



Epsom FC Financial Hardship Policy

PURPOSE

The Epsom FC is committed to fair play, creating an inclusive and positive environment both on and off the football pitch. In support of our commitment to inclusivity, the Club is dedicated to providing an environment that enables as many players as possible to enjoy the game.

The purpose of this Policy is to facilitate the playing of football by players who might not otherwise be able to due to financial difficulties. The Policy's financial support is to establish guidelines and procedures for players experiencing financial hardship to help ensure every player can participate equally.

ELIGIBILITY CRITERIA

To be eligible for consideration for financial support you should possess an Australian Low-Income Health Care Card that is current at the application date. If you do not possess an Australian Low Income Health Care Card but believe you are a candidate for financial support, please provide a brief summary and relevant supporting documentation in your application.

AVAILABLE ASSISTANCE

The Policy's financial support is designed to cover the following:

- Reduction in fees to be paid by the applicant (part or total)
- In exceptional cases, funding may be provided to cover purchase of compulsory personal playing equipment

The Financial Hardship support is not designed to support the following:

- Travel expenses (public transport fares or petrol)
- Additional equipment or uniform other than the items nominated above (eg. Soccer balls, merchandise etc)

Financial Hardship support is offered subject to funding and the receipt of worthy applications.

HOW TO APPLY

To apply for financial support, you need to:

- Submit a letter no longer than one A4 page to the Club by email to secretary@epsomfc.com.au briefly outlining the following:
 - Circumstances of hardship
 - Amount of funding or fee reduction requested
 - Any supporting documentation relevant to your application. E.g. a scanned copy of your Low Income Health Care Card
 - An email/phone number you can be contacted on during the assessment period

- Be prepared to attend a brief interview/phone call with the President in the case that additional information/evidence is required to substantiate your application.

Should you have any questions about your application please contact president@epsomfc.com.au at least five (5) days prior to the deadline to ensure your query can be dealt without delaying the submission of your application.

ASSESSMENT CRITERIA AND PROCESS

The decision to offer financial support is solely at the discretion of the Epsom FC Committee and may comprise all or part of the amount requested by the applicant.

Due to the sensitive and individual nature of these applications, the assessment criteria remains broad. However general criteria are provided below:

- Applications will be assessed on a needs basis, rather than a first-come, first-served basis
- All applications will be assessed on a case-by-case basis by a subcommittee consisting of the Club Executives (President, Vice President, Secretary and Treasurer), whilst other members of the Committee may be called upon to give advice.
- Successful and unsuccessful applicants will be notified in writing within three (3) weeks of the close of applications
- Should you have any issues regarding the assessment process please contact president@epsomfc.com.au. We will endeavour to respond to you within two (2) weeks.

Due to the sensitive nature of these applications we will be unable to provide any information on other applicants' submissions.

DATES AND DEADLINES

Date	Activity
Three (3) weeks prior to BASL Round 1 for relevant age group competition	Closing date for all applications
Three (3) weeks after BASL Round 1 for relevant age group competition	All applicants notified of outcome

HANDLING OF PERSONAL INFORMATION

The Club respects the privacy of all applicants and will request the minimum of personal information necessary to assess the validity of the application.

It is intended that only the Executive members of the Epsom FC Committee will be privy to the applications.

The broader Epsom FC Committee will be advised about the overall decisions made in respect to this policy. The nature of this information will be limited to the number of applications and the total amount of support distributed.

Should there be a need to deviate from this process the applicant will be informed and consent requested prior to the distribution of any personal information more widely.

Approval Date:	17/2/2020
Review Date:	17/2/2021
Version No:	1.0