

# Taunton Youth Football Club Community Trust

*Nurturing sporting intelligence: better than last week, but not as good as next week*

## **Financial Assistance Policy**

### **Introduction**

The purpose of this policy is to establish guidelines and a process for families experiencing financial hardship to help ensure young players can participate equally in the Club.

### **Background**

Taunton Youth FC is a community based non-profit organisation dedicated to advancing amateur sport and promoting community participation in healthy recreation through the provision of sports coaching for football players in school Years 6-11.

We understand that from time to time families, households and individuals may suffer financial difficulty and that financial hardship can present challenges to meeting primary needs, much less optional activities such as payment of fees for sports clubs. Where possible we wish to provide support so that no player is turned away or has to leave our Club due solely to cost or affordability.

We work hard to manage the operational running costs of the Club in order to deliver a quality program at a reasonable cost. The vast majority of our income is generated through the collection of monthly programme fees and, for this reason, we may not be able to offer assistance to every person or family who applies for it.

Decisions relating to the granting of financial assistance will be based on a number of factors, including:

- the amount of operating surplus being held by the Club at the point in time of the application; and
- the personal circumstances and details of the family/individual making the application.

### **Process**

#### **Step 1:**

To be considered for financial assistance the parent or guardian of the football player must submit a request (by letter or email) to one of the following Trustees:

Ian Thompson	<a href="mailto:tomo1955@mail.com">tomo1955@mail.com</a>	Tel: 07719903028
Matt Crook:	<a href="mailto:crookmatt1@gmail.com">crookmatt1@gmail.com</a>	Tel: 07552216192

Together these two Trustees make up the review panel. The request will be kept confidential and only these Trustees will have knowledge of the application.

The letter/email should include the following:

- Clear title: Request for Financial Assistance

- Player's name, date of birth and age group within the Club
- Name of the parent/guardian making the request together with their address, phone number and e-mail address
- Confirmation the player lives with them, and if not, details that support the application where the young person lives with another parent/guardian
- Reason for the request, noting any recent changes in personal circumstance
- Evidence of income/benefits received for the prior 3 months; this can be in the form of pay slips, salary statements, benefits statements, bank statements and/or other information deemed appropriate by the applicant
- Nature of support requested. Applicants are invited to select one or both of the following:
  - Discount on annual fees (please identify the amount of discount you wish to apply for, up to a maximum of 50%)
  - Support to purchase new training kit

### **Step 2:**

On receipt of an application the Trustee will review the information and check that all requested information has been provided, along with supporting evidence. This review of information will take place within 5 days of the email/letter being received.

If the application is missing key information/supporting evidence the applicant will be informed and invited to submit the missing information.

### **Step 3:**

Once an application has been successfully received with all supporting evidence the details will be shared with the remaining two Trustees on the review panel. Together they will consider the information and make an initial decision on the award and nature of financial assistance to be offered.

This decision will be made within 14 days of the information being shared with the panel of Trustees.

### **Step 4:**

Once a decision has been reached this will be communicated back to the parent/guardian together with details of whether or not the application has been successful and the reasons for the decision.

### **Step 5:**

If the person who submitted the application is unhappy with the decision and wishes to appeal they can do so by contacting the Trustee who wrote to confirm the outcome.

In the event of an appeal, the application will be reviewed and discussed as a confidential item by all of the Club's Trustees at their next Board meeting (which typically takes place every 2 months). A vote will be taken and the majority decision will be the final decision of the Club.

### **Review of financial assistance**

Where financial assistance is provided it will only last for the football season in which it has been granted; our season runs from August to May each year. It will not automatically roll-over to the next season and the individual/family will need to make a new application if the need for assistance is ongoing.

Receipt of assistance in one season is not a guarantee that financial assistance will be granted again. On each occasion the Trustees will need to make an informed decision balancing the needs of the Club (to maintain long term financial viability) with the needs of the family, and indeed the needs of others who may have also applied for help.

## **Conditions of financial assistance**

Where financial assistance is granted:

- The player must consistently attend training and matches (if selected).
- The parent/guardian has a duty of care to inform the Trustees if their personal circumstances change and they no longer require financial assistance.

In accordance with the requirements placed on all players and Club members, failure to show commitment to the Club or demonstrate the behaviours expected may result in the family/young player being asked to leave the Club.

*Policy officially adopted: 22 April 2020.*

*Last reviewed and approved by the Trustees on 22 April 2020.*

*Version Updated 03/11/2020 to remove Simon Squire and add Aron Gibson to review panel*

*Version updated 30/3/2021 to remove Aron Gibson and add Ian Thompson to review panel*