

<b>Policy name</b>	<b>Bursary scheme policy.</b>
<b>Purpose of this policy</b>	<b>To outline criteria and application procedures for a bursary relating to the award of discounted gymnastics fees, to applicants.</b>
<b>Date of adoption</b>	<b>1<sup>st</sup> October 2021</b>

This policy replaces the previous policy on Hardship.

### **Introduction**

As a registered charity, Woking Gymnastics Club is proud to continue its support of the local community. We believe that everyone has the right to participate in gymnastics and, by way of this policy, the Club seeks to provide a framework to support gymnasts at all levels.

Subject to the availability of funds, on an annual basis, the Club shall seek to allocate funds in support of this bursary scheme. Allocation of such funds shall be at the sole discretion of the Club and to provide for applications from within the following groups.

- 1. Pre-School and recreational gymnastics**
- 2. Boys (MAG) squad gymnastics**
- 3. Girls (WAG) squad gymnastics**

### **General regulations**

1. The financial year for the bursary scheme shall run between 1<sup>st</sup> October and 30<sup>th</sup> September.
2. Applications for bursaries for the following year will open on 1<sup>st</sup> July and close on 1<sup>st</sup> September, with confirmation of decision prior to 1<sup>st</sup> October.
3. Funds allocated between the groups above shall be ringed fenced for each group and shall not be interchangeable.
4. Once the funds attributed to each group have been allocated, applications for the group shall be closed for the remaining period of the year to 30<sup>th</sup> September.
5. Bursary support will normally be given in the form of a percentage reduction of class fees and not as a subsidy for Club or British Gymnastics membership fees, insurance, competition, or travel. However, in the case of Pre-School / Rec bursary applications, a reduction on all costs may be considered. In addition, provision of club clothing may be considered on a case-by-case basis. No cash alternative is available under this scheme.
6. All awards made under this scheme shall be on an annual or part annual basis only, expiring on 30<sup>th</sup> September, with no commitment upon the Club to renew any individual bursary support for a further period.
7. Applications to renew bursary support will be welcomed and considered on equal merit compared to other applications from within the group.

8. The Club reserves the right not to award bursary support for any application received and / or to withdraw bursary support from any recipient at any time during the year at its absolute discretion and without further obligation.

### **Applications for Pre-School and Recreational level bursaries**

Woking Gymnastics Club values its role as being central to the health and well-being of the local community and, as a registered Charity, wishes to support those for whom payment of gymnastics fees is a barrier to participation.

Applications to receive a bursary for pre-school and / or recreational gymnastics will be assessed on the following criteria:

1. Social need – the extent to which participation in gymnastic classes will positively impact upon the recipient's health and wellbeing.

Referrals from social services will be welcomed.

2. Financial need – the ability of the applicants' parent/guardian to pay class fees.
3. For the avoidance of doubt, the consideration of bursary award within this group is not related to the gymnastics ability of the recipient and only relates to social / economic need.
4. If the applicant is not a current member of the club, a bursary can only be awarded if there is available space within the required class.
5. Applications for support under this group are intended for pre and school age children.

### **Applications for Boys (MAG) and / or Girls (WAG) squad level bursaries**

As a club which specialises in the discipline of artistic gymnastics, Woking Gymnastics Club wishes to support its members and gymnasts in their goals. We recognise, that for gymnasts to improve their performance, there is a requirement for a significant training commitment which is aligned with the cost of the coaching provided.

Applications to receive a bursary for MAG or WAG squad class fees will be assessed on the following criteria:

1. Financial need – the ability of the applicant or, if under 18, the applicants' parent/guardian to pay class fees.
2. The written assessment of the applicant's gymnastic potential and ability by the respective Squad coach.
3. MAG and WAG general squad members, in receipt of a bursary, will be assessed by their coach on a regular basis to ensure continued performance development and to give feedback on progress should a bursary renewal request be received by the Finance Manager.

4. In the case of high performing gymnasts (National standard and above) key performance criteria will be set per individual stating minimum levels of achievement expected on the individual's performance pathway. The UK Sport "Athlete Performance Award" scheme (APA) scheme may be used as a guide, although a gymnast does not necessarily need to be part of the APA scheme. Failure to attain targets may result in removal of the bursary.

### **Bursary application process**

To apply for a bursary each applicant will be required to complete a formal application, a form for which is available upon request from the Club Finance Manager.

The Finance Manager  
Woking Gymnastics Club  
Kingfield Road  
Woking  
GU22 9AA.

Email: [vicky.davenport@wokinggymnastics.co.uk](mailto:vicky.davenport@wokinggymnastics.co.uk)

The applicant will be required to provide the following:

- Applicant details and those of parent / guardian if applicable.
- Reason for the bursary application.
- Financial information relating to the income and expenditure of the applicant and/or parent/guardians, together with evidence of such if requested.
- Supporting statement from social services, or other similar 3<sup>rd</sup> party if applicable.
- Evidence of gymnastic achievement if applicable.

Each application will be considered, in the strictest confidence, by the Chief Executive and Finance Manager and where relevant Pre-School, Recreational and MAG/WAG Squad coaches, with a confidential decision outcome communicated to the applicant.

All bursaries awarded will expire on 30<sup>th</sup> September in each year. It is the recipient's responsibility to complete a new application prior to the application closing date (1<sup>st</sup> September) should they wish for continued support to be considered.

In the event of a decision not to award a new or continued bursary the applicant may lodge an appeal. Any such appeal will be reviewed by the Clubs board of trustees, whose decision shall be final.

### **Responsibilities of bursary award recipients**

All recipients of bursary awards must uphold the following:

- Regular attendance at classes or training sessions.
- Always maintain a high standard of behaviour when training with or representing the Club, never bringing the Club into disrepute.
- All bursary recipients are expected to respond to the reasonable requests of the club to assist in its promotion and / or volunteer to assist the club in its activities from time to time.

Failure to deliver in the responsibilities as detailed above may result in the Club withdrawing bursary support at its sole discretion and without prior notice. Withdrawn bursary support may then be re-allocated prior to the end of the budget year.