

## Relief Coverage Policy

Responsible Person	Executive Officer	Version 3.0	Scheduled review date	2022
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### SSACT Funded Relief Coverage

SSACT is funded to provide the relief coverage for the coordination of Regional and ACT Events, as listed on the SSACT Calendar of Events, for Government employed teachers only. SSACT is also funded to provide relief coverage for Government teachers appointed to an official position supporting a State Representative Team competing at a School Sport Australia Championship.

### Relief Entitlements

- Regional Event Coordination – event entitled to **one** day’s coverage for one teacher (exceptions; Secondary Football and Netball entitled to two teacher coverage for a one day event)
- ACT Event Coordination - event entitled to **one** day’s coverage for one teacher.
- ‘Big 3’ Regional and ACT Event Coordination – events are entitled to **two** days coverage (distribution can be one teacher for two days or two teachers for one day).
- Coaching or Managing a State Representative ACT team – entitled to the number of school days the team is competing.
- Convening a School Sport Australia Championship hosted within the ACT – entitled to the number of school days of the competition.

It is important to note that Independent and Catholic schools can claim two day’s relief coverage from SSACT if they have a teacher tasked with coordinating an ACT Swimming, Cross Country or Track and Field Championship – see third point above.

### Claiming Relief Coverage

The three sectors of ACT education have differing methods for the coverage of relief in support of SSACT events;

**Government Schools** – The Education Directorate provides SSACT with an annual finite amount of funding to cover the relief for teachers employed in Government schools. Government teachers will need to inform their school finance section, who will then produce and send a tax invoice to the School Sport ACT office, via email to [business@schoolsportact.org.au](mailto:business@schoolsportact.org.au), within 2 weeks of the event concluding.

**Catholic Schools** – The Catholic Education (CE) Office has an allowance within its budget to cover the relief of its participating teachers in support of SSACT events and teams. Teachers within the Catholic system need to complete a Request for Relief Approval form and submit it via the CE Intranet portal.

**Independent Schools** – The coverage for the relief of teachers within Association of Independent Schools is arranged by each individual school, in their support of SSACT events and teams.

All schools seeking relief reimbursement need to ensure the invoice is made out to School Sport ACT, clearly stating the teacher and event, and send to; [business@schoolsportact.org.au](mailto:business@schoolsportact.org.au) within 2 weeks of the event’s conclusion. Invoices received for relief coverage outside the calendar year of the event will not be remunerated.