



# Bursary Policy

## Document Control Log

### Change History

Version	Release Date	Description of Changes	Requested By
1.0	June 2021	New document replacement for current 2019 edition	Exec Committee & passed at Committee Meeting
1.1	July 2021	Wording adjustment(s) to protect BLSC and allow a fairer application process.	Exec Committee



# **Bursary Policy**

## **Document Definition**

This document defines the policy and procedure of all current bursaries.

## **Definition**

‘Club’ – Black Lion Swimming Club

‘Organisation’ – Any other club, company, charity, event, institution

‘Coach(ing)’ – Coach and/or Teacher

‘Volunteer(ing)’ – To help/assist unpaid

‘On behalf’ – A request from the club/Exec committee

## **Bursary Policy**

The bursary policy defines what entitlement a member/swimmer of the club has when being requested to undertake training and/or development on behalf of and/or for the advantage of the club. Before embarking on any courses make sure there is a club requirement.

The bursary covers two elements that can be considered, these are coaching and lifeguarding.

## **Lifeguarding**

A bursary is available where a member when requested can on behalf of the club and/or part of development requested by the club apply for a 50% claim contribution from the club. The following rules will be applied:

- In the first instance full costs of the course are paid personally to the organisation running the course.
- The club has asked the member/swimmer for the training to be undertaken.
- The training has been undertaken personally but the club has a priority use of the qualification on a regular basis, and not ad hoc.
- The application form for a bursary has been completed in its entirety and reviewed by the exec committee.
- During a bursary application it has been found the member/swimmer has outstanding debts therefore the bursary can either be :
  - Declined.
  - With agreement of the club and member/swimmer that any bursary be offset against any outstanding debt in the first instance and any remainder then payable to the member/swimmer.
- Where the bursary has been successfully granted a club request to attend and event/training cycle will always be prioritised first versus any other organization request(s).
- The member/swimmer has the understanding that the bursary will be paid back in full if they decide to leave/not help out at the club within a 6 month period after date of payment.
- Where a member/swimmer has to leave the club due to unforeseen circumstances within the 6 month period then with agreement with the exec committee a sliding scale of refund can be paid back to the club.



# Bursary Policy

- All application age groups have to be 16yrs and over for consideration.
- Must be a member of the club for at least 6 months prior to applying, in the event the club has a requirement for lifeguards then any deficit in the membership period will be added to the 6 months stay at the club requirement. ie (Member for 3mths, 3mths short of requirement, period to stay at the club after bursary paid will be statutory 6mths+3mths deficit of membership requirement), failure to remain will result in a requirement for the bursary to be paid back.

## Lifeguarding Procedure

1. Member/Swimmer applies for training course with organisation.
2. Member/Swimmer pays for course in full.
3. Member/Swimmer advises the club of training to be undertaken.
4. A bursary form is completed.
5. Member/Swimmer advises club of successful qualification gain and a qualification certificate copy is sent to the club secretary.
6. The Exec committee will review all documentation, the bursary form and if such qualification can have priority utilisation by the club for events/training/etc and not on an ad hoc.
7. The Exec committee to review member/swimmer finances/debts to the club.
8. Decision process based on exec agreement and any applicable terms bestowed upon member/swimmer.
9. Bursary can then be paid to member/swimmer less any agreed monies.

The bursary lifeguarding form can be found in the appendix of this policy.

## Coaching

A bursary is available where a member can on **request** by the club and/or part of development undertaken **requested** by the club apply for a 100% claim contribution from the club. The following rules will be applied:

- A definition by the member/swimmer of what their aims are once achieving the coaching qualification.
- A written statement during the bursary process of how they intend to support the club.
- Why they feel they are a good candidate to be offered a bursary and regular volunteering undertaken for at least 6 months.
- No other bursaries have been applied for.
- Application is not greater than 3 months after successful course completion.
- An understanding that the bursary is paid in 2 parts
  - The first 50% will be paid on applying and completion of the course and being successful in their application for a bursary.
  - The remained is paid 6 months after completion of the course.
- During a bursary application it has been found the member/swimmer has outstanding debts therefore the bursary can either be :
  - Declined.



## **Bursary Policy**

- With agreement of the club and member/swimmer that any bursary be offset against any outstanding debt in the first instance and any remainder then payable to the member/swimmer during the first or second installment.
- Where the bursary has been successfully granted a club request to attend and event/training cycle will always be prioritised first versus any other organization request(s).
- The member/swimmer has the understanding that the bursary will be paid back in full if they decide to leave the club within a 6 month period after the last installment has been paid by the club.
- Where a member/swimmer has to leave the club due to unforeseen circumstances within the 6 month period before/after either/both installments then with agreement with the exec committee a sliding scale of refund can be paid back to the club by the member/swimmer.
- Application for assistant swimming coach have to be 16yrs and over for consideration
- Application for swimming coach have to be 18yrs and over for consideration.
- Must be a member of the club for one year prior before applying, in the event the club has a requirement for coaching to be undertaken then any deficit in the membership period will be added to the 6 months stay at the club requirement. ie (Member for 9mths, 3mths short of requirement, period to stay at the club after bursary paid will be statutory 6mths+3mths deficit of membership requirement), failure to remain will result in the requirement for the bursary to be paid back.
- Where bursaries are being applied for the club reserves the right to review volunteering time undertaken by applicants and/or other candidates undertaking the same/similar role(s), to make the final decision.

### **Coaching Procedure**

1. The club requested the training be undertaken.
2. No other bursaries have been applied for.
3. Bursary application is not greater than three months after course completion
4. At least 6 months volunteering has taken place.
5. A bursary application has been completed.
6. The exec committee has successfully approved the bursary.
7. Member/Swimmer applies for training course with organisation.
8. Member/Swimmer pays for course in full.
9. Member/Swimmer advises the club of training dates to be undertaken.
10. Member/Swimmer advises club of successful qualification gain and a qualification certificate copy is sent to the club secretary, club refunds 50%.
11. The Exec committee will review all documentation, the original bursary form, plus review any outstanding finances/debts to the club and agree that final payment after 6 month period can be paid, minus any outstanding debt to the club.
12. The Exec committee to review member/swimmer finances/debts to the club.
13. Decision process based on exec agreement and any applicable terms bestowed upon member/swimmer, with a member/swimmer understanding that bursary repayment is compulsory if member/swimmer leaves within 6 months after the final club installment is paid unless agreed by the committee and any sliding scale repayment is agreed.

The bursary coaching form can be found in the appendix of this policy.



# Bursary Policy

## Appendix

### **Lifeguarding Bursary Application Form**

#### **Details**

<b>Name</b> .....
<b>Email</b> .....
<b>Course Body</b> .....
<b>Course Title</b> .....
<b>Total cost of course</b> .....
<b>Amount applying for</b> .....
<b>Approved by Exec Committee</b> .....

The bursary amount of 50% will be paid after successful completion of course and gained qualification, with the understanding of remaining at the club for a further 6 months utilising said qualification.

I agree that, should I be offered the bursary, I am expected to follow the rules as defined in both of the Black Lion Swimming Club Volunteers Support policy, Bursary policy and code of conduct.

Signed.....

Name.....

Date.....

#### **Official Use**

Application accepted Yes / No

Approved Chairman.....

Budget assigned (Treasurer).....

Payment of £.....made on .....(Payment Date)



## Coaching Bursary Application Form

### Details

Name.....
Email.....
Course Body.....
Course Title.....
Total cost of course.....
Amount applying for.....
Approved by Coach/ Director.....

### Aims of course

What are your aims once you achieve this coaching qualification? How do you intend to support the Black Lion Swimming Club? Have you been volunteering in role?



# Bursary Policy

## Benefits

Why do you feel you are a good candidate to be offered a bursary?

The bursary is paid in 2 parts – 50% will be paid on applying/completion of the course and being successful in your application for a bursary and the remainder paid 6 months after completion of the course, with the understanding of remaining at the club for a further 6 months utilising said qualification.

I agree that, should I be offered the bursary, I am expected to follow the rules as defined in both of the Black Lion Swimming Club Volunteers Support policy, Bursary policy and code of conduct.

Signed.....

Name.....

Date.....

## Official Use

Application accepted Yes / No

Approved.....  
(Chairman)

Budget assigned.....  
(Treasurer)

Initial payment of £.....made on .....(Payment Date)

Final payment of £.....made on ..... (Payment Date)