



Financial Assistance Procedure

TABLE OF CONTENTS

1	PURPOSE	2
2	SCOPE	2
3	DEFINITIONS	2
4	REVIEW FREQUENCY AND APPROVAL	2
	4.1 Review Frequency	2
	4.2 Approval Date	3
5	INTRODUCTION	3
	5.1 Financial Assistance Overview:	3
	5.2 Financial Assistance Criteria:	3
	5.3 Financial Assistance Funding	3
	5.4 Financial Assistance Tier One \$1,000	4
	5.5 Financial Assistance Tier Two \$500	4
6	FINANCIAL ASSISTANCE PROCESS	5
	6.1 Financial Assistance Process Workflow	5
7	ASSOCIATED DOCUMENTS	6
	7.1 PSC Financial Assistance Application Form.	6
	7.2 PSC Register of Approved Applications.	6



Financial Assistance Procedure

1 PURPOSE

This document defines the financial assistance procedure for the Pukekohe Swimming Club hereafter referred to as PSC.

The financial assistance procedure serves to provide financial assistance to Pukekohe Swimming Club (PSC) swimmers/coaches/officials qualifying to represent their Country at International level. It will be fully expected that these funds will directly support the training campaign leading up to the international event and or partly cover the cost of user pays competitions.

It is the responsibility of the PSC Committee to ensure that processes and supporting documentation are put in place to protect the interests of the club and its members. This includes the maintenance of an up-to-date register of applicants that have received financial assistance funding approved by the PSC Committee.

This procedure outlines the minimum requirements for financial assistance and must be read in conjunction with the PSC Financial Assistance Policy.

2 SCOPE

This procedure applies to all members of the Pukekohe Swimming Club.

The target audience for this procedure is all Pukekohe Swimming Club members and families.

This procedure applies to the application and approval of financial assistance funding from the Pukekohe Swimming Club committee.

3 DEFINITIONS

The following terms are used in this document.

PSC	Pukekohe Swimming Club.
Committee	Pukekohe Swimming Club Committee
Swimmers	Athletes that are financial members of Pukekohe Swimming Club
Assistance	Financial support for training expenses leading up to an international event and or the cost of user pays competitions.
Application Form	The financial assistance application form that must be completed by the applicant and submitted to the PSC President and Committee for approval.

4 REVIEW FREQUENCY AND APPROVAL

4.1 Review Frequency

Item	Review Frequency	Review by
PSC Financial Assistance Policy and Procedure	At least once a year or as circumstances change.	PSC Committee
PSC Financial Assistance Application Form	At least once a year or as circumstances change.	PSC Committee
PSC Register of Approved Applications	At least once a year or as circumstances change.	PSC Committee



Financial Assistance Procedure

4.2 Approval Date

Procedure Name	Pukekohe Swimming Club Financial Assistance Procedure		
Approved By	Pukekohe Swimming Club Committee		
Approval Date	November 2022	Version Date	November 2022

5 INTRODUCTION

The PSC Committee are responsible for the governance and overall performance of the club. This includes the financial performance of the club's revenue and operating expenses. From time to time the club may provide financial assistance and support to an applicant as outlined in the Financial Assistance policy.

Any financial assistance and support provided by PSC to an approved applicant is at the discretion of the club and must be approved by the PSC Committee.

5.1 Financial Assistance Overview:

This procedure sets out the process and amount that may be provided to an individual applicant.

- Applicant expenses and costs may include travel, accommodation, meals or entry fees
- While selection to a Swimming New Zealand Team takes precedence, PSC may consider providing assistance to applicants who wish to attend Australian State swimming meets.
- The amounts in this procedure are subject to PSC being able to secure funding or sponsorship to cover the assistance referred to in this procedure.
- PSC reserves the right to review this procedure at least once a year or as circumstances change.
- All assistance payments will be made at the discretion of the PSC Committee

5.2 Financial Assistance Criteria:

- To be eligible for assistance an applicant must be a registered member of PSC for a minimum period of 6 months.
- The applicant is expected to either compete or support (be seen) at PSC Club Nights — minimum 2 events per year, Swimming Waikato Regional Championship events, or to support the club in Fundraising activities.
- Swimmer applicants must be prepared to participate in running or assisting with stroke clinics for PSC Squads with the understanding that any funds raised will go back into the club.
- Applicants must be, and remain in, good standing with PSC and always comply with the established code of conduct and otherwise conduct themselves in a manner that does not bring PSC or Swimming Waikato into disrepute.

5.3 Financial Assistance Funding:

- Financial assistance will be paid when the swimmer/coach/official confirms their intention to be part of the relevant International Team or event by submitting the Financial Assistance Application form and the application form has been approved by the PSC Committee.
- Financial assistance to individual applicants will be capped at \$2,000 per funding year.



Financial Assistance Procedure

- The Swimmer/Coach/Official must advise the PSC President of any change in circumstance (e.g. unable to attend) and must refund any financial assistance that has been paid to them.
- Payments will be based on a tier system

5.4 Financial Assistance Tier One - \$1,000.00

- Olympic Games
- Paralympics Games
- Commonwealth Games
- World Long Course Swimming Championships
- World Para Swimming Championships
- Special Olympics International World Summer Games

5.5 Financial Assistance Tier Two - \$500.00

- FINA World Junior Swimming Championships
- FINA World Junior Open Water Championships
- World Short Course
- Junior Pan PACS
- Mare Nostrum – NZ Team
- Other international events that may be considered for funding of up to \$500.00 depending on the availability of funds:
 - Oceania Championships
 - World Youth Games
 - Youth Olympics
 - World University Games
 - Pacific School Games
 - Trans-Tasman Series
 - Australian Youth Olympics
 - Australian Age Groups
 - Australian State Team Championships

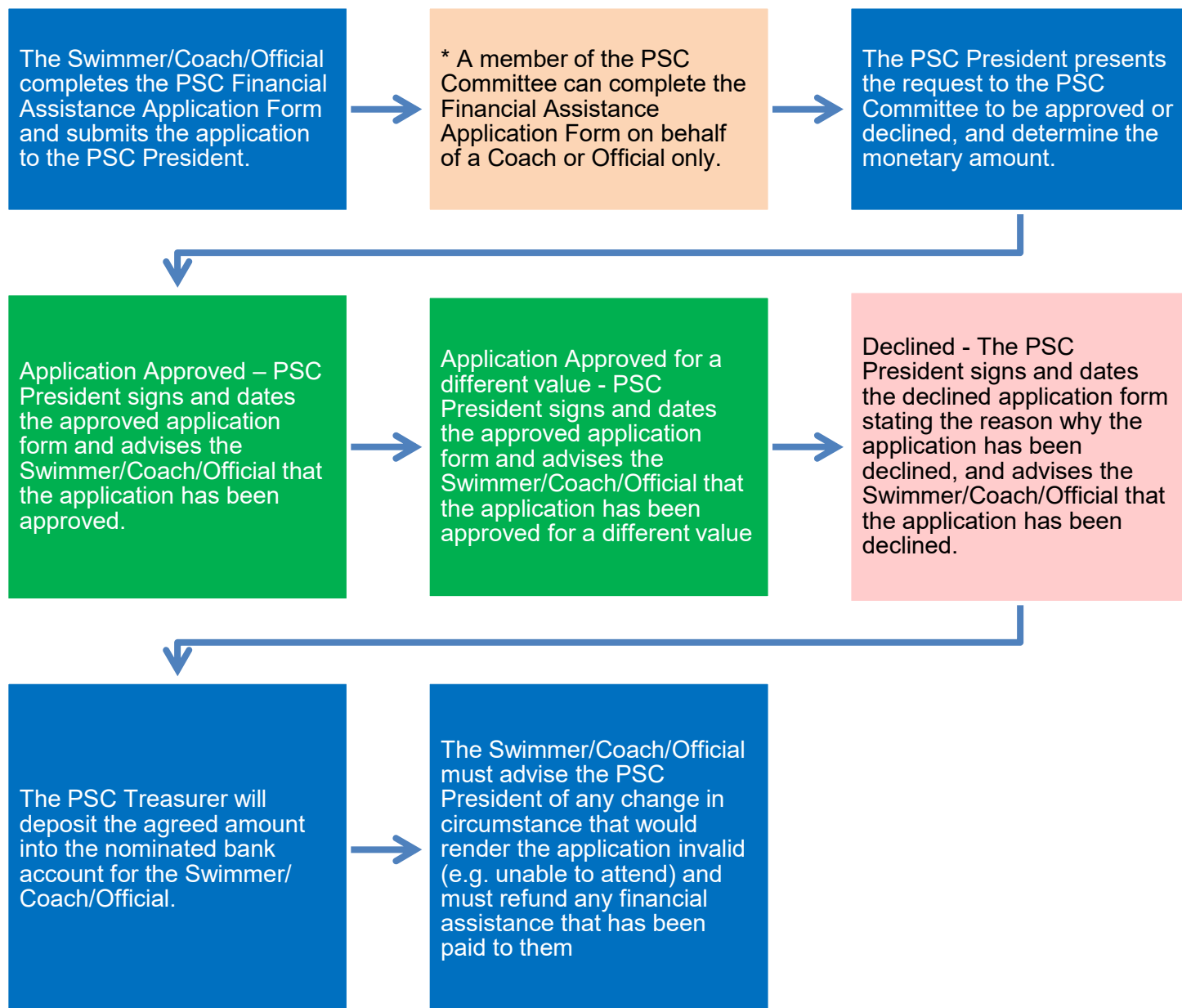


Financial Assistance Procedure

6 FINANCIAL ASSISTANCE PROCESS

6.1 Financial Assistance Process Workflow.

The process workflow requirements supporting this Financial Assistance procedure are:





Financial Assistance Procedure

7 ASSOCIATED DOCUMENTS

7.1 PSC Financial Assistance Application Form.

A Financial Assistance application form must be made available to all swimmers/coaches/officials. The committee will be responsible for maintaining the content of the application form and the form should be reviewed at least once a year or as circumstances change.

7.2 PSC Register of Approved Applications.

A register of approved Financial Assistance application forms must be maintained by the club. The committee will be responsible for maintaining the register and the register should be reviewed at least once a year or as circumstances change. The register can be an Excel spreadsheet.