

**Policy number: 7**

**Version 1: January 2021**

**To be reviewed: November 2022**

**Person responsible: Principal, School of Sport Education NT**

### **Introduction**

Donations or sponsorship may provide valuable support for the School of Sport Education NT programs or teams.

Individual students may also choose to seek sponsorship or donations to support their involvement in the program.

### **Purpose**

This policy ensures there is consistency and transparency in regard to the acceptance of sponsorship or donations. It applies to all School of Sport Education NT employees, officials and volunteers.

### **Policy**

#### **Sponsorship of School of Sport Education NT Programs and Teams.**

The School of Sport Education NT will consider offers of sponsorship. Any agreed sponsorship arrangement should be documented to record details including:

- The length of the sponsorship arrangement.
- The purpose of the sponsorship.
- Details of specific services, products or funds to be provided by the sponsor and the reciprocal obligations of the School of Sport Education NT.
- Guidelines for the use of logos, naming rights, media and advertising.
- Other conditions that apply to a specific arrangement.

The School of Sport Education NT reserves the right to terminate any sponsorship agreement at any time.

#### **Donations to School of Sport Education NT Programs and Teams.**

From time to time, the School of Sport Education NT is made offers of donations.

The School of Sport Education NT will assess whether the donation is appropriate and if it can be used in the way the donor has requested prior to accepting or declining the donation. This includes an assessment of any public recognition or acknowledgement if requested by the prospective donor.

Donations must not be for the personal benefit of the School of Sport Education NT employees, officials or volunteers. Conflicts of interest between the School of Sport Education NT employees, officials and volunteers and a donor must be declared prior to any

donation being accepted. Where a conflict of interest is found to exist, that would not be in the interest of the School of Sport Education NT, then the donation should not be accepted. Failure to declare a conflict of interest or receiving a personal benefit from a donation is considered to be a breach of the code of conduct or conditions of employment, and the recipient will be asked to return the gift or reimburse the donor for the value of the gift.

### **Sponsorship of or Donations to Individual student participants.**

Any students seeking sponsorship or donations to support their participation in a School of Sport Education NT team must use an official letter explaining the nature of their participation. This letter can be obtained from the School of Sport Education NT office. An example is shown in Attachment A. They must inform their team officials of any financial support received which can be set against their levy.

### **Gifts**

There are occasions where a parent or student may offer school-based employees a gift such as celebrating the end of the school year or as a thank you for volunteer role in the School of Sport Education NT program.

There are some circumstances where it would be inappropriate, unkind or hurtful to refuse a gift. School-based employees are expected to exercise sound judgment when deciding whether to accept or refuse a gift. It should be considered whether a reasonable person would think a school-based employee would be influenced by the giver or unduly show favour to the giver.

It would be reasonable for school-based employees to consider accepting a gift if it is determined that it has no retail value, such as homemade food items, bouquets of flowers or a small box of chocolates and, where appropriate, share it with other staff members.

School-based employees must not accept gifts of money.

### **Definitions;**

**Donation** - the provision of cash or items of value without an expectation of return benefits.

**Donor** - a person or organisation that makes a donation.

**Gift** - is an item of value given or offered in the course of a business relationship.

**Reportable Gift** - a gift or benefit that is not modest hospitality or a token gift and is of greater value than the nominal value and has been provided in respect of an employee's employment with the department. Gifts of no retail value given to school based employees by parents, guardians, carers or students do not constitute reportable gifts.

**Modest Hospitality** – refers to light refreshments including tea, coffee, biscuits and sandwiches provided they are associated with work meetings, conferences and ceremonies.