



Defibrillators for Sporting Clubs and Facilities Program 2015 – 19: Round 5

Application Guidelines

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Available at www.sport.vic.gov.au/grants

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Message from the Minister



Whether it's out on the sports field or in the stands, the health and wellbeing of all Victorians is a top priority for the Victorian Government.

The new *Defibrillators for Sporting Clubs and Facilities Program* gives Victorian sports clubs the opportunity to be at the top of their game when it comes to dealing with a medical emergency on and off the park.

Through the program one thousand life-saving packages complete with defibrillator, quality training and essential maintenance are now available.

This is a great opportunity for clubs to step up, boost their first aid skills, and ensure players and spectators suffering a sudden cardiac arrest get the help they need until paramedics arrive.

A player down on the field is every parent's worst nightmare, and when cardiac arrest strikes, each second counts.

Defibrillators give sudden cardiac arrest victims the best chance at survival. That's why I encourage sports clubs from around the state to get your applications in for the *Defibrillators for Sporting Clubs and Facilities Program*.

A handwritten signature in black ink that reads "John Eren". The signature is written in a cursive, slightly slanted style.

Hon John Eren MP

Minister for Sport

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Program description and objectives

1. What is the Defibrillators for Sporting Clubs and Facilities Program?

The *Defibrillators for Sporting Clubs and Facilities Program* will provide Victorian sport and active recreation organisations with the opportunity to acquire an automated external defibrillator (also known as an 'AED') for their club or sports facility.

A successful applicant will receive a 'defibrillator package'. The package includes a Philips HeartStart FRx defibrillator, some basic emergency resuscitation skills training and six years of essential defibrillator maintenance. This package will be provided by St John Ambulance Australia, on behalf of the Department of Health and Human Services.

1.1 Why is the Victorian Government funding this initiative

The health and wellbeing of all Victorians is a priority for the Victorian Government. Victorian communities and clubs that are more capable and better equipped to respond to medical emergencies are vital to safe and more resilient communities.

When someone suffers a cardiac arrest, calling 000 (triple zero) and performing cardiopulmonary resuscitation (CPR) immediately will help increase their chance of survival. Defibrillators are an important piece of equipment that can significantly improve survival rates from a sudden cardiac arrest. A defibrillator will best help save lives when combined with early recognition of the emergency, activation of the local emergency response plan and early CPR.

Through the provision of defibrillator packages the program will:

- provide sporting clubs, members, sports participants and visitors access to a defibrillator at sports facilities and local sporting events

- expand the number of people in the community with training, skills and awareness related to the use of emergency defibrillation and first aid
- enhance community access to a defibrillator
- see 1000 new defibrillators placed on Ambulance Victoria's register of defibrillators.

1.2 Who can apply?

Victorian not-for-profit community organisations and venues delivering sport and active recreation programs anywhere in Victoria are eligible to apply for a defibrillator package.

Allocation priority may be given to communities or locations that currently have no, or very limited, access to defibrillators.

Applicants must:

- be non-government, not-for-profit and registered as an incorporated body at the time of application and for the project duration. If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to accept delivery of the defibrillator package and agree to be responsible for ensuring specified medical emergency planning expectations and any maintenance and reporting requirements are met
- adhere to the *Fair Play Code* (formerly known as the *Victorian Code of Conduct for Community Sport*)
- comply with the expectations of the *Victorian Anti-doping Policy 2012*. Further information about this policy can be found at www.sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping
- have satisfactorily met reporting requirements on any grants received from Sport and Recreation Victoria
- have satisfactorily completed the reporting requirements of any grants received from the Victorian Government
- agree to participate in the training provided as part of this program
- implement a sports medical emergency plan that is consistent with the current Sports Medicine Australia guidelines.



The following bodies are not eligible to apply:

- school sport and recreation clubs if participants are current students
- university sport clubs that participate in inter-varsity competitions
- organisations applying to install or locate the defibrillator in sports facilities or other venues that are not in Victoria
- organisations and facilities that have previously received a defibrillator package under this program.

2. What will be provided?

2.1 Provision of an automated external defibrillator package

The *Defibrillators for Sporting Clubs and Facilities Program* package will be delivered by St John Ambulance Australia, on behalf of the Department of Health and Human Services.

No direct grants or funding assistance is available.

The automated external defibrillator and associated training will meet Australian Standards and satisfy Ambulance Victoria's expectations. The package will come with a warranty and maintenance agreement to help to minimise the costs to clubs in maintaining their defibrillator.

2.2 What is in the automated external defibrillator package?

The *Defibrillators for Sporting Clubs and Facilities Program* package comes with:

- an automated external defibrillator suitable for the use by a sports club in a not-for profit community sport and recreation facility

- hands on training that includes defibrillator use, CPR skills and sports injury focussed basic first aid
- six years of scheduled defibrillator maintenance provided by St John Ambulance Australia.

2.3 What is not in the automated external defibrillator package?

The *Defibrillators for Sporting Clubs and Facilities Program* package does not include:

- fixed surfaces and storage structures (for example alarmed cabinets)
- capital works (for example fencing, lighting, electrical connections, ramps and other infrastructure or structures)
- ongoing maintenance outside of the scope of the six year maintenance schedule as specified and contracted by the Department of Health and Human Services as part of the package delivery
- ongoing or additional face to face training outside the scope of package delivery inclusions (Note that access to on-line training resources is available as part of the package delivery contract)
- out of warranty repair of equipment
- consumables (including replacement of batteries and electrode pads outside of the scope of the maintenance schedule)
- replacement of the defibrillator if it is damaged or unrecoverable through wear and tear, vandalism, accident, theft or misuse
- general first aid maintenance items or equipment (for example items required to clean and disinfect the unit after use)
- temporary replacement defibrillators (outside the terms and conditions of the manufacturer's warranty and the maintenance schedule).



3. Further details for automated external defibrillator package recipients

The following conditions will apply to automated external defibrillator package recipients. Each recipient must:

- enter into agreement with the Department of Health and Human Services which sets out the conditions and any reporting requirements
- be responsible for the maintenance of the defibrillator and must endeavour to ensure that the defibrillator has a 10 year working life (note that six years of essential maintenance will be provided by St John Ambulance Australia as part of the package and the defibrillator will have a manufacturer's warranty of eight years)
- agree to comply with the expectations of the *Victorian Anti-doping Policy* and adhere to the *Fair Play Code*. Further information can be found at <http://www.sport.vic.gov.au/publications-and-resources/integrity-sport>
- implement, within three months of receiving the package, a medical emergency plan that is consistent with the Sports Medicine Australia guidelines
- nominate a minimum of five persons who will agree to participate in the training delivered as part of this program by St John Ambulance Australia
- register the defibrillator on the Ambulance Victoria website (registration details provided to Ambulance Victoria will include your club's contact information. More information is available at www.registermyaed.com.au/register_my_aed.htm)
- as far as practicable seek to maximise the level and hours of public access to the defibrillator and actively promote community awareness of the defibrillator's location, including the type and regular hours of unrestricted general public access.

4. What is the application process?

Applications for this round of the program must be submitted by 11:59pm on **Wednesday, 20 June 2018**.

You should lodge your completed application as early as possible as applications lodged by the closing date that are incomplete will not be considered.

There are some important steps to consider before you submit an application to the *Defibrillators for Sporting Clubs and Facilities Program*.

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organisation and your proposed activity is eligible. Other important information about this grant program and the application process can be found in the grants section of the Sport and Recreation Victoria website www.sport.vic.gov.au/grants-and-programs

Step 2: Apply online

To apply, go to the Sport and Recreation Victoria grants web page: www.sport.vic.gov.au/grants-and-programs

Make sure you have the information you need on hand, including a copy of your club's emergency medical management plan (if you already have one in place), details concerning your current defibrillator (if you already have one) and any letters of support or, if you propose to install the defibrillator into a leased or shared use facility copies of any necessary approvals.

To start, click on 'Start new application' to submit your application through Grants Online. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.

Advantages of applying online

Submitting your application online through Grants Online ensures it is received by the department immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8:30am – 5pm, Monday to Friday (excluding public holidays).

Attaching required information

You can attach documents to your online application as long as they are in an acceptable file type (eg Word, Excel, PDF, or JPEG) and don't exceed the maximum file size. Remember these tips:

- attached files must not be larger than 5MB in size
- when you submit your application online check carefully to ensure all your attachments have been uploaded.

Third party grant application writers

If a third party grant application writer is used:

- applicants are reminded that they are responsible for ensuring all information in the application is accurate and correct
- any ambiguous responses to questions in the application form may detract from the application in assessment
- the department reserves the right to seek proof of any data or information provided in the application.

5. How will applications be assessed?

Applications will be assessed according to eligibility, adequate evidence supporting the application, the approach of the applicant club or facility to enhancing medical emergency planning and the response to the questions concerning *Where, Who, What, Why and How?*

Clubs that share a facility or are co-located are encouraged to cooperate on planning for medical emergencies, including the sharing of resources and locating the defibrillator to maximise community access.

Eligibility does not guarantee success of your application. The assessment process will be conducted as soon as possible after the closing date. The assessment will be undertaken by the Department of Health and Human Services.

Applicants will receive written notification of the outcome of the assessment process. Please note that delivery scheduling is subject to delivery logistics and supply constraints. The delivery of defibrillator packages to successful round 5 applicants are currently scheduled for October 2018 and February 2019. Delivery allocations are based on assessment ranking and the seasonal nature of the applicant's activity (e.g. summer/winter sports).

5.1 Information you will need to provide as part of your application

Applications must be submitted with:

- evidence of an up-to-date medical emergency plan OR
- an acknowledgement and agreement by a person authorised to certify that the club (or facility management) will develop and implement a medical emergency plan within three months of receipt of a defibrillator package delivered through the program.

Note: Applicants are encouraged to access and review the medical emergency guidelines and templates, as well as other sport and recreation related health and wellbeing information, located on the Sports Medicine Australia website.

5.2 What are the assessment criteria and considerations?

The information you provide will assist the department to prioritise the allocation of defibrillator packages to help improve survival rates from sudden cardiac arrest and support sports clubs in their efforts to respond more quickly and effectively to medical emergencies.

Where? (Weight 30 per cent)

- Where the defibrillator will be located.
- The geographical location of the club, facility or activity, including isolation or distance from medical facilities, such as hospitals, and from emergency services and assistance.

Who? (Weighting 30 per cent)

- Who will benefit?
- Outline the age groups of your club's (or facility) users. Include athletes, officials and volunteers (this will assist to estimate the risk profile of the club and its member age groups).

What? (Weighting 20 per cent)

- What type of sport and physical activities are undertaken? (This will assist to estimate the risk profile of the type of sport or activities at the club/facility)
- What is the level of community benefit and broader use of the facilities or venue? For example - the type of public events and the accessibility of the defibrillator to co-located clubs or to the broader community outside of the sports club's normal hours of operation.

Why? (Weighting 10 per cent)

- Why does your club or facility require a defibrillator?
- Does your club or facility already have a defibrillator?

Note: If your club or facility already has a defibrillator, you should explain why another is needed and how it will be deployed? You should also include information about the status of your existing defibrillator such as model or type, date of manufacture, installation and acquisition and indicate if it is registered with Ambulance Victoria.

Clubs that are co-located with another club (or share a facility or venue) that already has a defibrillator provided through this program should outline the reasons for seeking their own defibrillator.

How? (Weighting 10 per cent)

- How will you help make your club or facility safer and achieve the best outcomes possible before, during and after a medical emergency?
- How does your club or facility plan for medical emergencies? Does your club or facility have a medical emergency plan – or - will your club or facility implement a medical emergency plan? Demonstrate evidence of a commitment to good practice in medical emergency planning and implementation.
- How many people will agree to be trained? Will more than 10 persons agree to participate in the training? Will non-club members or community volunteers be invited to participate in the training? Demonstrate how you are building the capability and capacity of your club and local community.
- How will resources (people and funds) be managed by the club to maintain the defibrillator in full working order for a minimum of ten years? Demonstrate sustainability.



6. Conditions that apply to applications

6.1 Automated external defibrillator package agreement terms and conditions

Successful applicants must enter into an agreement with Department of Health and Human Services. The agreement establishes the parties and their commitments and obligations to each other and sets out the general terms and conditions under which an automated external defibrillator package will be provided.

The terms and conditions are not negotiable and the allocation of an automated external defibrillator may be rescinded should the successful applicant fail to execute the agreement within 30 days of offer.

Allocation and delivery of the defibrillator package to successful applicants will be undertaken in priority order based on the application assessments. Once a delivery date is allocated and confirmed, the provision of training will be arranged by St John Ambulance Australia in consultation with the applicant. The scheduling of the defibrillator deliveries is subject to delivery logistics and supply constraints. Some delivery rounds may not be scheduled until six months or longer after round five assessment notification. The department and its contracted supplier, St John Ambulance Australia, will endeavour to expedite the provision of defibrillator packages whenever possible.

The applicant must provide all information and approvals, as may be required by St John Ambulance Australia, deemed necessary to facilitate the delivery and meet any required installation standards. This may include but is not limited to any relevant local by-laws and regulations, lease agreement conditions and building codes.

In making an application under this program the applicant acknowledges that the Department of Health and Human Service shall have no liability in respect of the suitability and operation of the automated external defibrillator package provided and the applicant will need to direct all warranty, consumer or legal claims to the external contractor, the equipment supplier or manufacturer.

6.2 Acknowledging the government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of an automated external defibrillator package from the *Defibrillators for Sporting Clubs and Facilities Program*. The *Acknowledgment and Publicity Guidelines for Sport and Recreation Victoria Grants* will form part of your agreement.

Any published or printed materials associated with this initiative should acknowledge the support of the Victorian Government. For more information go to www.sport.vic.gov.au/grants-and-programs

Successful applicants may be required to contribute information on activity outcomes for use in research projects, program evaluation reviews or the department's marketing materials.



6.3 Privacy

Any personal information about you or a third party in your application will be collected by the department or a body within the department, for the purpose of administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. Some information will need to be provided to St John Ambulance Australia to facilitate delivery of the automated external defibrillator package and reporting back to the department on delivery and training outcomes. Some information may also be provided to Federation University Australia for research purposes. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

The department is committed to protecting the privacy of personal information. You can find the Department of Health and Human Services Privacy Statement online at www.dhhs.vic.gov.au/privacy-statement

The department's Privacy Policy is now online: www.dhhs.vic.gov.au/department-health-and-human-services-privacy-policy

Enquiries about access to information about you held by Department of Health and Human Services should be directed to the department's Freedom of Information unit by phone (03) 9096 8449 or email dhsfoi@dhs.vic.gov.au

7. Resources and additional information

For preliminary information on this or any other grant program please contact the Grants Information Line on 1300 366 356 for the cost of a local call (except from a mobile phone) on any weekday between 8:30am and 5pm (except for public holidays).

For resources, guidelines and other information related to the management of medical emergencies and common injuries in sport and recreation you may wish to visit the Ambulance Victoria, Better Health Channel and Sports Medicine Australia websites.

More general public health and wellbeing information and related guidelines, such as food safety or staying healthy in the heat, is also available from your local council or visit the department's website.

