



**SOUTH SHORE SWIMMING CLUB (SSSC)
TRAVEL ASSISTANCE FUND POLICY
(Approved by Committee 6 September 2011)**

Introduction

This document is the South Shore Swimming Club (SSSC) policy and procedure for disbursing travel assistance funding that is raised by the SSSC for swimmers and coach to attend national or international swimming competitions.

The South Shore Swimming Club Committee (SSSCC) shall appoint each year a Travel Assistance Fund Sub-Committee (TAFSSSC) to administer a Travel Assistance Fund (TAF) and to oversee fundraising activities which are specific to the TAF.

For fundraising purposes, the funding period of TAF is 1 October to 30 September the following year.

Applications need to be submitted as soon as a swimmer who has qualified for a national or international swim competition has decided to attend.

Allocation of TAF is at the sole discretion of the SSSCC and the SSSCC reserves the right to alter these conditions without notice.

Purpose

The purpose of TAF is to

1. Provide financial support for financial swimmers of the SSSC to compete at national or international swimming competitions.
2. Provide financial support to coach/es who is/are coaching members of the SSSC at national or international swimming competitions.
3. Provide financial support to team managers who are appointed by the SSSCC.

Travel Assistance Fund Sub-Committee

Membership

- Positions on the TAFSSSC shall be as follows:
 - Treasurer of SSSCC
 - 2 SSSCC members
 - National or Disability Swimmer parent
 - Non National Swimmer parent

- TAFSSSC will appoint a chair who must be a member of SSSCC. All voting needs to be a majority decision. In the event of a split vote, the Chair has the casting vote.

Duties of TAFSSSC

- Review on an annual basis the eligibility criteria, the funding limits and annual budget of TAF for presentation to SSSCC for approval.
- Approve fundraising activities, which are specific to the TAF. Note it is not the responsibility TAFSSSC to organise these activities.
- Call for applications each year from SSSC swimmers who qualify for national/international competition in sufficient time to consider the disbursement prior to departure to the competition.
- Meet to consider the disbursement of the TAF funds.
- Present recommendations to the SSSCC on the disbursement of the TAF funds in time for the SSSCC to approve disbursement and in time to present a report to the SSSC Annual General Meeting.
- Provide a report to the SSSCC for presentation at the SSSC Annual General Meeting or any Special General Meeting that is called on a matter relating to the TAF or the TAFSSSC. The report is to include a statement of receipts and expenses of fundraising activities, a list of applicants and recipients receiving financial support, the amount to each person and the competition.

Right of Appeal

In the event of an applicant being rejected for TAF, there is a right to appeal against the decision by a written submission to the SSSCC within 15 days from date the applicant was advised of the unsuccessful application.

Eligibility Criteria for TAF funding

The following eligibility criteria apply for consideration of funding from TAF:

- Any swimmer who has been a financial 'member/non member' (as defined in the SSSC Rules) of SSSC for at least twelve months and who achieves a National time/ Multiclass time (either as an individual or through relay) in Open Water / Long Course / Short Course and will attend a national or international swimming competition may apply for financial support from the TAF.
- Members/non-member who have not been a financial member/non-member for this period may be considered for the TAF financial support depending on their and their family's contribution to SSSC activities and other criteria met.
- A coach or team manager/Parent Guardian approved by SSSCC who is attending national or international competitions to coach/manage SSSC swimmers, may apply for funding from TAF by submitting an application.
- Members will be eligible to apply for more than one competition in any funding period but the TAFSSSC has discretion whether to recommend funding more than one competition per swimmer depending on the funds available in TAF during that financial year.
- The swimmer must compete in the relevant competition.
- Parents of travelling swimmers aged less than 18 years are required to nominate a guardian for the trip. Guardians are to provide written certification that they will accept responsibility for the well-being and conduct of the swimmer.
- The swimmer must adhere to the SSSC code of conduct or the code of conduct of the state or international team whilst on the national or international competition.

- The swimmer must represent the SSSC at the nominated competition and wear SSSC uniform unless otherwise directed by WA Swimming Association, WA Institute of Sport or a national swimming body.
- The swimmer and/or their family must be available for fundraising for the TAF or other SSSC activities.
- The swimmer is expected to be available to represent the SSSC at coloured pennants, Grade Premierships and other competitions in which the SSSC has nominated.
- The swimmer is expected to compete in three summer and two winter SSSC Club Nights during the funding period.

Dollar and Percentage Limits of the TAF

The TAFSSSC will recommend the allocation of TAF each year to the SSSC. The intent of TAF is to allocate raised funds and to retain a small percentage each year to the general club purposes. An overarching principle is that athletes should not profit from the TAF.

Unless determined otherwise by the SSSCC, 80% of TAF funds will be distributed to successful applicants and 20% will be retained by SSSC for general club purposes.

Swimmers not meeting the above eligibility criteria may be asked to re-pay funding granted.

For general club fundraising activities the SSSC will determine an allocation to the TAF each year with a guiding proportion of 80% for general club purposes and 20% for TAF. This does not include sponsorship except where it is specifically stipulated by the sponsors for national/international travel assistance.

The amount received by an applicant may not be greater than an amount deemed suitable by the TAFSSSC.

Appointment of Touring Team Officials

Head Coach Duties

- Oversee all activities of the travel team before and during the travel period in consultation with the Manager(s) and Parent Guardians.
- Direct and advise Manager and Parent Guardians as required and requested.
- Attend all relevant competition sessions.
- Be at the swimmers' disposal at all times during the travel period.
- Reside with the team.

Team Manager

Where the number of swimmers travelling exceeds 4, the SSSC may call for nominations of Team Manager at least two months prior to the competitive event. The duties include:

- Booking swimmer airfares, confirming accommodation, uniform and transport.
- Ensuring team officials have a valid Working with Children Certificate.
- Collecting monies/reimbursements from swimmers for costs.
- Carry out Swimming Australia Limited (SAL) Meet Manager matters including attending competition meetings and managing event withdrawals of SSSC swimmers and relays.

- Preferably reside with the team.
- Manage day to day transport including driving duties.
- Be at the team's disposal during the competition period.
- Liaise with parents/carers of swimmers as required.
- Consult with the Coach and the SSSC Committee as required.

Parent Guardian(s)

The SSSC, on the recommendation of the Head Coach, may call for nominations for Parent Guardians where the number of swimmers aged less than 18 years of age exceeds 8. Nominations need to be called at least two months prior to the competitive event.

Duties include:

- Under the direction of the Head Coach, prepare and co-ordinate swimmers meals.
- Supervise the conduct of swimmers.
- Provide encouragement to all swimmers.
- Drive swimmers to and from activities.
- Reside with the team.
- Liaise with the parents/carers of swimmers as required and in consultation with the Head Coach.

Selection Criteria for Team Manager and Parent Guardians

- Knowledge of responsibilities of swimmers at national/international events.
- Knowledge of SSSC Code of Conduct.
- Demonstrated ability to manage a large team comprising teenagers.
- Demonstrated ability to manage individual physical and emotional needs of swimmers competing in major swim meets.
- A current drivers license and willingness to drive large vehicles.
- Hold a valid Working with Children Certificate if the team has members under 18 years of age.
- Be a member of SSSC.

Selection Panel for appointing Team Manager and Parent Guardians

- Head Coach
- President
- Vice President
- Secretary

TAF Fundraising Activities

- All TAF fundraising activities need to be approved by the TAFSSSC.
- Any member, parent, swimmer or coach can propose any fundraising activity, provided it fits the SSSC guidelines and it complies with the Swimming WA policies on the conduct of events. The current document *WA Swimming Board of Management Policies* dated 17 September 2009 or its later amended versions applies.
- Policy allows for members, parents, swimmers or coaches to be very energetic at fundraising, for the benefit of the TAF.
- Funds can also be raised via Sponsorships from business community/ life members, specifically designated for National/international travel.