



Financial Assistance Program

Dunoon United Football Club Committee



Review cycle: Annual from date adopted by DUFC Committee.

Version	Purpose and description	Date adopted by DUFC Committee
0.1	DRAFT	DRAFT reviewed by DUFC Committee meeting 28/09/16
0.2	ADOPTED	Adopted by DUFC Committee meeting 27/10/16

1. Introduction

The Dunoon United Football Club Committee ('Committee') recognises that financial hardship can often be a barrier to participation in sport. The Committee has a role in providing leadership and as a community based club Dunoon United Football Club ('DUFC') has a social responsibility to consider financially sustainable ways that it can enable or facilitate participation where financial hardship exists.

This Financial Assistance program document provides information about the program including terms and conditions and the governance arrangements that apply to the administration of the program to ensure effective, efficient and transparent decision making and accountability.

2. Administration

2.1 Budget

Prior to the end of each calendar year the Committee will consider determining a budget allocation for the following year for the purpose of delivering the 'Financial hardship' element of the Financial Assistance program. Unspent funds are not automatically carried forward to the next year.

The Committee reserves the right at its discretion not to determine and allocate a budget under the Financial Assistance program.

2.2 Financial Assistance Sub-Committee

2.2.1 Membership

If a Financial Assistance program budget is determined, the Committee will, consistent with the processes set out in the Committee handbook, establish a 'Financial Assistance Sub-Committee'.

The Sub-Committee will consist of the following:

- DUFC Vice President
- DUFC Treasurer
- an external independent member approved by Committee.

The Committee is responsible for appointing one of the Sub-Committee members as Chairperson of the Sub-Committee.

2.2.2 Decision making and accountability

The Sub-Committee is accountable to the Committee.

Applications for assistance under the Financial Assistance program will be assessed by the Sub-Committee who will make recommendations to the Committee to determine. (NOTE: Payment arrangements are not administered by the Sub-Committee).

The Sub-Committee is responsible for making minutes of its meetings and recommendations arising, and reporting those minutes and recommendations in writing to the Committee.

2.2.3 Assessment of applications, voting and recommendations to the Committee

Any recommendations made by the Sub-Committee must be by consensus (ie. all members must agree).

The Sub-Committee must make its recommendations to the Committee no later than 31 March.

2.3 Personal information and privacy

All applicants understand and agree that it is a condition of their application that they agree for their application (and the personal information contained in it) to be disclosed to the Sub-Committee.

For the protection of privacy and personal information all Sub-Committee members will be required to sign a confidentiality agreement. Signing of such an agreement is a condition of appointment to the Sub-Committee.

Any recommendations made by the Sub-Committee must de-identify the applicant.

2.4 Conflict of interests and disclosure

Sub-Committee members are expected to disclose any conflict of interest they may have in relation to an application being considered under the Financial Assistance program.

Any Committee member who has been listed as a 'Club/Committee member' reference by an applicant is excluded from voting on or participating in any discussion about the application; they must leave the meeting for the duration of any such discussion. They may however speak to the application prior to leaving the meeting.

Sub-Committee members are not permitted to provide a personal or Club member reference.

All conflicts of interest are to be documented in the minutes of the meeting to which they relate.

3. Types of assistance offered

3.1 Payment assistance

3.1.1 Payment arrangement

An arrangement for the making of regular payments of an agreed amount by direct debit.

Terms and conditions:

- (a) The Committee will determine the final date by which all payment arrangements must be fully paid.
- (b) The Committee reserves the right not to grant a payment arrangement where there has been a history of defaults on instalments.
- (c) The Committee reserves the right to terminate a payment arrangement as a result of default on instalments due and payable, and issue a tax invoice for outstanding fees.
- (d) The Committee reserves the right to apply an additional processing fee for the administration of a payment arrangement.
- (e) A payment arrangement must be by direct debit.

Eligibility:

Senior, junior competitive and MiniRoos.

More information:

Contact the Treasurer.

3.2 Hardship assistance

Financial and/or non-financial assistance.

Terms and conditions:

- (a) One application per family/per year.
- (b) Applications must be in writing using the 'Hardship assistance: application form' and submitted by the due date. LATE APPLICATIONS WILL NOT BE CONSIDERED.
- (c) Applications must include a statement of commitment to volunteer. If the volunteering commitment is not met:
 - a. the Committee reserves the right to recover, either in part or in whole, the financial assistance provided.
 - b. the applicant will be ineligible to apply for Hardship assistance again.
- (d) Applications will be assessed on merit having regard to the principles of anti-discrimination (i.e gender, sex, political persuasion, religion are not relevant considerations).
- (e) Applications and any accompanying information will be accessible by the Committee and Sub-Committee.
- (f) If Hardship assistance is granted and the recipient resigns from the Dunoon United Football Club, the Committee reserves the right to recover the assistance provided.

- (g) The Sub-Committee reserves the right not to recommend the granting of Hardship assistance.
- (h) The Committee reserves the right to reject a recommendation of the Sub-Committee for Hardship assistance.
- (i) The Committee's decision is final.

Eligibility:

Junior competitive and MiniRoos.

Lodgement of applications:

All applications are to be lodged with the Treasurer. Applications will be accepted from 1 February and close at 5.00pm on the due date specified by the Committee.

More information:

Contact the Treasurer.