



SHADLIFE PROUDLY PROMOTING

Shadactive

Grab a team and get active today!

Background

The **Shadactive** program is designed to encourage Shadforth employees to become involved in a funded team leisure activity outside of general work hours. Team leisure activity is a collective term for various types of activities used to enhance social relations and define roles within teams, often involving collaborative tasks.

Activities may include but are not limited to:

- Sporting teams (I.e., Touch football, netball, and cricket)
- Team building activities or camps (I.e., High ropes events, Spartan races)
- Fitness groups (I.e., beach training, boxercise, yoga)

The opportunity to become involved within a team can have a significant impact on one's lifestyle, with the ability to improve:

- Health and Fitness
- Workplace Relationships
- Morale
- Communication Skills
- Leadership Skills, and
- Mateship

Shadforth will endeavour to contribute to a number of initiatives and activities throughout different stages of the year. If an activity meets a standard criterion, a panel will distribute funds accordingly to the nominated organisation.

Criteria Requirements

- Employees must form their own team. It's not the responsibility of the Shadlife team to source team members. If you do not have a **full** team at time of application, your application will be rejected.
- The activity is run in accordance with Australian licensing requirements and facilitated through a registered business, club, or organisation.
- The majority of participants must be Shadforth Employees. (Family members are still encouraged to be a part of the team.)
- The activity **MUST** facilitate a safe area of operation.
- All players, members or associates will sign an activity waiver in the event of an injury.

How to create an Application for Funding

If you and other Shadforth employees would like to create a team for a leisure activity outside of work hours, please complete Page 4 of this document and return to shadlife@shadcivil.com.au to apply for funding. Here you will outline and include the following details:

- Nominate a designated leader, captain, or organiser.
- Complete a 100-word description of the activity and the benefits of why this activity should be selected to be sponsored by Shadforth. Please include:
 - Memberships or club fees (for ongoing activities)
 - Cost of single event or activity
 - Uniform requirements

(In short - please include the amount you are seeking to be contributed to the activity – example... [partial contribution, full contribution, uniforms only, etc....]).

****NB** – submissions that demonstrate participant contribution to cost, will be looked upon favourably especially where the panel has received multiple submissions.

- Provide information on the company, association, or club (ABN, location, bank details)
- Complete list of all those participating (including partners, friends, dependents)
- **Submissions to be made to:** shadlife@shadcivil.com.au

Once applications are submitted, a panel consisting of members from different departments will evaluate submissions and determine how the funding will be distributed. Evaluation will take into account:

- Teamwork opportunities
- Health and fitness
- Interpersonal and character building
- Community relationships, and
- Overall quality of submission

We will endeavour to respond to applications in a prompt manner and the team organiser will be notified of the outcome. Management will meet quarterly and discuss the proposed activities and the available funding for each quarter. If the pool of money is not used in full, the remainder will be rolled into the future quarters, meaning more teams will have the opportunity to receive assistance.

Note - Feedback will be provided if unsuccessful and assistance can be provided for future submissions to improve chances of the activity being accepted.

The opportunity to be involved in a team, community or group is an exciting prospect at Shadforth and we are excited to hear and promote all legitimate suggestions.

Application for Funding

General Details

Organiser Name		Date of Application	
Activity Type		Team Name	
# of Shadforth Team Members		# of Non Shadforth Team Members	

Club / Association Details

Club / Association Name		ABN	
Address		Bank Name	
BSB Number		Account Number	

Team Details

Players Full Name	Shadforth Employee	Non Shadforth Employee
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Financial Details

Membership / Club Fee	\$	Cost of Single Event or Ongoing Activity	\$
Claiming Amount	Full Contribution <input type="checkbox"/> Partial Contribution <input type="checkbox"/>		
Uniform Required	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Uniform Cost Per Team	\$		

100 Word Description on Activity and Why it Should be Funded by Shadforth

Acceptance Guidelines

These guidelines are designed to ensure continuity is displayed when reviewing requests and submissions for Shadactive. The opportunity to assist Shadforth employees achieve goals, improve overall health and well-being, and create a fun working environment is the desired outcome for this program. On receipt of an application and compulsory documentation the following matrix must be completed to determine the outcome.

Activity Document Requirements		
Document topics	Yes	No
100 Word Request		
Registered Associated Business/Organisation		
No. of Players exceed 70% of entire team (list of participants)		
Safe and Suitable activity location		
Activity waivers completed		

If multiple requests are submitted and meet the above requirements. To determine the sponsorship value please complete the following table. The table is designed to score the activities from lowest to highest from a productivity and value sense. Score each criterion from 1-10 (10 being the highest possible score), and then add the total number of points (this will be the activities overall score).

Activity Productivity Matrix										
	1	2	3	4	5	6	7	8	9	10
Quality of Submission										
Teamwork Opportunity										
Health and Fitness										
Interpersonal and Character Building										
Community Relationships										
Monetary contribution by participant/s										

SCORE / 60

Waiver of Liability

Shadforth is providing this program to encourage employees and their families to become involved with extra-curricular activities. The funding is designed to take the financial burden off the individuals and push individuals to participate in an activity they may have overlooked due to the financial implications. Therefore, these activities must be treated although participants are conducting them in their own time. Hence Shadforth cannot be held liable for any injury impaired during activity.

The participant acknowledges the risks involved in These include but are not limited to I declare that I am participating voluntarily, and that all risks have been made clear to me. Additionally, I do not have any conditions that will increase my likelihood of experiencing injuries while engaging in this activity.

By signing below, I forfeit all right to bring a suit against **Shadforth** for any reason. I will also make every effort to obey safety precautions as listed in writing and as explained to me verbally. I will ask for clarification when needed.

I, _____, fully understand and agree to the above terms.

(Participant)

Date