The NTSA Foundations Program (the Program) is a fundamental sport/motor skills program designed to develop competency in physical qualities, fundamental movement, running technique, and the ability to pass, track, catch, strike, and kick a ball. It caters for those children who like and are motivated to participate in organised sporting activities, and it caters for those children that don't and aren’t. Regardless of the competence, confidence and motivation of the participants, a positive developmental experience is delivered that encourages effort, persistence, enjoyment, satisfaction, prolonged engagement with sport and, critically, enhanced self-confidence within and outside of the sporting domain. The NTSA acknowledges that the contribution from volunteers and helpers is essential in ensuring effective delivery of the Program activities and achieving the desired outcomes.

**Volunteer Details**

|  |
| --- |
|  **Name:**  **Gender:** |
|  **Indigenous:** YES / NO | Ochre Card: YES / NO |
|  **Volunteer Category:** (Please circle categories that relate to your participation as a FP volunteer) Parent/carer Coach Teacher Activity provider Student – Work Experience Student – CDU Practicum |

**Best contact number:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** (Please print neatly)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Memorandum Of Understanding**

**Between**

**NTSA**

**and**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Volunteer Name]

**I. Preamble**

This document seeks to clarify the expectations of volunteers assisting with the delivery of the Program. It also specifies the resources and support that the NTSA pledges to provide Volunteers to enable the Program to be delivered.

A signed MOU between the NTSA and the Program volunteers is not a legally binding contract. It is a mutually agreed upon partnership, recognising that growth, and success of the Program depend upon both NTSA Staff and Volunteers.

This MOU will be reviewed and updated annually.

**2. NTSA Support**

1. **Liability**
	1. Volunteers are not exposed to ‘Liability’ for matters relating to the delivery of the Program.
2. **Resource Support**
	1. The NTSA will seek to provide necessary levels of technical resources and practical guidance to enable the volunteer to carry out agreed tasks with ease and certainty.
3. **Leadership Support**

* 1. The NTSA acknowledges the need for committed volunteers to work alongside NTSA staff in fulfilment of the Program outcomes. The NTSA will work diligently to supply individualised leadership that supports the development of the volunteer’s competence, confidence, and motivation to promote long term engagement.

**3. Volunteer Roles and Responsibilities** (Scope of Practice)

Volunteers can assist the Program delivery in any or all of the following ways.

* **1 hour before the session**:
	+ Work with the NTSA staff to review the session plan and outcomes in relations to the Physical Literacy Standard or the ACARA – Australian Curriculum.
* **45 Minutes before the session**:
	+ Work with NTSA staff to review the session plan and note the Risk Assessment controls. Make notes on the key outcomes and main points in each activity. Review change in direction strategies. Share prepared notes with NTSA staff and other volunteers.
* **40 minutes before the session:**
	+ Set up for the session placing equipment so the session can flow from one activity to the next with minimal delay.
* **15 minutes before the session:**
	+ Greet early comers and introduce them to the pre-session activity.
	+ Mark names off the roll or have new comers complete participation registration waiver or Volunteer MOU.
* **During the session:** (Sessions will involve a range of different activities spaced throughout and occurring simultaneously)
	+ Activity Delivery
		- Introduce Activity
		- Provide Practical demonstration
		- Run the activity and be involved in the games.
* **Post session**
	+ Pack up equipment
		- Provide written or verbal session reflection
			* What was delivered relative to what was planned?
			* What worked well?
				+ E.g. what participant behaviours demonstrated positive social, emotional outcomes?
			* What needs improving?
			* Suggest modifications?
* File session documentation
	+ Attendance
	+ Session Plan (original session plan vs actual session delivered)
	+ Session Notes/Reflection – as outlined above.

**NTSA Representative Volunteer**

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**Signature Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full name of signatory Full name of signatory**

**Date: Date:**