

	SPORTIVATE CHECKLIST
	The following steps must be taken to ensure a successful Sportivate project for the West of England and retain the confidence of our funders for future delivery. Please ensure all these items are completed. Failure to do so may result in a reduction or withdrawal of funding. Points 1 - 3 MUST be completed BEFORE your project commences.
1	Sign and return a copy of your Service Level Agreement (SLA) and ensure you have a copy of your approved project application form . Please ensure you are happy and clear on any changes that have been made to your project. This will ensure the project gets off on a professional footing and expectations are clear from both parties.
2	Complete the Project Info sheet (PIS) and email to Wesport so we can upload your project on the portal (at least 4 weeks before the start). This ensures that Sport England quickly see the scope of our programme and can be confident about delivering against our plan.
3	Ensure the lead coach* is registered on Coachwest . The lead coach MUST have their Minimum Standards endorsed and uploaded to Coachwest before delivery commences. The required Minimum Standards are clearly listed in Appendix 1 of the SLA. The lead coach also needs to sign and return the Code of Conduct & Ethics which will be emailed directly to them. This will ensure we can promote your project as a high quality opportunity and maintain a high quality database of coaching resource for future projects.
4	START delivering the project
5	Collect all participant details on the relevant Participant Registration Form , this will ensure you have the correct information to populate the Sportivate Portal. Please encourage participants to tick the Sport England survey consent box and also ensure they complete the activity level question correctly. Please ensure you keep a register at every session.
6	Add all data to the portal (achieving your completed target) and include details on what the young people intend to go on to do next in the feedback section - within 3 weeks of project completion. The qualitative feedback is as valuable if not more so than the numbers as it allows us to demonstrate the impact of your work. These personal stories are also more attractive to local press and media.
7	Once everything has been completed and on time, invoice us for the agreed amount, please follow the guidelines on the SLA relating to invoicing.

If you are unsure of anything else, please refer to the SLA. If still not clear, then call or email the Wesport Office.

* The lead coach/coaches will be present at sessions and will be responsible for the content and delivery of that session. There MUST be a lead coach in attendance at every Sportivate session.