to suit. The beauty of the adapted game lies in its simplification - lighter bats, softer balls, closer boundaries, modified rules and only eight players are required per team. It's been set up so kids can play games at lunchtime and with other schools at inter-school 'cluster' field-days.

Auckland Cricket has hired experienced Cricket Development Officers (CDOs) to work with the schools, teaching the fundamental skills of the sport. Hament Kasanji is one of the CDOs, who says the programme is making a big difference to kids, especially in lower decile areas that are targeted.

"Once a week for a month we do skill sessions, from about 9am to 1pm. The first week is fielding exercises, the second is batting, the third is types of strokes, like a pull shot, and the fourth is bowling. At every visit we also run a lunchtime competition which they appreciate because it gives them experience before the cluster-events with other schools."

The adapted rules of Kiwi 8's has made it easy for kids and their teachers to understand, so they can keep playing without the guidance of Auckland Cricket, should they be unavailable when the kids want to play. It's a sustainable programme that was given life through the KiwiSport RPF.

Auckland cricket have brought a number of draw cards to this programme; they've got the cooperation of the Auckland Aces cricket team which boasts a handful of Blackcaps, to help promote the game through role models; they are training the teachers to understand the rules and how to field a game; and they're creating a pathway for students by creating a stronger link between their schools and clubs.

The programme comes at no cost to the schools, yet the schools are expected to commit to the programme by cooperating through providing facilities, a contact person to help organise events, and work with local clubs.

After just one season, the programme is gathering steam. During the 2010-2011 summer season, 18,289 kids participated in Kiwi 8s and 31 teachers attended an official training session,

### **Grasshoppers Tennis**

Tennis New Zealand created Grasshoppers Tennis. The new approach, combined with a significant funding injection through KiwiSport has seen the number of Kiwi kids playing tennis significantly increase.

The programme gives children under the age of ten a game more suited to their size and ability. The user-friendly improvements have made tennis fun for them, and that increases the likelihood that they'll come back to play again.

In line with KiwiSport's requirements, Grasshopper tennis is designed to be delivered within schools' physical education curriculum. The programme also trains school teachers, teaching them how to coach their young students at introductory levels.

KiwiSport also funds the school equipment. Each school receives 30 child-sized tennis racquets, two mini tennis nets, 72 low-compression tennis balls, a kit bag, activities manual, and participation certificates that importantly list the contact details of local clubs, should their students be wanting more.

Feedback is strong, with principals reacting positively to Grasshopper Tennis. Mark Leggett, Deputy Principal of Khandallah School, says "We are into our second year and believe that Grasshoppers is a high-quality programme that fits well with our PE objectives. There is also a clear pathway in place for our students to access tennis at a local club if they enjoy their experience at school."

Tracey Arthurs, Sports Coordinator Miramar North School, agrees, "Our Grasshopper coach is brilliant! We think that the equipment, resources and training for teachers are excellent" At last count, 32,731 Primary school students are involved in the Grasshoppers KiwiSport initiative and 179 secondary students were up-skilled to coach early levels of tennis.

## Employing your KiwiSport Coach



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## Check List: Employment Details

	Has your KiwiSport Coach filled out an Independent Employee Contract or will they be employed directly by the Association. If the latter – please refer to the following 2 points.
	All KiwiSport Coaches are to fill in appropriate IRD forms and return to Association or Club
	The Association or club is responsible to make payments in a timely manner
	Regardless of employee status (independent Employee Contractor or Association staff member) KiwiSport Coaches are to supply travel mileage to and from home and supply to Association or Club unless otherwise negotiated.

## Recommended: Minimum standards your KiwiSport coach should have

It is recommended that your Association or club has your KiwiSport coach undertake the below minimum standards prior to them starting the funded project.

	Hold a qualification recognised by Softball NZ (e.g. The Softball NZ Induction Course at a minimum)
	Complete the online CODE of CONDUCT
	Completed a First Aid Course
	Does your KiwiSport Coach have experience delivering to children? For help you can refer to the following resource; Kiwi Sox: Coach Guidelines
	Undertake a police vetting check prior to the project starting
<b>In addition</b>	
	Agree to random observation of the KiwiSport coaching sessions to make sure quality is being delivered and the outcomes of your application are being met.

# EXAMPLE

## Softball KiwiSport Coach Job Description

**Position:** *(Insert Association Name)* Softball KiwiSport Coach  
**Typically reports to** *(Insert Association Name)*

### Purpose of post

To deliver a coordinated program of high quality, professional softball coaching activity to primary schools (students and teachers) in the *(insert region name i.e: Northland)* region based around the fundamentals of movement.

The KiwiSport softball coach should aim to provide increased softball awareness and playing opportunities to the schools and a link to the *(Insert Association Name)* local competition and player pathways.

### Key Responsibilities:

- To implement high energy, fun, quality coaching experiences to the primary schools in the Marlborough region (students and teachers)
- To work coach in each primary school (and with each specified class) for a minimum of 6 weeks where possible
- To facilitate the Softball NZ Accreditation, T Ball unit, to teachers with each school visited.
- To facilitate the Softball NZ Accreditation, T Ball unit, to coaches of the Marlborough Youth Competition
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage players
- To organize school cluster tournaments which meet the needs of the primary schools
- To promote Softball NZs Pink Zone initiative by using the correct equipment
- To promote and facilitate multiple softball tournaments for rural schools where regular coaching undertaken by this role might not be a viable option
- To promote the Marlborough Softball Associations Youth Competition
- To undertake reporting as required by the local Sports Trust and feedback to *(Insert Association Name)* and the Softball NZ SOFTBALL OFFICER
- Please note that some additional responsibilities may be requested to be undertaken by the Marlborough Softball Association.

It is preferred that the applicant holds a current coaching qualification recognised by Softball NZ.

EXAMPLE

**Independent Employee Contract**  
(for those assns who might need it)

Insert Association or Club  
Logo

*Softball Association*

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**Contract for Services**

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**CONFIDENTIAL**

**DATED:**

**BETWEEN:                   SOFTBALL ASSOCIATION**

("? Softball")

**AND:                         (Insert Name)**

("The Contractor")

**CONTRACT FOR SERVICES**

This agreement is made between **SOFTBALL ASSOCIATION**  
(hereinafter referred to as the *(Insert softball Assn Name)*)  
and *(insert name)*  
(Hereinafter referred to as the Contractor)

**1. PURPOSE OF THE CONTRACTOR**

The Contractor shall contract services to *(insert Softball Assn Name)* in accordance with those activities as set out in the job description for this role.

Such services are to be performed in accord with the terms and conditions stipulated in this contract and its schedule.

**2 CONTRACTOR STATUS**

For the purposes of this contract, the services provided by *(insert Softball Assn Name)* shall be performed by the contractor, *(insert name)*

The parties to this contract agree that the Contractor is engaged under a fixed term contract for services and thus is liable for all Inland Revenue payments and Accident Compensation levies.

It is acknowledged that the dates and times at which the Contractor will perform the services will be set by *(insert Softball Assn Name)* in agreement with the Contractor.

Nothing herein contained or implied shall create the relationship of master and servant or employer and employee between the Softball Association and the Contractor.

## 1. TERM OF THE CONTRACT

- 1.1 This contract commences on *(insert date)* and shall remain in force until *(insert date)*, unless it is terminated by either party in accordance with the provisions of this contract.
- 1.2 This contract is in accordance with the school terms between the above fixed term dates, and does not take into consideration work undertaken in the school holiday period by the contractor, unless negotiated with and agreed on by *(insert Softball Assn Name)*

## 2. TERMINATION OF THE CONTRACT

- 2.1. Either party may terminate this contract at any time during its term by giving **4 weeks** written notice of termination to the other party. No reason for the termination of the contract needs to be given.
- 2.2. In case of wilful breach, non-observance or non-performance by the Contractor of any provision herein, *(insert Softball Assn Name)* shall have the immediate right to cancel this contract, and the Contractor shall not be entitled to any compensation or damages other than payment for the work done.
- 2.3. Where a breach committed by either party is so serious as to amount to a repudiation of the contract, the other party may terminate the contract immediately, without notice or payment in lieu of notice.

## 3. PAYMENT

- 3.1. The Contractor shall be paid an hourly contract fee of  $\$(iinsert hourly amount)$  per hour for up to *(insert number)* hours per week
- 3.2. The Contractor shall invoice *(insert Softball Assn Name)* on a **fortnightly** basis for the services provided in the period already undertaken. This invoice shall clearly state the services provided and show how the charges have been calculated.
- 3.3. *(insert Softball Assn Name)* will pay the Contractor on a fortnightly basis, directly to a nominated bank account.
- 3.4. The Contractor shall not be entitled to any payments or reimbursements other than those specified herein.
- 3.5. The Contractor will be reimbursed for the cost of any toll calls incurred in the course of undertaking these services. A copy of the telephone account with relevant calls 'highlighted' will be provided by the Contractor on a monthly basis.

## 4. OTHER PAYMENTS

- 4.1. The Contractor shall be paid a mileage rate in accordance with IRD, at a rate of \$0.74 per km, for travel that is directly related to the work set out in the job description.

- 4.2 *(insert Softball Assn Name)* shall not be liable to the Contractor for any loss of or damage to the contractor's property or in connection with the performance of this Contract unless caused by the negligence of *(insert Softball Assn Name)*. The Contractor should arrange adequate personal insurance.

## 5. SUB-CONTRACTING

- 5.1. The Contractor agrees not to sub-contract responsibilities and obligations under this contract

## 6. SERVICES TO BE PROVIDED

- 6.1 The Contractor agrees to provide to *(insert Softball Assn Name)* the services:
- Outlined in the Job description
  - As specified in *(insert Softball Assn Name)* management plans and budgets for.
- 6.2 The Contractor shall conduct business in accordance with the highest standards of *(insert Softball Assn Name)* at all times, and ensures to maintain *(insert Softball Assn Name)* reputation.

## 7. HEALTH AND SAFETY REQUIREMENTS

- 7.1. The Contractor agrees to comply with all health and safety requirements of the Institution or grounds they will be coaching in, while providing services.
- 7.2. The Contractor agrees to take all reasonable steps to ensure the safety of themselves and any other person on any premises while undertaking work for *(insert Softball Assn Name)*. All hazards identified by the Contractor must be reported to the *(insert Softball Assn Name)* so that appropriate action may be taken.
- 7.3. All accidents and/or injuries which occur arising out of or during the course of the contract (no matter how minor) must be reported to *(insert Softball Assn Name)* in writing as soon as is practicable after the accident occurs.
- 7.4. In the event that the Contractor fails to abide by the above conditions *(insert Softball Assn Name)* may take such action is deemed necessary, including the termination of the contract without any liability of any kind or suspension of work being carried out by the employees or agents of the Contractor without any liability of any kind until such time as compliance is achieved and/or undertakings obtained to the satisfaction of the Trust that future compliance will occur.

## 8. INDEMNITY

- 8.1. The Contractor shall indemnify *(insert Softball Assn Name)* fully against any actions, claims, suits and demands or loss or damage to Company property arising through the Contractor's operations or through any breach of the contract by the Contractor.
- 8.2. The Contractor agrees that any remedial work required will be made good at the Contractor's expense.

**9. CONFIDENTIALITY AND PRIVACY**

- 9.1. Commercial information and material regarding *(insert Softball Assn Name)* business, which the Contractor comes into contact with which is confidential to *(insert Softball Assn Name)*, will remain the commercial property of *(insert Softball Assn Name)*
- 9.2. During or after the termination of the contract, the Contractor will not disclose to any unauthorised person any confidential information relating to *(insert Softball Assn Name)* operations acquired by them in the course of exercising its responsibilities under this contract.
- 9.3. Upon termination of the contract or at any time at *(insert Softball Assn Name)* request, the Contractor will return to *(insert Softball Assn Name)* all of *(insert Softball Assn Name)* property.

**10. CONFLICT OF INTEREST**

The role of the contractor will be carried out in a totally professional capacity and the contractor will not deliberately market/tout for work while undertaking contracted responsibilities for *(insert Softball Assn Name)*.

**11. ARBITRATION**

- 11.1. In the event of a dispute arising over the interpretation of this contract or anything contained herein, the parties agree to submit to arbitration.
- 11.2. An arbitrator shall be appointed between the parties, and failing such agreement the dispute shall be dealt with in accordance with the provisions of the Arbitration Act 1908 and its amendments.

**12. SCHEDULE**

The Contractor will undertake the role as defined in the Schedule of Services as attached to this agreement.

**SIGNED**

at *(insert venue, city)* this \_\_\_\_\_ day of \_\_\_\_\_ 2012

Signed: \_\_\_\_\_  
**(insert name - Contractor)**

Witness: \_\_\_\_\_

Signed: \_\_\_\_\_  
**(Softball Association)**

Witness: \_\_\_\_\_

## Your Association, KiwiSport and Schools



## Quick note

If the project is being delivered in school time, the school is also responsible for having a teacher present and participating.

The advantages of this are:

- Teacher learns basic skills as well
- Deliverer is not a baby sitter
- Takes off the pressure for the deliverer in regards to discipline
- Safer adult to student ratio
- If there is any medical or behavioural issues the teacher will be aware of these and also knows where first aid kit in school is based
- Please refer to the resource; Kiwi Sox Coach Guidelines for further info



## Checklist

	Send out letters to school <u>seeking</u> support for your project. Include project outline & a “letter of support” they can return to your Assn
	Include your “letters of support” in your application if appropriate
	Contact schools to advise them they have been selected to <u>participate</u> in your project
	Confirm a date/day & time for a meeting with the school contact, KiwiSport coaches & administrator. This allows school staff to meet coaches & for any further queries to be sorted/confirmed (check Coaches Folder – school information sheet) & enables the coaches to familiarise themselves with the venue
	If applicable, ensure all partners have signed the KiwiSport Agreement prior to the commencement of delivery & a copy is held by the school and the association
	Make sure all relevant contact details are held
	If appropriate, assign coaching team (2 coaches recommended for all module deliveries. This will dependant on class size)
	Email or ring to remind/re-confirm start date to the school 2-3 weeks prior to start of delivery

## EXAMPLE

Correspondence to schools seeking support for your  
KiwiSport project (sent from Assn to school)

Insert Association or Club Logo
------------------------------------

School Name  
School Address

Date

**Re:** *(insert Association Name)* Softball Association KiwiSport Application, 2012

Dear

As you may be aware *(add Sports Trust name ie: Sport Tasman)* facilitates the KiwiSport Funding in our Region that has been accessible to schools, clubs and sporting bodies since 2010. The next round of contestable funding is set to be released in *(add date)*.

*(Insert Association Name)* Softball would like to put in an application to help fund a project that would be based around a softball coach delivering the 'basic fundamentals of movement' and Softball specific skills/activities, free to schools in our area. The project would be called Kiwi Sox. If we are successful with our KiwiSport Application, we would like to offer the Kiwi Sox project to your school.

Please find enclosed

1. Details of the Kiwi Sox project and
2. A letter of support that you can send back to me via fax or email by *(add date)*, if you feel this project is something your school could benefit from.

If you have any further queries please feel free to contact me.  
Thank you for your time.

Kindest Regards

Name  
Position  
Ph  
Email  
Fax

# EXAMPLE

Insert Association or Club  
Logo

## Tasman Softball Assn KiwiSport Project Details: Kiwi Sox

### Aim:

Through the use of a Softball Coaching coordinator for 20 hours per week, Tasman Softball wishes to promote and increase softball participation in the Tasman area through a mixture of student coaching, teacher accreditation, student leadership skills and competitions.

This project is open to both primary and secondary schools in Marlborough.

This project aims to deliver core fundamentals of movement as well as softball specific skills/activities. It also allows for a progression in the player pathway while trying to eliminate some of the participation drop off that occurs in majority of sports at College.

### Details of the Kiwi Sox project:

More specifically, Tasman Softball proposes to offer support and promote softball to schools via

1. A softball coaching coordinator to attend a minimum of 10 x schools providing regular coaching for 6 – 10 weeks (the same participants targeted each session)
  - a) This coaching would be a mix of FUNdamentals of movement and softball specific skills for primary schools – targeting new schools for softball activity.
  - b) Softball specific coaching (game sense & skill breakdown) for secondary schools
2. At least 1x primary T Ball, interschool comps (mixed gender) organised by the Softball Coach Coordinator in each of Term 4 2011 and Term 1 2012, Open to all schools in the region.
3. The inclusion of secondary school students (as volunteers) to provide additional coaching support to schools for the below. This is to promote leadership and coaching skills with secondary students)
  - a) T ball interschool competitions
  - b) Player/teacher/coach development sessions held on weekends
4. A Tri series interschool competition organised between the local Secondary schools with coaching support provided to coaches/teachers on day.
5. A petrol subsidy provided to the secondary schools who partake in organised softball tournaments or interschool matches outside of their area – to encourage ongoing participation and new competitive environments
6. Player and parent development sessions to be run either side of xmas on Saturday mornings at youth comp (2 x development session each side of xmas)
7. Provide teachers and secondary school students with ongoing accreditations over and above what they may have recently participated in.
8. Support service to schools in terms of equipment and the Kiwi Sox teacher resource.
9. The school coaching will be in Term 4 2011, Term 1 and end of term 3, 2012
10. For the softball coaching coordinator to organise a 1 x Pink Zone (girls only) inter region competition with nearby colleges in Term 1, 2012
11. Community Based Sport Development

## EXAMPLE

## School Letter of Support for the KiwiSport Softball Project: Kiwi Sox (sent from school to Assn)

Please send back via fax or email if you would like to support this project by (add date)

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Insert School Logo or  
letterhead

*School Name*

*School Address*

*Date*

Re: Softball KiwiSport Application

Dear Tasman Softball Association

Thank you for contacting us in regards to your softball initiative 'Kiwi Sox' that will be running if you are successful with your upcoming KiwiSport application.

We are pleased to see that your application encompassed 'More Kids + More Opportunities + Better skills' and is focused around Fundamentals of movement and also softball specific skills for both primary and secondary school students.

Therefore our school would like to register to have the below opportunities provided to us (free of charge) by the Tasman Softball Coaching Coordinator.

We understand that a total of 10 schools will be selected for the project to be either run in Term 4 2011, or Term 1, 2012

*(Please tick one of the below age groups. If you are a small rural school we are happy to work with mixed class age groups.)*

- We would like coaching made available to our year 5 & 6 students over a 6 – 10 week period along with information about interschool tournament opportunities
- We would like coaching made available to our year 7 & 8 students over a 6 – 10 week period along with information about interschool tournament opportunities
- We would like coaching and leadership skills made available to our year 9, 10 or 11 students over a 6 – 10 week period along with information about tournament opportunities (both playing and volunteering)
- We would like coaching made available to our small rural school (mixed classes) over a 6 – 10 wk period along with information about interschool tournament opportunities
- We would like additional Softball NZ Coaching Accreditations provided to our teacher(s) along with resource support.

We feel that the above initiatives would suit our school best in

Term 4, 2011

Term 1, 2012

Kindest regards

Name:

Position:

Contact details.

## Letter to be sent to schools participating in the KiwiSport project: Kiwi Sox (sent from Assn to school)

School name  
School address

Insert Association or Club  
Logo

Date

### Re: Softball KiwiSport Coaching

Dear School Sports Coordinator.

Thank you once again for registering your school to partake in the KiwiSport Softball Coaching Program “Kiwi Sox”.

You have asked to have the below opportunities provided to you in either Term 1 or 4 (free of charge) by the Tasman Softball Coaching Coordinator, *(insert name of coaching coordinator)*, and we look forward working with you.

- Softball & Fundamental of movement skills coaching made available to your students over a 6 – 10 week period
- Participation in a softball interschool competition (open to all schools in Region)
- Teacher accreditation

In addition the KiwiSport application will provide

- A petrol supplement to schools wishing to attend some matches in Blenheim.

It has been researched and found that coaching is more effective when delivered to the same set of students over a 6 – 10 week period. This allows the children time to form the neural pathways needed to perform some of the skills required in both softball and the Fundamentals of Movement. In addition it also allows the Coach time in each session to give reinforcement of the skills the class had learnt prior and more opportunity to provide feedback.

With this in mind, we would appreciate it, if your school would focus on a set age group or set of classes for our coach to work with over the duration of the project, and as teachers, if you would be involved in the weekly coaching with the students (don't worry, it will be fun).

**However** we do appreciate that some of the schools in the area have a low roll count and we are happy to work with you in a way that benefits your students.

In the next few days, *(add name of the coach coordinator)* will contact you to;

- Organise a time and day that is suitable for your school to go ahead with the Kiwi Sox coaching and
- Organise a time and day that is suitable for you, the Softball Assn Administrator + Coach Coordinator to meet with you. This meeting is to provide school staff with the opportunity to meet the coaches & for any further queries to be sorted/confirmed. It also enables the coaches to familiarise themselves with the venue.

Throughout the Kiwi Sox project the coaching coordinator and the project will be assessed, and we will provide opportunities for the school to provide feedback on the project as well.

At any stage, if you would like to speak to me personally about any concerns you may have in regards to the project itself, the delivery or the coaching coordinator, my door is always open.

*(add name of the coach coordinator and the Softball Assn)* is looking forward to working with your school.

Kindest regards  
Name, Organisation  
Contact details

## Your KiwiSport Project



## Checklist: Softball KiwiSport Coach

<b>Dress Code</b>	
	Ensure your KiwiSport Coach persons dress appropriately (polo shirt/shorts). It is imperative your Coaches represent the Association, Club and sport in a clean tidy clothes
	Association/Club to supply KiwiSport Coaches with appropriate clothing
<b>Project Details</b>	
	<p>Print off "Coaches Folder" which is to include:</p> <ul style="list-style-type: none"> <li>• Overview of project</li> <li>• Project timeframe</li> <li>• Kiwi Sox Coaches Guidelines</li> <li>• Class lesson plans</li> <li>• Modified games</li> <li>• School session feedback forms</li> <li>• Reporting forms</li> <li>• Information on coaching children</li> <li>• Checklist for what to do on completion of project</li> <li>• Professional development opportunities</li> <li>• School details as listed below</li> </ul>
<b>School Details</b>	
	Ensure your KiwiSport Coach has details such as time, venue, date, map of school
	Ensure your KiwiSport Coach has details of contact person at school, and contact of KiwiSport Coordinator
	Ensure your KiwiSport Coach counts the amount of students with a Roll check at the beginning of the session and end of session, this should be supplied by the Teacher in Charge
	Ensure your KiwiSport Coach arrives 30 minutes prior to the session starting, to set up gear
	Ensure your KiwiSport coach is aware of any school evacuation procedures, meeting points and where to locate a first aid kit if required.
<b>Gear / Resources</b>	
	Ensure all gear is counted prior to session and after session
	Clubs/Association is to supply all gear for KiwiSport Projects
	Make sure you have enough copies of the Kiwi Sox: Fundamentals of Softball resource that you can provide to each teacher

## Project Timeframe

This is a quick outline of who the program is being delivered to, what year groups it is being delivered to, the duration and the frequency of the sessions, and when reports are due.

The below is based on a 10 week program delivered to schools and can be altered to suit the timeframe of your project. *The below is to be actioned once funding is confirmed, a coach has been appointed and coaching dates and times are set with schools*

**Program delivered to:** X number of Primary Schools  
X number of Intermediate Schools  
X number of Secondary Schools

**Target Age Groups:** Primary Year (*insert age group eg: 3-4 & Year 5-6*)  
Intermediate Year (*insert age group*)  
Secondary Year (*Insert age group*)

**Session Time:** Example: 45 minutes per age group, once a week

Time frame	date	Session Description
<b>Week 1</b>		Promotional flyers sent out to participating schools
		Follow up with schools in preparation of program commencing
<b>Week 2</b>		Coach to be fully prepared for the sessions commencing in 2 weeks
<b>Week 3</b>		Follow up with schools in preparation of program commencing & confirm dates & venue for inter-school tournament
<b>Week 4 *</b>		Session 1 begins – Kiwi Sox Fundamentals & Skills
		Report on commencement of the project
<b>Week 5</b>		Session 2 – Kiwi Sox Fundamentals & Skills
<b>Week 6</b>		Session 3 – Kiwi Sox Fundamentals & Skills
<b>Week 7 *</b>		Session 4 – Kiwi Sox Fundamentals & Skills
		Report on program delivery and participation. Promote interschool tournament
<b>Week 8</b>		Session 5 - Kiwi Sox Fundamentals & Skills
<b>Week 9</b>		Session 6 - Kiwi Sox Fundamentals & Skills
<b>Week 10</b>		Session 7 - Kiwi Sox Fundamentals & Skills
<b>Week 11*</b>		Session 8 - Kiwi Sox Fundamentals & Skills
		Program progress report, prepare participants for session 9 & 10
<b>Week 12</b>		Session 9 - modified game practise + rules in preparation for tournament
<b>Week 13</b>		Session 10 - modified game practise + rules in preparation for tournament
<b>Week 14*</b>		Inter-school Tournament with participating KiwiSport schools
		Link to Junior Clubs in the area. Advise schools of local Club open days & registration days. Provide information about the Assns season & leagues.
		Full KiwiSport report to be completed and returned to Association/Sports Trust

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## Schools contact list

Contact teacher											
Email											
Phone											
School Address											
School Name											





## Session Feedback



*This form is a tool for evaluating the program we are delivering to your School. It should be completed as soon as possible by the teacher present, following each session. We will regularly review our progress to ensure we are delivering a quality program to your School.*

<b>Your school name</b>							
<b>Presenter:</b>		<b>Date:</b>		<b>Age Group:</b>		<b>Session No</b>	

<b><u>PROGRAM FEEDBACK</u></b>	1 – Good	2 – Average	3 – Poor
Presenter provided quality learning experiences for all participants			
The session was well planned and prepared			
Equipment matched the player's needs			
The learning environment was safe			
Participants found the session enjoyable			
Session achieved its learning focus			
Activities were age, gender, skill and ability appropriate to group			
<b>Further Comments:</b>			
<b><u>PRESENTER FEEDBACK</u></b>	1 – Good	2 – Average	3 – Poor
Arrived on time and ready for session			
Dressed appropriately			
Explanations were clear, concise and demonstrations were understood			
Listened to and included all participants			
Was positive and enthusiastic towards group			
Gave effective feedback			
Interacted with all participants			
Involved teacher/volunteer/parent in program			
<b>Further Comments:</b>			
<b>What needs to be improved next time?</b>			

**Please return to office via email (insert email address) or fax (insert number)**





## Checklist: On completion of project

	Ensure certificates, Kiwi Sox FUNdamentals of Softball resource & laminated club contacts sheet are handed to schools
	Deliver information re Association competition and school club links
	Ensure all reports are completed as required by the position
	Check with Association office that all invoicing has been sent
	Set up a debrief meeting with KiwiSport staff to discuss the Programme evaluation <ul style="list-style-type: none"><li>▪ How did it go?</li><li>▪ Does anything need to change?</li><li>• Were there any major problems (i.e. students, staff)</li><li>▪ Does any equipment need replacing?</li><li>▪ Any other feedback?</li></ul>