

NORFOLK HOCKEY ASSOCIATION

POLICY FOR ASSESSMENT OF REQUESTS FOR FINANCIAL ASSISTANCE.

1. Background:

1.1 The Norfolk Hockey Association regularly receives requests for grants, other financial help, or expenses, from players, teams, coaches, umpires, team managers, administrators, etc.

1.2 The Association is keen to promote hockey in the county in any way that it feels to be appropriate, and has some funds available to help support this. These funds are however limited, and they must be distributed in accordance with the aims and objectives of the Association.

1.3 In order that all requests for grants or financial help can be considered in a transparent and objective way, and that all involved with hockey in the county have an equal chance to access these funds, the NHA Council has adopted the criteria set out below, against which all such requests will be evaluated.

1.4 Attached to this Note are the two forms to be used as appropriate to (1) initially apply for financial help and then (2) subsequently to claim any expenses approved by the Council. Form 2 should also be used for claim of expenses incurred by officers, committee members etc of the NHA.

1.5 The sponsors of the Norfolk Women's League – Martin and Acock – provide some funds specifically to help teams in that league with capital expenditure to promote grass-roots hockey. This policy does not apply to requests for grants from those funds.

1.6 The Associate Members Scheme provides an opportunity for individuals to support junior boys hockey in the county. This policy does not apply to requests for grants from those funds.

2. Criteria for Assessment of Requests for Assistance:

2.1. Assistance must be requested before the expenses have actually been incurred. Only in exceptional circumstances will requests for money be considered “after the event”.

2.2. Any request must clearly identify a benefit to hockey in the county as a whole, or at least to a number of clubs, from the proposed expenditure. If an individual club wishes to request assistance for a specific project, a wider benefit to hockey in the county from supporting that project should be clearly demonstrated.

2.3 In the event of an application to fund an event or other activity at a specific club, or participation by one individual in a particular activity, the Council would normally expect there to be a significant contribution for the proposed activity from either the individual applicant and/or the club concerned, who would expect to be the main beneficiaries of the proposed activity. However, should an individual's financial circumstances prevent them from making such a contribution, this expectation may be waived at the discretion of the Council.

2.4 Other than in exceptional circumstances, tournaments should be self-funding. If a tournament is not sponsored, the entry fee would be expected to cover pitch hire, umpires, administration, physio, etc.

2.5 In the event of an application to fund a coaching course or other coach-education activity, the Council would expect a **commitment** from the applicant to coach a county team for a specified period, or that some other benefit to hockey in the county be clearly demonstrated if financial assistance were granted. The Council would also normally expect the coaching activity to be officially organised and/or leading to a recognised coaching qualification.

3. Representative County Team Expenses

In the event of an application to fund travel and accommodation expenses related to playing for a representative county team, the Council would seek to **agree a budget** for that team with the team manager as soon as that season's programme of fixtures had been agreed, and certainly in advance of any matches having been played. The Council would also expect a **percentage contribution** of the costs to be met by the players involved. In a situation where exceptional hardship threatened to prevent a young player representing the county, a request to waive this requirement should be made in confidence and in advance to the Council.

4. Payment.

4.1 The NHA Treasurer will only pay agreed assistance on receipt of documentary proof that the expense has been incurred.

4.2 A claim for payment must be submitted on the attached form, and within one month of the event or activity to which the claim relates.

4.3 Unless exceptional circumstances can be demonstrated, postage and telephone costs will only be reimbursed at the second class and off-peak rates respectively.

4.4 Reimbursement of travel expenses will be at mileage rates fixed annually by the NHA Council, currently 20p per mile.

4.5 If an individual is being reimbursed for his/her time, the NHA Council must be satisfied that there would be no NIC or PAYE implications from making such a reimbursement.

5. Annual Review of this Policy.

This policy and the criteria it sets out will be reviewed annually by the NHA Council in the light of experience and feedback from both clubs and individuals during the previous year, any issues that have arisen during consideration of requests received, the amount of funds available, and any changes to the Association's aims and objectives.

NHA Council.

November 2005.

NORFOLK HOCKEY ASSOCIATION.

APPLICATION FORM FOR A GRANT OR OTHER FINANCIAL ASSISTANCE.

The Norfolk Hockey Association regularly receives requests for financial help from players, coaches, umpires, team managers, administrators, etc.

The Association is keen to promote hockey in the county in any way that it feels to be appropriate, and has some funds available to help support this. These funds are however limited, and they must be distributed in accordance with the aims and objectives of the Association.

In order that all requests for financial help can be considered in a transparent and objective way, and that all involved with hockey in the county have an equal chance to access these funds, the NHA Council has adopted the criteria set out in the attached policy statement. All requests for funds will be evaluated against these criteria, and all applicants are asked to complete this form.

1. Details of Applicant for Financial Assistance.

Name:	Club / Team:
Address:	Contact Details: <i>(telephone or e-mail)</i>

2. What Activity or Event is the Request for?

Please briefly describe the particular activity or event for which you are requesting assistance:-

3. How will the granting of any financial assistance benefit hockey in Norfolk?

Please state briefly how this application meets the criteria for funding set out in the attached policy statement (continue overleaf if necessary):-

Signed:

Date:

Please return this form to Hazel Medler, NHA Chairman, 4, Bell Road, Norwich, NR3 4RA.

NORFOLK HOCKEY ASSOCIATION.

CLAIM FORM FOR GRANTS OR OTHER FINANCIAL ASSISTANCE.

Claims for payment of any grants, expenses or other financial assistance previously approved by the NHA Council should be made on this form.

Please note that:-

1. The NHA Treasurer will only pay agreed assistance on receipt of documentary proof that the expense has been incurred .
2. A claim for payment must be submitted within one month of the event or activity to which the claim relates.
3. Unless exceptional circumstances can be demonstrated, postage and telephone costs will only be reimbursed at the second class and off-peak rates respectively.
4. Reimbursement of travel expenses will be at mileage rates fixed annually by the NHA Council.
5. If this claim includes reimbursement for an individual's time, he/she must satisfy the NHA Council that there would be no NIC or PAYE implications from making such a reimbursement.

1. Event or Activity to which this claim relates:

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2. Please complete the boxes below as appropriate, giving brief details of each expense and the amount being claimed:

Administration:
Travel: <i>(include details of venue and mileage)</i>
Accommodation:
Other Expenses:
TOTAL CLAIMED:

3. Who should the cheque be made payable to?

Signed: Date:

Please return this form to Avril Mallett, Hon Treasurer NHA, 37 Eversley Road, Hellesdon, Norwich, NR6 6TA.