

Sainsbury's

Active Kids

For All

Inclusive Community
Training Programme

For all ages



Expectations and resources programme year 4 (1 October 2016 – 30 September 2017):

This document is supported by further guidance and resources provided through the [Sainsbury's Inclusive Community Training Partner Page](#) on the EFDS website. If you have any problems accessing this areas please contact AK4A@efds.co.uk / 01509 225571.

Expectation	Resources
<p>Co-ordination</p> <ul style="list-style-type: none"> Assign and share details for two lead contacts at the CSP for this initiative. We will expect lead contacts to take responsibility for delivery within their area. Within your CSP area, commit to delivering a minimum of 4 workshops in programme year 4 to the identified audience which are generated through your own engagement. CSPs will be encouraged to deliver as many workshops as demand dictates. 	<ul style="list-style-type: none"> Support from the AK4A ICT national team.
<p>Engagement</p> <ul style="list-style-type: none"> Drive the demand for the training at a local level; implementing an effective marketing and communications plan – going beyond email contact. Ensure the target audience is recruited for the training and others are 	<ul style="list-style-type: none"> EFDS engagement toolkit. Workshop promotional pack Support from the AK4A ICT national team, driving demand through engagement with national partners and driving local

<p>appropriately signposted. The training has been designed for those who:</p> <ul style="list-style-type: none"> ○ Represent a community based organisation or group where the primary focus is not currently as a sport or physical activity provider ○ Have direct access or contact with disabled people of all ages ○ Have the opportunity to introduce physical activity and sport to disabled people. <ul style="list-style-type: none"> ● Connect new partners into the disability sport landscape and maintain this relationship. ● Due to issues in previous years with delivering workshops at colleges, workshops should only be arranged at colleges where at least 16 participants are booked on in advance to guarantee at least 12 participants on the day. Failure to do so may result in charges to the college. ● If you expect workshop participant numbers to be low, in order to prevent workshops being cancelled, it is possible to invite a small number of individuals from sporting backgrounds, provided they are not qualified coaches. 	<p>activity through the relevant CSP.</p> <ul style="list-style-type: none"> ● Support from the EFDS Engagement team and sports coach UK Coaching Network Managers (CNM) team. ● Sainsbury’s Inclusive Community Training aligns with some key areas of Sport England’s Towards an Active Nation 2016-2021 strategy. The following examples demonstrates how AK4A ICT delivery can support CSPs meet targets: <ul style="list-style-type: none"> ○ Reach to inactive groups – AK4A ICT supports the development of new physical activity opportunities and acts as an engagement tool to increase CSPs reach to disabled people ○ Relationships with non-traditional sports organisations – AK4A ICT supports CSPs to establish relationships with the non-sport sector, for example; community organisations, local charities and user-led groups.
<p>Workshop hosting <i>CSPs are responsible for:</i></p> <ul style="list-style-type: none"> ● Booking workshops through sports coach UK using the guidance provided. ● Registering workshop participants ● Enrolling participants on the ICT eLearning and signposting them to complete the online module prior to attending the workshop. ● Sourcing an appropriate venue as defined by sports coach UK guidance and covering associated costs. ● Ensuring required minimum numbers of participants will be in attendance – support from EFDS will be available. 	<ul style="list-style-type: none"> ● Workshop booking guidance available through sports coach UK. ● A sports coach UK tutor will be provided to deliver the workshop. ● Workshop participant resources will be provided. ● Access and training on use of eLearning portal. ● You are able to charge £10 per participant (fee must not exceed this value), to support the costs associated with programme delivery. Due to grant stipulations all participant fees must be reinvested back into the programme e.g. to cover venue and refreshments, marketing costs etc. CSPs have the opportunity to subsidise this cost, where this is the case they will need to make

<ul style="list-style-type: none"> • CSPs are recommended to consider opening up workshops to ensure the required number of participants are met • Arranging any necessary refreshments. • Managing participant fees – CSPs are strongly encouraged to charge participants £10 to attend in order to reduce the likelihood of dropouts and add value to the training. • Providing a representative from the CSP to attend each workshop to support the tutor and signpost participants to local opportunities. <p>Cancelling workshops</p> <ul style="list-style-type: none"> • In line with other sports coach UK courses, CSPs are required to give sports coach UK <u>at least 5 working days’ notice</u> if the workshop is to be cancelled. Failure to give sufficient notice will result in the CSP being eligible for covering tutor costs at the following rates: <ul style="list-style-type: none"> - Between 5 and 2 working days’ notice - £50 - Within 48 hours of the workshop - £105 + any mileage incurred by the tutor. • As a result of these charges, please ensure you check workshop participant numbers well in advance to avoid needing to cancel with less than 5 working days’ notice. 	<p>this clear through their own promotion. We will be asking for detail of reinvestment within the management accounts.</p> <ul style="list-style-type: none"> • Support from the AK4A ICT national team <ul style="list-style-type: none"> ○ We will be providing tiered support to CSPs in the final year of delivery to ensure we hit targets ○ Please let the AK4A team know at least a month before if you are struggling with participant numbers so that we can help promote to our networks via our various communication channels ○ Failure to meet targets may result in EFDS looking for alternative local delivery partners
<p>Evaluation</p> <p>Per programme year to provide:</p> <ul style="list-style-type: none"> • One case study capturing the journey of a workshop participant (suggested data collection and template provided) • Management accounts (on template provided) • Evidence to support the development of any further national case studies where requested. 	<ul style="list-style-type: none"> • Case study template (see Sainsbury’s Inclusive Community Training Partner Page). • Management accounts template and finance guidance (see Sainsbury’s Inclusive Community Training Partner Page) • At the end of programme year 4 (30/09/2017) the CSP will receive £100 for every workshop delivered to 15 attendees (refer to target audience guidelines). Minimum and maximum participant workshop numbers i.e. 12 – 22 still apply.

	<p>For example; if 5 workshops delivered to an average of 15 or more participants, the host would receive a total of £500 from EFDS.</p> <ul style="list-style-type: none">• This funding will be released on receipt of:<ul style="list-style-type: none">○ Invoice○ Completed case study○ Management accounts○ Confirmation through sports coach UK of workshop attendance figures.
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In the interest of the programme, where we are not reaching delivery potential in particular areas, we will look to identify additional delivery partners. In this instance, we will endeavour to inform the relevant CSP in advance.

For further information or if you have any questions about any of the expectations please contact the AK4A team: AK4A@efds.co.uk / 01509 227751.