**South Skye and Lochalsh Kayak Club**

Funding Assistance Policy

**Policy Ref:** Funding Assistance Policy

**Status:** Approved

**Adopted:** 28 September 2017

**Subject:** Reimbursement of training costs

**Policy Summary**

South Skye and Lochalsh Kayak Club (SSLKC) will offer members the opportunity to request financial support to attend specific training courses of direct benefit to the SSLKC in exchange for voluntary hours in support of SSLKC activities relevant to the course attended.

**Policy Details**

(1) A 75% refund of qualifying course fees (up to a maximum contribution of £300) is available from SSLKC to its members. This will be paid after a course is undertaken. The applicant must exhaust other potential sources of funding before SSLKC will provide funding.

(2) By applying for this support the applicant is agreeing that they have undertaken and will continue to undertake voluntary work for SSLKC relevant to the training supported; as a coach, leader, assistant or helper as applicable. The applicant must have been volunteering regularly for six months and must continue to volunteer for another six months following the payment of funding assistance by SSLKC.

(3) Courses may be booked with any approved course provider. Consideration will be given to the cost of the course in determining the level of support granted; SSLKC may limit funding where the course cost is greater than expected.

(4) The following courses are eligible for potential SSLKC support:

1. Paddlesport Leader, Sea Kayak Leader and Advanced Sea Kayak Leader awards
2. Two and Three Star awards (where necessary as a prerequisite to (c) below)
3. L1 – L3 coaching awards
4. First aid courses up to a maximum of £50 (where necessary as a prerequisite to either (a) or (c) above)
5. Other courses at the discretion of the committee

(5) All requests for support must be agreed in advance of the course and payment will not be made until proof of successful attendance has been provided. All such applications must be signed off by the committee, which will be responsible for recording all applications and provision of funding covered by this policy.

(6) This policy may be changed only with a majority vote by the committee.

(7) This policy is effective from 28 September 2017.