

2026 SSO Categorisation Application Tool

Form Preview

Form Explanation

Introduction

Welcome to the Sport and Recreation on-line application service. This site will allow you to complete the 2026 State Sporting Organisation (SSO) Categorisation Application Tool.

The SSO Categorisation Application Tool is what SSOs use to provide current, authentic, valid and reliable evidence, against each specific performance criteria within the SSO Categorisation Matrix.

In addition to SSOs providing a description of how their organisation meets each performance criteria, SSOs will be asked to submit mandatory supporting documentation and other available documentation to strengthen their application.

Prior to completing this online application process, SSOs should ensure they have read and understood the content of the **2026 State Sporting Organisation (SSO) Categorisation Overview** which is available at: <https://www.sport.act.gov.au/grants/state-sporting-organisation-categorisation>.

A sound understanding of the Categorisation process will ensure applicants understand what constitutes a Category 1, 2 and 3 SSO through the SSO Categorisation Matrix and will streamline your completion of this Application tool.

Contact Information

If you have any questions about the Application Tool please contact Sport and Recreation on (02) 6207 2080 or email: sean.willis@act.gov.au

If you are having difficulty in accessing the online application form or if an error occurs, please contact Grants and Procurement Team on (02) 6207 5257 or on EconomicDevelopmentGrantsandProcurement@act.gov.au

Eligibility Requirements

* indicates a required field

Please Note:

If you do not comply with the following eligibility requirements, your application will not be assessed for funding.

Is your organisation an ACT State Sport Organisation (SSOs) or State Active Recreation Organisations recognised by ACT Sport and Recreation as a peak body? *

Yes No

Is your organisation a not-for-profit entity? *

Yes
 No

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Is your organisation incorporated in the ACT under either *

- the Associations Incorporation Act 1991; or
- the Corporations Act 2001 (Commonwealth)

Which year did your organisation become incorporated? *

Must be a number.

If your organisation is incorporated under the Associations Incorporation Act 1991, please provide your organisation's association number *

Is your organisation up to date with compliance requirements under the Associations Incorporation Act 1991, or the Corporations Act 2001? *

- Yes
- No

All applicants must have compliance requirements under the relevant Act up to date

Are you registered for Goods and Services Tax (GST)? *

- Yes
- No

Applicable if turnover is greater than \$150,000 per annum.

Do you have an ABN or ACN? *

- Australian Business Number (ABN)
- Australian Company Number (ACN)

Please provide your ABN.

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	

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Main business location

Must be an ABN.

Please provide your ACN *

Have you been named in an application to the National Redress Scheme for Institutional Child Sexual Abuse and having been assessed as having the financial capacity to join the Scheme, joined the Scheme? *

- I have been named and joined the Scheme.
- I have been named and NOT joined the Scheme.
- I have not been named

Organisation Details

* indicates a required field

Contact Details

Organisation Legal Name *

Organisation Trading Name *

CEO Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

President Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Contact Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Contact Position *

Postal Address *

Address

Suburb State Postcode

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Physical Address

Address

Suburb State Postcode

Phone Number *

Organisation Email Address *

Website Address

Social Media

eg. Facebook / Twitter (if applicable)

Financial Capacity

* indicates a required field

Sustainable Financial Model

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

Note: Where it is **mandatory** to provide evidence in support of a response, this has been stated.

1.1 What is the SSO's average annual turnover for the last 3 x financial years? *

Note: An SSO operating under a unitary or unified governance/operating model will need to provide evidence of maintaining a record of income and expenditure associated with carrying out its activities in the ACT in the most recent financial year. *If the SSO receives funding under the Industry Investment Scheme, evidence that all Sport and Recreation funding has been acquitted on the delivery of project activities in the ACT will be required.

Mandatory Evidence for 1.1 *

Attach a file:

MANDATORY EVIDENCE: Please provide the SSO's last three certified or audited Statements of Financial Performance (Income and Expenditure Statement) and Statement of Financial Position (Balance Sheet).

1.2 Based on average annual expenditure, how long would the SSO's current assets meet SSO operational costs for? *

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Mandatory Evidence for 1.2 *

Attach a file:

MANDATORY EVIDENCE: Provide statements showing current assets to expenditure ratio.

1.3 Across the last three years, what percentage of the SSO's total annual revenue is associated with ACT Government funding? *

Supporting Evidence for 1.3

Attach a file:

1.4 What are the SSO's key revenue streams/sources and what percentage of annual revenue can be attributed to each stream? *

Supporting Evidence for 1.4

Attach a file:

1.5 Did the SSO return annual surpluses or losses in the last 3 x financial years? *

Supporting Evidence for 1.5

Attach a file:

1.6 What is the SSO's current asset to liabilities ratio? *

Supporting Evidence for 1.6

Attach a file:

Governance

* indicates a required field

Governance

The [Sport Governance Standards](#) (SGS) are the measures by which sporting organisations at both the National and State level can evaluate the effectiveness and efficiency of their governance systems and processes.

2.1 Which of the Sport Australia Governance Standards does the SSO currently achieve?

Note: Mandatory SGS criteria can be found in the [Categorisation Guidelines](#).

Principle 1: The spirit of the game – values-driven culture and behaviours

An organisation's culture and behaviours should be underpinned by values which are demonstrated by the board and embedded in its decisions and actions.

1.1 The board has a directors' code of conduct which outlines the high standards of professional and ethical conduct expected of directors *

- The board has not implemented a directors' code of conduct
- The board has a directors' code of conduct that is formally agreed to by its directors during their induction
- The board makes its directors' code of conduct publicly available. The code of conduct is reviewed annually by the board and formally agreed to by all directors
- The board makes its directors' code of conduct publicly available. The code of conduct is reviewed annually by the board (with input from stakeholders/members) and is agreed to by all directors. The document includes behaviours that align with the organisation's values

1.2 The board engages with its stakeholders to define its core values and behaviours, and makes them publicly available *

- The board has not defined the organisation's values and behaviours or made them publicly available
- The board defines the organisation's values and behaviours and makes them publicly available
- The board actively defines the organisation's values and behaviours with its stakeholders and makes them publicly available. These are aligned nationally and reviewed by the board
- The board actively defines the organisation's values and behaviours with its stakeholders and makes them publicly available. These are aligned nationally and reviewed by the board and by members. The organisation integrates these values and behaviours into its strategy, induction, recruitment, and performance evaluation processes

1.3 The board and the directors demonstrate the organisation's core values and behaviours, by embedding them into decisions, actions, documents and communications *

- The board and directors do not demonstrate the organisation's core values and behaviours
- The board and directors demonstrate the organisation's core values and behaviours

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- The board and directors demonstrate the organisation's core values and behaviours, referencing the values when making decisions and engaging with stakeholders
- The board and directors demonstrate the organisation's core values and behaviours, embedding them into decisions, actions, documents and communications. The board monitors and evaluates the directors' adherence to values and behaviours, and corrects misaligned behaviours

Supporting Evidence for Principle 1 *

Attach a file:

MANDATORY EVIDENCE: Supply supporting evidence for Principle 1.

Principle 2: The team – aligned sport through collaborative governance

Across a sport, boards should work together to govern collaboratively and create alignment to maximise efficient use of resources and implement whole-of-sport plans.

2.1 The board develops, communicates, and implements a Member and Stakeholder Engagement Plan that is aligned to its strategy *

- The board does not have a Member and Stakeholder Engagement Plan
- The board has a Member and Stakeholder Engagement Plan, but it is not communicated or consistently implemented
- The board has a Member and Stakeholder Engagement Plan that is consistently implemented. The plan enables the board to identify opportunities to collaborate across the sport
- The board has a Member and Stakeholder Engagement Plan that is consistently implemented, reviewed annually, and updated as required. The plan identifies and formalises opportunities to collaborate across the sport

2.2 The board engages (meets and/or communicates) with boards of its members/affiliates on governance matters, either directly or through staff, to create alignment *

- The board does not engage with the boards of its members/affiliates
- The board engages with the boards of its members/affiliates on an ad hoc basis, usually when information is sought by either party
- The board regularly engages with the boards of its members/affiliates on governance matters
- The board regularly engages with the boards of its members/affiliates on governance matters and deliberatively identifies opportunities to create alignment. There are mechanisms for stakeholders to provide feedback and input

Note: 'Boards' includes the equivalent, i.e. 'Committees'

2.3 The board has a formal structure for governing collaboratively with the boards of constitutionally linked organisations to create alignment and progress as a collective *

- The board does not have a formal structure to collaborate
- The board has an ad hoc approach to collaborating (e.g. in developing policy and values) with the boards of constitutionally linked organisations
- The board has a formal structure to govern collaboratively with the boards of constitutionally linked organisations. It engages in collective decision-making to create alignment

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- The board governs collaboratively through a formal structure to engage in collective decision-making, responsibility and accountability. There is a focus on optimising resources and aligning organisations as a collective

Note: 'Boards' includes the equivalent, i.e. 'committees'. 'Collective' refers to the whole of sport. 'Constitutionally linked' organisations are those peak bodies that your organisation has a formal constitutional connection to, for a section of your sport. SSOs should assess collaboration with both its NSO and each of its fellow SSOs. 'Formal structure' means a documented process that is adhered to, i.e. not ad hoc.

Supporting Evidence for Principle 2 *

Attach a file:

MANDATORY EVIDENCE: Supply supporting evidence for Principle 2.

Principle 3: The gameplan – a clear vision that informs strategy

The board is responsible for overseeing the development of the organisation's vision and strategy as well as determining what success looks like.

3.1 The board has approved a strategic plan, developed under its direction and in collaboration with members and stakeholders. The plan includes a clear vision, strategic objectives, and measures for success *

- The board has not approved a strategic plan for the organisation
- The board has approved a strategic plan for the organisation
- The board has provided direction and approval of a nationally aligned strategic plan, developed in collaboration with members/stakeholders. The plan includes a clear vision, strategic objectives, and measures of success
- The board has provided direction and approval of a nationally aligned strategic plan, developed in collaboration with members/stakeholders. The plan includes a clear vision, strategic objectives, and measures of success. The board annually reviews, monitors, and reports on progress

3.2 The board ensures an operational plan is in place to deliver on the strategic plan. It includes an appropriate budget, workforce, and review/reporting processes *

- The board does not ensure the organisation has an operational plan
- The board ensures an operational plan is in place to deliver the strategy, however it is not linked to a budget or workforce
- The board ensures an operational plan is in place to deliver the strategy. The plan includes an appropriate budget and workforce. Progress is monitored through board reporting
- The board ensures an operational plan is in place to deliver the strategy. The plan includes an appropriate budget and workforce. Progress against strategic objectives is reported at every board meeting, and the plan is reviewed annually

3.3 The board has co-designed a roles and responsibilities framework with constitutionally linked organisations (e.g. NSO and SSO) to deliver on the nationally aligned strategy. The board drives and monitors adherence to the framework *

- The board has not established roles and responsibilities to deliver its strategy
- The board has established roles and responsibilities to deliver its strategy
- The board has, with constitutionally linked organisations, co-designed a roles and responsibilities framework that delivers the nationally aligned strategy

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- The board has adopted a roles and responsibilities framework co-designed with constitutionally linked organisations, that delivers the nationally aligned strategy. The board drives and monitors adherence and accountability to the framework

Note: 'Constitutionally linked' organisations are those peak bodies that your organisation has a formal constitutional connection to, for a section of your sport. SSOs, Affiliates, etc. SSOs completing the assessment should assess collaboration with both its NSO and each of its fellow SSOs.

3.4 The board consciously aligns and utilises its resources with constitutionally linked organisations to achieve its nationally aligned strategic objectives *

- The board does not consider the utilisation or alignment of its resources with constitutionally linked organisations
- The board considers the utilisation and alignment of resources with constitutionally linked organisations on an ad hoc basis
- The board identifies opportunities to utilise and align its resources with constitutionally linked organisations to minimise duplication and improve efficiencies
- The board utilises and aligns its resources with constitutionally linked organisations to minimise duplication, improve efficiencies, and achieve the nationally aligned strategic objectives

Note: 'Constitutionally linked' organisations are those peak bodies that your organisation has a formal constitutional connection to, for a section of your sport. SSOs, Affiliates, etc. SSOs completing the assessment should assess collaboration with both its NSO and each of its fellow SSOs.

Supporting Evidence for Principle 3 *

Attach a file:

MANDATORY EVIDENCE: Supply supporting evidence for Principle 3.

Principle 4 (section 1): The players - a diverse board to enable considered decision-making

A board should be a diverse group of people who collectively provide different perspectives and experience to facilitate more considered decision-making.

4.1 The board should have a diverse mix of skills, expertise, and experience in order to meet the strategic goals of the organisation *

- The board does not have a board skills matrix or have regard to diversity of skills when identifying directors for elected and appointed positions
- The board does not have a board skills matrix, but has regard to diversity of directors' skills when identifying directors for elected and appointed positions
- The board utilises a board skills matrix, which aligns with their strategic goals when identifying directors for elected and appointed positions
- The board utilises a board skills matrix, which aligns with their strategic goals when identifying directors for elected and appointed positions. The board/organisation actively promotes and publicises board opportunities in line with identified skill gaps

4.2 The board demonstrates a strong and public commitment to progressing towards achieving its diversity, equity and inclusion goals within its board composition *

- The board has identified board diversity, equity and inclusion goals necessary to achieve its strategy
- The board publicly discloses its board diversity, equity and inclusion goals and achievement against these

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- The board publicly discloses its board diversity, equity and inclusion goals and achievement against these. The board has a detailed action plan in place to ensure a mix of directors
- The board publicly discloses its board diversity, equity and inclusion goals and achievement against these. The board has a mix of directors, meeting its diversity, equity and inclusion goals

4.3 Gender Balance: Directors & 4.3.1 Gender Balance: Chair & Deputy Chair

The board, while ensuring the prevailing criteria are eligibility, skills, expertise, and experience, the board does not have more than 50% of one gender. The board should ensure that either the role of Chair or Deputy Chair is filled by a woman or gender diverse person.

Please indicate in the grid below your board of directors' current gender composition. Please also indicate the gender make up of your Chair and Deputy Chair.

ACT SSO's must meet mandatory criteria for Board composition as per the [SSO Categorisation Guidelines](#). All ACT SSO's are required to meet requirements of the [National Gender Equity in Sports Governance Policy](#), by no later than 1st July 2027.

Gender Diverse refers to any person who identifies as having trans experience (meaning your gender identity does not align with your sex assigned at birth), non-binary, or born with a variation of sex characteristics.

	Men	Women	Gender Diverse	Vacancies
DO NOT ALTER THE TEXT BELOW	Must be a number.	Must be a number.	Must be a number.	Must be a number.
Elected Directors				
Appointed Directors				
Board Chair				
Board Deputy Chair				

4.4 The organisation's directors are independent, regardless of whether they are elected or appointed *

- The organisation has directors who are also representing member bodies
- The organisation has directors who are not representing member bodies, but have another material conflict
- Appointed directors are independent, however its elected directors may not be independent
- All elected and appointed directors are independent and have no conflicts with member bodies, nor any other material conflict

Note: A director of a sporting organisation should only be seen as independent if they are free of any official position on any member body or any material interest or relationship that might influence, or reasonably be perceived to influence, their judgment on board matters. See Director Independence Guidance Sheet on [this page](#) for more information.

4.5 The organisation has a documented and transparent process for the identification and appointment of directors *

- The organisation does not have processes for the identification or appointment of directors

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- The organisation has an ad hoc process to identify and appoint directors
- The organisation has documented processes to identify and appoint directors. This process has a terms of reference agreed to by the board and includes a nominations committee with an external chair. The committee's recommended nominees are generally elected by its members
- The organisation has its Nominations Committee (with board-appointed independent chair) codified in its constitution. The committee has the power to determine the nominees or candidate suitability for further consideration by the board or voting members

Note; "Appointment" refers to the mechanism of both appointing and electing directors to the board.

4.5.1 Nominations Committee Gender Balance

The board should ensure that no one gender accounts for more than 50% of Nominations Committee members. Please use this table to indicate the gender make-up of the nominations committee.

Gender Diverse refers to any person who identifies as having trans experience (meaning your gender identity does not align with your sex assigned at birth), non-binary, or born with a variation of sex characteristics.

Men	Women	Gender Diverse
Must be a whole number (no decimal place).	Must be a whole number (no decimal place).	Must be a whole number (no decimal place).

4.6 The board has a composition which incorporates both elected and appointed directors *

- The board has all elected directors
- The board has between 0-20% appointed directors
- The board has 21-40% appointed directors
- The board has more than 40% appointed directors

4.7 Directors undertake recognised governance education *

- Less than 30% of directors have undertaken a recognised governance course
- Between 30-59% of directors have undertaken a recognised governance course
- Between 60-99% of directors have undertaken a recognised governance course
- All directors have undertaken a recognised governance course

Note: Recognised governance education includes the ASC Governance Education courses (e.g. The Start Line), AICD Foundations of Directorship, ICDA Diploma of Governance, or equivalent. Workshops and seminars facilitated or offered by the ASC or ACT Sport & Recreation are not included in recognised education for the purposes of this question

Supporting Evidence for Principle 4, including Board and Nominations Committee Composition supporting evidence. *

Attach a file:

MANDATORY EVIDENCE: Supply supporting evidence for Principle 4.

Principle 5: The rulebook – documents that outline duties, powers, roles and responsibilities

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An organisation should clearly define and document its structure and the duties, responsibilities and powers of members, directors, committees and management.

5.1 The organisation should be a legal entity incorporated under the legislation which best fits its size, need and jurisdiction *

- The organisation is not incorporated under legislation which best suits its size, need and jurisdiction
- The board has commenced discussions regarding transitioning to a legal entity which best suits its size, need and jurisdiction
- The organisation is in the process of transitioning to a legal entity which best suits its size, need and jurisdiction
- The organisation is a legal entity which best suits its size, need and jurisdiction

5.2 The organisation should have a staggered rotation system for directors, with term limits and a maximum tenure of no longer than 10 years. *

- The organisation does not have term limits or a maximum tenure for directors
- The organisation limits the term for directors, but maximum tenure is in excess of 10 years
- The organisation limits the term for directors and has in place a maximum tenure of 10 years or less
- The organisation staggers terms to encourage board renewal while retaining corporate memory, and has in place a maximum tenure of 10 years or less

5.3 A director who has completed the maximum tenure on the board is not eligible to stand as a director for that organisation for a period of at least three years *

- The organisation does not have a minimum period before a former director is eligible to re-join the board
- The organisation has a minimum period of 1 year before a former director is eligible to re-join the board
- The organisation has a minimum period of 2 years before a former director is eligible to re-join the board
- The organisation has a minimum period of 3 or more years before a former director is eligible to re-join the board

5.4 The board has a process for inducting new directors *

- New directors do not undertake an induction process or training
- New directors do not undertake a documented induction process or training but are provided with key documents*
- New directors undertake a documented induction process, including relevant training, provision of all key documents*, and meetings with at least the Chair and CEO
- New directors undertake a documented induction process, including relevant training, provision of all key documents*, and meetings with the Chair and CEO. New Directors also meet with the key leaders of the member bodies

Note: *'Key documents' include the Constitution, Board Charter, Code of Conduct, Conflict of Interest Policy, Risk Management Policy, the Strategic Plan, and any other relevant governance documents.

5.5 The board operates under a documented board charter *

- The board does not have a documented board charter
- The board has a documented board charter, which has not been actively referred to and/or revised in the last 2 years
- The board has a documented board charter which has its code of conduct embedded (or which is aligned with its code of conduct). The charter is not regularly referred to by

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directors to manage director conduct and board procedure, but has been revised by the board in the last 2 years

- The board has a documented board charter aligned with its code of conduct that is referred to when managing director conduct or board procedure. The board charter has been used to guide and reinforce desired behaviours and is revised annually by the board

Supporting Evidence for Principle 5 *

Attach a file:

MANDATORY EVIDENCE: Supply supporting evidence for Principle 5.

Principle 6: The playbook – board processes which ensure accountability and transparency

Through effective processes and continual review of its performance, the board is able to demonstrate accountability and transparency to its members and stakeholders.

6.1 The organisation has a Finance, Audit and Risk committee *

- The organisation does not have a Finance, Audit and Risk Committee (or equivalent)
- The organisation has a Finance, Audit and Risk Committee (or equivalent) but does not operate under an agreed term of reference
- The organisation has a Finance, Audit and Risk Committee (or equivalent) that operates under an agreed term of reference, which is reviewed and updated annually. The Committee includes an accountant. The committee meets at least quarterly
- The organisation has a Finance, Audit and Risk Committee (or equivalent) that operates under an agreed term of reference, that is reviewed and updated annually. The Committee includes at least one external and independent CPA or Chartered Accountant. The Committee meets at least quarterly

6.1.1 Finance, Audit & Risk Committee Gender Balance.

Please use this table to indicate the gender make-up of the Finance, Audit and Risk Committee (or equivalent).

Gender Diverse refers to any person who identifies as having trans experience (meaning your gender identity does not align with your sex assigned at birth), non-binary, or born with a variation of sex characteristics.

Men	Women	Gender Diverse
Must be a whole number (no decimal place).	Must be a whole number (no decimal place).	Must be a whole number (no decimal place).

6.2 The board shall appoint the chair and evaluate their performance *

- The organisation has a chair who is not elected by the board
- The organisation has a chair elected by the board, but does not document the process for this election
- The organisation has a chair elected by the board, with a clearly defined position description and documents the process for this election

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- The organisation has a chair elected by the board, with a clearly defined and reviewed position description, and documents the process for this election. The Chair's performance is assessed at least every two years, and a development action plan is created and implemented

6.3 The CEO, upon leaving their role with the organisation, is not eligible for appointment or election to the board within 3 years *

- The organisation does not have a minimum period before a former CEO is eligible to become a director
- The organisation has a minimum period of 1 year before a former CEO is eligible to become a director
- The organisation has a minimum period of 2 years before a former CEO is eligible to become a director
- The organisation has a minimum period of 3 or more years before a former CEO is eligible to become a director

6.4 The board has rigorous processes for identifying and managing director conflicts of interest *

- The board does not have a conflict-of-interest policy and register
- The board has a conflict-of-interest policy and register but it is not rigorously applied or updated
- The board maintains a conflict-of-interest policy and register, that is regularly updated and enforced, and reviews conflicts as a standing agenda item
- The board maintains a conflict-of-interest policy and register, that is regularly updated and enforced, reviews conflicts as a standing agenda item, and directors are required to complete an annual statement of interest

6.5 The organisation reports on governance outcomes at both its Annual General Meeting (AGM) and in its Annual Report *

- The organisation does not report on governance outcomes
- The organisation reports on governance outcomes at its AGM only
- The organisation reports on governance outcomes at its AGM and in its annual report
- The organisation reports on governance outcomes at its AGM and in its annual report. The organisation provides an "If not, why not" statement as to why it has not met the Sport Governance Standard/s, and outlines plans to meet the standard/s going forward

Supporting Evidence for Principle 6 *

Attach a file:

MANDATORY EVIDENCE: Supply supporting evidence for Principle 6.

Principle 7: The defence – a system which protects the organisation

To proactively protect the organisation from harm, the board ensures the organisation has and maintains robust and systematic processes for managing risk.

7.1 The organisation has a documented process to ensure compliance with working with vulnerable persons and children legislation that reflects the legislative requirements of the relevant state and territory, including maintenance of relevant checks *

- The organisation does not document processes for people engaged and deployed to work with vulnerable persons and children

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- The organisation documents processes for people engaged and deployed to work with vulnerable persons and children, but the sport does not have a national policy
- The sport has a national policy, and documents processes for people engaged and deployed to work with vulnerable persons and children. The board ensures this is implemented consistently within the organisation, including aligning to the relative legislation
- The sport has a national policy, and documents processes for people engaged and deployed to work with vulnerable persons and children that is aligned to the relevant legislation and is regularly reviewed and implemented consistently throughout the sport

7.2 The board has a documented process for ensuring that policies and procedures implemented by management are consistent with the organisation's risk management framework *

- The board has not developed a process for management to identify, assess and treat organisational risk
- The board has developed a process (policies and procedures) for management to identify, assess and treat organisational risk
- The board has a documented process (policies and procedures) for management to identify, assess and treat organisational risk. The board provides oversight and ensures compliance through regular reporting and review
- The board has a documented process (policies and procedures) for management to identify, assess and treat organisational risks. The board ensures the process is consistent with the organisation's risk management framework through regular reviews, formal education, and training for management

7.3 The board has established a risk management system that is appropriate for the size and context of the organisation. The system aligns with its strategy, and enables decision making across the organisation to manage threats and opportunities *

- The board has not implemented a risk management system
- The board has a system for managing, monitoring and reporting risk, but it is not consistently implemented, monitored, or reviewed
- The board has a system for managing risk that is aligned with the organisation's strategic plan and is integrated across the organisation. It is clear how risk is identified, assessed, monitored and reported. The board has visibility of risk trends
- The board has implemented a fit-for-purpose risk management system that is integrated, reviewed, and monitored. The board has established a positive culture through education. Risk is embedded across the organisation to ensure management of threats and opportunities

Supporting Evidence for Principle 7 *

Attach a file:

MANDATORY EVIDENCE: Supply supporting evidence for Principle 7.

Principle 9: The scorecard – embedded systems of internal review to foster continuous improvement

The board must have an appropriate system of internal controls to enable it to monitor performance, track progress against strategy and address issues of concern.

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9.1 The board regularly evaluates its performance and the performance of individual directors. The board implements plans to act based on results *

- The board does not conduct a board evaluation process
- The board conducts a board evaluation process, but it does not assess individual directors' performance
- The board conducts a board evaluation process and individual director evaluations, and implements action plans
- The board conducts a board evaluation process at least every 2 years. The board conducts an individual director evaluation (that incorporates an independent external process) at least every 2 years. The board implements action plans based on results

9.2 The board meets as appropriate for directors to discharge their duties effectively *

- The board does not schedule a minimum of five board meetings a year
- The board schedules five or more board meetings a year
- The board schedules more than five board meetings a year, and has scheduled key governance activities into relevant board meetings
- The board schedules more than five board meetings a year and has scheduled key governance activities into relevant board meetings. There is an appropriate balance between reviewing performance and forwardlooking strategic items. An annual meeting calendar is publicly available

9.3 The board has documentation and processes to operate its meetings in an efficient and effective manner *

- The agenda and board papers are not circulated prior to board meetings
- The agenda and board papers are circulated prior to board meetings
- The chair calls for agenda items from directors and papers are circulated
- The chair calls for agenda items from directors. Papers are circulated for each applicable agenda item in advance (minimum 1 week). Papers (including for past meetings) are stored and accessible for directors

9.4 The board maintains accurate records of meetings and board decisions *

- The organisation does not keep minutes of board meetings and/or directors do not approve minutes
- The organisation records and documents minutes of board meetings that are approved by directors, including a record of all board decisions
- The organisation records and documents minutes of board meetings that are approved by directors, including a record of all board decisions. Minutes are circulated to directors for approval within 1 week of meeting
- The organisation records and documents minutes of board meetings that are approved by directors, including a record of all board decisions. Minutes are circulated for approval within 1 week of meeting. Board decisions are communicated to members

9.5 The board documents financial delegations. This includes (but is not limited to) expenditure, funding, grants, and other financial transactions as resolved by the board *

- The board does not document financial delegations
- The board documents financial delegations
- The board documents financial delegations. These are reviewed by the finance, audit and risk committee (or equivalent) on an annual basis
- The board documents financial delegations. These are reviewed by the finance, audit and risk committee (or equivalent) on an annual basis. Appropriate education on responsibilities is provided to delegates

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9.6 The board documents non-financial delegations. This includes (but is not limited to) human resources, correspondence/public relations, membership, strategic actions, business plans, board resolutions, grievances, and complaints *

- The board does not document non-financial delegations
- The board documents non-financial delegations
- The board documents non-financial delegations. These are reviewed by the relevant board committee on an annual basis
- The board documents non-financial delegations. These are reviewed by the relevant board committee on an annual basis. Appropriate education on responsibilities is provided to delegates

9.7 The board has a documented CEO (or equivalent) performance evaluation process *

- The board does not have a performance evaluation process for the CEO (or equivalent)
- The board has an ad hoc performance evaluation process for the CEO (or equivalent)
- The board has developed an annual performance evaluation process for the CEO (or equivalent). This process includes a review of KPI achievement, professional development, and adherence to the organisation's values
- The board documents a rolling performance evaluation process for the CEO (or equivalent). This process includes a regular review of KPI achievement, professional development, and adherence to the organisation's values
- N/A - this Standard is not applicable to this organisation

9.8 The board has a documented succession planning process for key personnel, to facilitate the retention of corporate knowledge *

- The board does not have succession plans in place for key personnel
- The board has succession plans in place for key personnel
- The board regularly reviews the succession plans for key personnel
- The board regularly reviews the succession plans for key personnel and allocates time at board meetings for discussion

Supporting Evidence for Principle 9 *

Attach a file:

MANDATORY EVIDENCE: Supply supporting evidence for Principle 9.

2.2 If not currently achieved, which of the 41 x Sport Australia Governance Standards does the SSO commit to achieving level 3-4 measures for in the next 2 years? *

Supporting Evidence for 2.2

Attach a file:

Integrity and Management Capacity

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* indicates a required field

Management Structure

2.3 What is the current paid staffing structure of the SSO and what is the FTE status of each position? *

Note: If the SSO operates under a unitary or unified governance model, please provide an outline of the NSO staffing structure which directly supports the activities of the SSO, including the location and contact person in the ACT, reportable to the unitary organisation.

Mandatory Evidence for 2.3 *

Attach a file:

MANDATORY EVIDENCE: Examples could include (but may not be limited to) - Paid staff structure and position descriptions.

2.4 What is the SSO's current committee structure and how does this align with and support the delivery of the SSO's strategic plan? *

Supporting Evidence for 2.4

Attach a file:

Integrity

2.5 Has the SSO formally adopted the NSO's National Integrity Framework or similar Sport Integrity Australia approved policies*? How does the SSO implement these policies? How does the SSO communicate these policies to their stakeholders and make them readily available? *

Note: "Similar Sport Integrity Australia approved policies" include (but may not be limited to) - Complaints and Dispute Resolution; Member Protection; Anti-Corruption; Safeguarding Children and Young People; Whistle Blower Procedures; Conflict of Interest; Anti-Doping; and others as relevant. 'NSO' includes the equivalent, i.e. 'National Body'.

Mandatory Evidence for 2.5 *

Attach a file:

MANDATORY EVIDENCE. National Integrity Framework or similar approved policies. Documentation of adoption and implementation. Evidence of communication to stakeholders and access to policies.

2.6 Has the SSO completed the ACT Child Safe Standards Self Assessment and Review Tool? *

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Mandatory Evidence for 2.6 *

Attach a file:

MANDATORY EVIDENCE: Provide copy of organisation's completed assessment. Assessment Tool can be found [here](#).

2.7 How does the SSO ensure supported, safe and respectful environments through the development, implementation and regular review of Codes of Behaviour for all stakeholders (players, coaches, parents, spectators, etc.)? How are these codes communicated and made accessible? *

Mandatory Evidence for 2.7 *

Attach a file:

MANDATORY EVIDENCE: Provide a copy of all Codes of Behaviours for various stakeholders and demonstrate how they are implemented, regularly reviewed, communicated and made accessible.

2.8 Does the SSO's policy framework include the following? - Sports Betting; Match Fixing; Privacy; Inclusion; Healthy Sporting Environments (e.g. SunSmart, Smoking/Vaping, Alcohol, Heat/Weather). *

Mandatory Evidence for 2.8 *

Attach a file:

MANDATORY EVIDENCE (as available) - Sports Betting; Match Fixing; Privacy; Inclusion; Healthy Sporting Environments, e.g. SunSmart, Smoking/Vaping, Alcohol, Heat/Weather, etc.) policies.

Community Reach

* indicates a required field

Membership and Participation

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

Note: Where it is **mandatory** to provide evidence in support of a response, this has been stated.

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3.1 How many ACT-based full active members did the SSO report in the last financial year? *

Note: Full active members are defined as members (of an ACT based club or association) who have access to the full range of programs and services offered by the organisation as a participant, coach or official. This type of member typically pays a full registration fee and participates actively (in excess of 6 occasions) in regular competitions or programs.

Mandatory Evidence for 3.1 *

Attach a file:

MANDATORY EVIDENCE: Current SSO's membership data. Please refer to the definition of Full Active Member.

3.2 How many ACT-based SSO program participants (not including school based programs) did the SSO report in the last reporting year? *

Note: Program Participants are participants that typically participate in modified programs or competition offerings rather than in regular, traditional competitions. Participants are engaged fewer than on 6 occasions over a 12-month period.

Mandatory Evidence for 3.2 *

Attach a file:

MANDATORY EVIDENCE: Current SSO participation data (e.g. participation program participant data - not including school based programs). Please refer to the definition of Program Participant.

3.3 How many ACT-based SSO managed school program participants did the SSO report in the last reporting year? *

Note: SSO managed school program participants are defined as school students involved in programs and/or competitions organised by state organisations which may be held at school or community facilities.

Mandatory Evidence for 3.3 *

Attach a file:

MANDATORY EVIDENCE: Current SSO school participation data (e.g. Sporting School Program data, etc.)

3.4 How many event participants from the ACT did the SSO report in the last reporting year? *

Note: Events that are held in the ACT

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Mandatory Evidence for 3.4 *

Attach a file:

MANDATORY EVIDENCE: Current SSO event participation data.

Reach

3.5 How does the SSO (in partnership with its member clubs / associations / delivery partners) seek to engage with ACT primary schools? *

Supporting Evidence for 3.5

Attach a file:

3.6 How does the SSO (in partnership with its member clubs / associations / delivery partners) seek to engage with ACT secondary schools? *

Supporting Evidence for 3.6

Attach a file:

3.7 How does the SSO (in partnership with its member clubs / associations / delivery partners) seek to engage with ACT based socially/recreationally focused participants? *

Supporting Evidence for 3.7

Attach a file:

3.8 How does the SSO (in partnership with its member clubs / associations / delivery partners) seek to engage with ACT based participants from the following target groups participants? - women & girls; youth; LGBTIQ+, First Nations; CALD; disabled; aged; those not engaged in sport/active recreation. *

Supporting Evidence for 3.8

Attach a file:

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3.9 Which of the following ACT population areas does the SSO have physical representation in, either through clubs/associations, or direct program delivery? - Gungahlin, Belconnen, Molonglo / Weston Creek, Woden Valley, Inner North, Inner South, Tuggeranong *

Supporting Evidence for 3.9

Attach a file:

3.10 Which large/medium/small scale participation events has the SSO hosted in the ACT in the past 3 years and what plans are in place to host large scale participation /performance events in the near future? *

Supporting Evidence for 3.10

Attach a file:

3.11 What membership and participation database does the SSO use to record membership, participation and legislative requirements such as WWVP registration? Please provide number of coaches, officials, volunteers etc., recorded in the database. *

Mandatory Evidence for 3.11 *

Attach a file:

MANDATORY EVIDENCE: Current membership/participation database information including WWVP registration controls. Coaches, officials and volunteers etc.data.

3.12 What opportunities are provided by the SSO which are designed to train, support and retain coaches, officials and club volunteers? *

Mandatory Evidence for 3.12 *

Attach a file:

MANDATORY EVIDENCE: Current SSO coach and official training/development programs/offering; currently accredited coach and official data and club development program information/resources.

Planning

* indicates a required field

Planning

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

Note: Where it is **mandatory** to provide evidence in support of a response, this has been stated.

4.1 How does the SSO local strategic plan align with, and support, the delivery of the NSO strategic plan in the ACT? *

Mandatory Evidence for 4.1 *

Attach a file:

MANDATORY EVIDENCE: Current SSO strategic plan and current NSO strategic plan.

4.2 How does the SSO operationally and financially bring its strategic plan to life on an annual basis? *

Mandatory Evidence for 4.2 *

Attach a file:

MANDATORY EVIDENCE: Most recent annual operational plan (or operational objectives document), and most recent annual budget.

4.3 What plans and/or initiatives are in place to ensure the sport's current and future ACT facility / infrastructure footprint enables the sport to engage with more people in the ACT community, in more ways, more often? *

Supporting Evidence for 4.3

Attach a file:

4.4 What plans and/or initiatives are in place to grow the number of people in the ACT community, participating in the sport, in more ways, more often, over the coming 3-5 years? *

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Mandatory Evidence for 4.4 *

Attach a file:

MANDATORY EVIDENCE: A plan for membership and participation growth (or equivalent).

4.5 What plans and/or initiatives are in place to enhance the SSO's marketing and communications activities over the coming 3-5 years? *

Supporting Evidence for 4.5

Attach a file:

4.6 What plans and/or initiatives are in place to support the sport specific identification, development and well-being of identified athletes within the SSOs performance pathway? *

Supporting Evidence for 4.6

Attach a file:

4.7 What current SSO insurances are in place? *

Mandatory Evidence for 4.7 *

Attach a file:

MANDATORY EVIDENCE: SSO insurance certificates of currency (or equivalent), e.g. Public liability insurance, professional indemnity insurance, directors and officer's liability insurance, associations liability insurance, personal accident insurance, occupational health and safety cover, workers compensation, property and contents insurance, building insurance, travel insurance, injury insurance.

4.8 What policies / plans / initiatives are in place to minimise the impact the SSO and the sport in the ACT, have on climate/the environment? *

Supporting Evidence for 4.8

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Attach a file:

4.9 What policies / plans / initiatives are in place to reduce and/or increase understanding of inequality between indigenous and non-indigenous people in the ACT, through the activities of the SSO. *

Mandatory Evidence for 4.9 *

Attach a file:

MANDATORY EVIDENCE: SSO localised policy/plan/initiatives to promote reconciliation.

Mandatory Evidence Checklist

Have you included the following mandatory categorisation evidence items in your application via an attachment or weblink?

New Question

- Question 1.1 - SSO's last 3 x certified or audited financial statements.
- Question 1.2 - SSO's sustainable finance statements
- Question 2.1 - Evidence of meeting Sport Australia Governance Standards (i.e. level 3-4 measures).
- Question 2.3 - Evidence of paid staffing structure, e.g. SSO paid staff structure and position descriptions.
- Question 2.5 - Evidence of adoption and implementation of NIF including communication to stakeholders
- Question 2.6 - SSO's completed ACT Child Safe Standards assessment
- Question 2.7 - SSO's Codes Behaviour
- Question 2.8 - Relevant Integrity policies, as listed.
- Question 3.1 - Current SSO membership data.
- Question 3.2, 3.3, 3.4 - Current SSO participation data (participation programs, schools and event participation data)
- Question 3.11 - Membership Database information and data
- Question 3.12 - Current SSO coach and official training/development programs/offering; currently accredited coach and official data and club development program information/resources.
- Question 4.1 - Current SSO localised strategic plan and current NSO strategic plan.
- Question 4.2 - Most recent annual operational plan, and most recent annual budget.
- Question 4.4 - A plan for membership and participation growth (or equivalent).
- Question 4.7 - SSO insurance certificates of currency (or equivalent).
- Question 4.9 - Evidence of SSO promoting Reconciliation through operations and activities

Review, submit and feedback

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* indicates a required field

Certification

I certify that:

- To the best of my knowledge the statements made within this application and the information provided is true and correct.
- I understand that Sport and Recreation is collecting information on this form and any other information I provide as part of the process to identify SSOs as either Category 1,2 or 3 organisations.
- I understand that information relating but not limited to this application may be used when assessing the eligibility of future funding investments for which my organisation might apply.
- By submitting this application, I acknowledge that each individual referred to in the application is aware that the information relating to the organisation may be disclosed and used.

Certification *

- Yes, I have read and agree to the above conditions.
 No

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position with the organisation *

Day-time phone number / mobile number *

Must be an Australian phone number.

Email *

Must be an email address.

Date *

Must be a date.

Privacy Notice

In compliance with the *Information Privacy Act 2014 (the Act)*, personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Additional requirements outside of the provisions referenced above, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

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You are now coming to the end of your application process. Please **REVIEW** your application to ensure you have included all the information required and then click **SUBMIT**. Once submitted, it will not be able to be retrieved to edit.

Feedback Please take a few moments to provide some feedback. We value any feedback you may have regarding our online grants application process.

Please indicate how you found the online application process.

- Very easy
- Easy
- Neither
- Difficult
- Very difficult

How much time did it take you to complete this application?

Do you have any recommendations and/or advice that could improve the application process?