

Hardship Fund Policy Template

The aim of a Hardship Fund is to help any member of a club undergoing financial difficulties and all clubs must decide their own relevant criteria for awarding financial payments to members.

The Hardship fund can help pay for:-

- Membership Fees
- Training fees
- Travel Expenses
- Educational Expenses
- Kit requirements

Members that could be eligible for the Hardship Fund are:-

- People who have been members of the club for more than 6 months.
- Are volunteers who regularly participate or help at club events.
 - For example have volunteered to help at 1 Club Championship and 1 Club Fundraising Event.
- Can prove with written evidence that they are suffering from financial hardship.
 - This could be a letter of reference from their bank.
- All wage earners for the family are currently unemployed but actively seeking work or;
- The family is supported by only 1 part-time wage earner.

Responsibility for assessing eligibility in individual cases will rest with nominated members of the Club's committee and all information must be kept private and confidential. Each case should be reassessed over a period of time nominated by the club and members using the Hardship Fund should be asked to sign a confidentially agreement to protect both the club and the member from private information being placed into the public domain. It is also possible for Clubs using their Hardship Fund to ask members to sign a contract to clarify all agreements about the award of help for financial payments.

Example Hardship Fund Policy

Dunfermline Amateur Swimming Club (DASC) is committed to helping all members access the correct level of services, as is needed by their level of commitment and ability in swimming.

The club is prepared to help members fund their *Training and Membership Fees* if said member can provide the following evidence to show they are currently suffering under financial hardship:

1. Have been a members of Dunfermline Amateur Swimming Club (DASC) for longer than 6 months.
2. Have volunteered their time and commitment to help with at least 2 club events over the past 6 months.
3. Can provide evidence of 1 of the following – all wage earners for the family are currently unemployed but actively seeking work or the family is currently supported by only 1 part-time wage earner.



All cases dealing with the hardship fund will be dealt with confidentially on an individual case by case basis by the following members of the club committee:-

1. The Club President
2. The Head Coach
3. The Club Treasurer

Cases will be reviewed every 3 months and the Club has the right to stop any agreements with members at any time they deem necessary. All parties will be asked to sign a confidentiality agreement to protect those involved.