

## **Policy for Financial Support to Coaching Volunteers**

The Club is committed to developing its Volunteer base and will support Volunteers in as many ways as its resources allow. However, in view of the fact that resources are limited, it is important that an objective and equitable policy is developed and clearly communicated to all that may seek such support.

This policy does not cover courses or programmes initiated or required by the Club, and where specific invitations are made by the Club to individual Volunteers.

So, whilst the level of support may be decided, and varied by the Committee, eligibility for such support will be stated relating to both the development programme and the individual concerned.

### **Development Programme**

To be eligible for support, the course or programme must be

- A) Recognised by the ASA or similar Sports Institution
- B) In line with the Development Plan of the Club

### **Individual**

For an individual to be eligible, they must

- A) Have been an active Volunteer/Coach for a continuous period of not less than 2 years prior to any application being made
- B) Have the written support of the Head Coach
- C) Must have it as part of his/her Volunteer Development Plan
- D) Must already possess a current CRB check and Safeguarding Certificate
- E) Must be up to date with relevant swimming fees

## **Process**

Written application must be made to the Workforce Development Officer, detailing why the programme is needed and the duration and cost of the tuition. A copy of the Head Coach's statement of support must be attached.

This application will be examined to ensure the suitability of the course and recommendations made to the General Committee to either sanction or decline the application. This decision will revolve around

- a) The eligibility of the programme
- b) The eligibility of the Individual
- c) The availability of funds to support the application

A written notice will be issued to the applicant detailing the Committee's decision and/or advising what action to be taken next.

## **Levels of funding**

Funding will not exceed 50% of total costs or £1000 per person, and will be paid only upon completion of the programme. Should this present any difficulties for the applicant they may propose other payment terms to be considered by the Finance Sub-Committee. Their decision is final.

The funding will be paid in the following instalments

50% upon presentation of the award Certificate

25% upon the anniversary of the award certificate

25% upon the second anniversary of the award certificate.