

FINANCIAL HARDSHIP POLICY

SOUTH HANTS VOLLEYBALL CLUB



VERSION 1.2

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1 INTRODUCTION

South Hants Volleyball Club is committed to fair play, creating an inclusive and positive environment both on and off the volleyball court. In support of our commitment to inclusivity, the Club is dedicated to providing an environment that enables as many players as possible to enjoy the game.

2 PURPOSE OF OUR POLICY

The purpose of this Policy is to facilitate the playing of volleyball by players who might not otherwise be able to due to financial difficulties. The Policy's financial support is to establish guidelines and procedures for players experiencing financial hardship to help ensure every player can participate equally.

3 ELIGIBILITY CRITERIA

To be eligible for consideration for financial support you should demonstrate receipt of benefits. If you are not in receipt of benefits but believe you are a candidate for financial support please provide a brief summary and relevant supporting documentation in your application.

4 AVAILABLE ASSISTANCE

The Policy's financial support is designed to cover the following:

- Reduction in fees to be paid by the applicant (part or total)
- In exceptional cases, funding may be provided to cover purchase of compulsory personal playing equipment

The Financial Hardship support is **not** designed to support the following:

- Travel expenses (public transport fares or petrol)
- Additional equipment or uniform other than the items nominated above (eg. Volleyballs, South Hants merchandise etc)

Financial Hardship support is offered subject to funding and the receipt of suitable applications.

5 HOW TO APPLY

To apply for financial support, you need to:

- Submit a letter no longer than one A4 page to the Club by email to "welfare officer email" briefly outlining the following:
 - Circumstances of hardship
 - Amount of funding requested
 - Any supporting documentation relevant to your application. E.g. a scanned copy of benefits, evidence of free school meals.
 - An email/phone number you can be contacted on during the assessment period (see Section 7 for details)
- Be prepared to attend a brief interview/phone call with the Chairman in the case that additional information/evidence is required to substantiate your application.
- Should you have any questions about your application please contact "welfare officer or club secretary" (email addresses)

6 ASSESSMENT CRITERIA AND PROCESS

The decision to offer financial support is solely at the discretion of South Hants Volleyball Club Committee and may comprise all or part of the amount requested by the applicant. Due to the sensitive and individual nature of these applications, the assessment criteria remain broad. However general criteria are provided below:

- Applications will be assessed on a needs basis, rather than a first-come, first-served basis;
- All applications will be assessed on a case-by-case basis by a subcommittee consisting of the Chairman, the Treasurer, and the Secretary of South Hants Volleyball Club Committee;
- Successful and unsuccessful applicants will be notified in writing within three (3) weeks of application submission;
- Should you have any issues regarding the assessment process please contact "welfare officer" (email). We will endeavour to respond to you within two (2) weeks. Due to the sensitive nature of these applications we will be unable to provide any information on other applicants' submissions.
- All awards/successful applicants will be reassessed on an annual basis.

7 HANDLING OF PERSONAL INFORMATION

The Club respects the privacy of all applicants and will request the minimum of personal information necessary to assess the validity of the application. It is intended that only the following members of South Hants Volleyball Club Committee will be privy to the applications:

- Welfare officer who shall receive and process each application;
- The responsible treasurer who needs to be aware of successful applicants

The Welfare officer will anonymise the application for submission to the Chairman, Treasurer and Secretary as a subcommittee to review each application.

The broader South Hants Volleyball Club Committee will be advised about the overall decisions made in respect to this policy. The nature of this information will be limited to the number of applications and the total amount of support distributed.

Should there be a need to deviate from this process the applicant will be informed, and consent requested prior to the distribution of any personal information more widely.