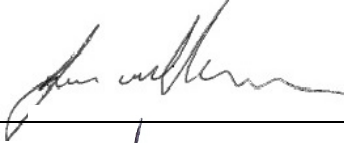



Ringwood Diving Club Policy			
Assistance Scholarship		Approval Date:	
		Review Date:	
		Version No:	2017.1
President:	Sign: 	Name: Jane Newnham	
Vice-President:	Sign: 	Name: Mick Simone	

1. AIM

The following policy has been developed to explain the process of being considered for an Assistance Scholarship during times of financial hardship

2. PARAMETERS

The following parameters have been developed to aid the implementation of this policy:

- Background
- Criteria
- Procedure

PURPOSE

Ringwood Diving Club is committed to *Developing Champions in Life through Diving*. Occasionally families may face times of financial difficulty where they may be unable to pay diving fees. This Policy addresses RDC's position in the possible assistance to families facing temporary financial hardship.

Background

By its nature, diving requires significant commitment by divers as well as a significant financial contribution by the parents/carers of our divers. Diving costs are based around Coaching Policies which limit the ratio of coaches to divers, membership of Club and State organisations, and diving competition fees. Most parents and/or carers understand these costs, Occasionally there may be cause and opportunity for RDC to consider assisting a family that is facing a **temporary** time of financial hardship.

Criteria

The following guidelines have been set as the base criteria for a family to be considered for **short term** assistance:

- When the parent/carer notifies the club that their diver will not continue diving due to financial cost involved, or in general communications with a family it is made clear that the diver will not continue diving due to the finances; and

- On investigation it is made clear that the financial hardship is temporary and that the situation is anticipated to improve in the short term, and that classes are expected to resume as soon as viable, even if at a reduced number of hours; and
- The family has a good financial record (paid up to date).

This Short term assistance, if granted, will be in accordance with the following principles:

- The Assistance Scholarship is limited to the cost of 3 lessons per week of the normal classes the diver attends, up to a maximum length of 2 hours; and
- The Assistance Scholarship is for a maximum period of 3 months; and
- A diver can only receive an Assistance Scholarship once; and
- The Assistance Scholarship can only be granted to one diver at a time; and
- This Assistance Scholarship will be granted by RDC no more than once a year; and
- The diver involved is hard-working, attends classes regularly, has a positive attitude during classes; and
- The parents/carers of the diver are supportive of the principles and direction of RDC, and are willing to help out at events and competitions; and

Procedure

To be considered for this Assistance Scholarship in cases which are not: (a) discovered when notifying the club that the diver is leaving, or (b) discovered when a family has written to us saying that their child will not continue diving, families need to:

- Have made the decision that they see no way forward for their child to dive in the **short term** because of financial hardship; and
- Be committed that diving lessons will be resumed when things improve; and
- Write an email addressed to the Operations Manager explaining circumstances and requesting consideration to receive the Assistance Scholarship.

In cases which have been identified because a family notifies the Club that a diver is leaving or significantly scaling down the number of classes they are doing, and in general communications it becomes clear that this is because of **temporary** financial hardship, the Operations Manager may suggest to the family that they apply for assistance using the procedure above.

To be considered for this Assistance Scholarship:

- The Operations Manager will assess the application and if all criteria are met, will forward the application to the RDC Board for consideration; and
- The Board will assess the Club's financial situation and whether or not RDC will be able to grant the Assistance Scholarship in this instance; and
- The Board will consider the application, make further requests for information if necessary, and communicate back to the Operations Manager of the Board's decision; and
- The Operations Manager will inform the family.

If the Scholarship has been granted, a Memorandum of Understanding will be drawn up by the Operations Manager between the family and the Club, specifying the arrangements involved, the dates, and the expectations from the Club that the family resumes normal payment of fees

at the end of the agreed period, or continues diving with reduced hours for which they can afford to cover the cost.

At all times, the confidentiality of the nature of this Scholarship will be paramount and will not be discussed with coaches, other parents, or other divers. Both parties agree to this.

END OF POLICY