Cardiff Athletics
Financial Support Policy for Members
(Athletes, Coaches, Officials and Volunteers)

The committee of Cardiff Athletics recognise that there may be occasions when members of the club (Athletes, Coaches and Officials) may incur individual financial costs in relation to their attendance at specific events and courses or participation in Athletics more broadly.

In these instances, the member may make an application to the club for financial support towards the cost of attendance or participation of such an event where the club's travel expense policy is not suitable.

The amount of financial support available to any individual in a 12-month period is £300 although the Committee will determine the appropriate support based on assessing each individual application on its merits.

All requests will be subject to committee scrutiny and considered independently of previous requests. There is no obligation on behalf of the committee to accept any applications and the decision of the committee is final. All decisions will be communicated to the club member by a member of the committee or a nominated employee of the club in a timely manner.

In most case, Members are expected to initially fund the activity themselves*. Where an application for support is accepted, the awarded amount will be paid directly to the member, once the committee is satisfied that the benefit to the club has been realised but no more than 12-months from the approval date.
*Where an applicant is unable to fund the activity themselves without the support of the club, this should be made clear during the application and consideration to up front funding will be made.

Payments will be made by cheque or BACS transfer directly to the member unless the activity to be funded is being wholly funded by the club, in which case we may choose to pay the supplier of the activity directly.

All applications for funding should be made in writing (email acceptable to info@cardiffathletics.org) and addressed to 'The Committee of Cardiff Athletics' and where possible submitted at least one month before the event takes place to allow for consideration.

Applications should include:

- **Name of applicant**
- **Amount of support being requested**
- **Cost of activity to be supported**
- **Benefit to Cardiff Athletics resulting from the activity**
  (As an example, the club would expect a member who obtains a coaching or officiating qualification as a result of the support offered, to actively coach or officiate on behalf of Cardiff Athletics for at least 12 months following qualification)