

Junior Scholarship Policy

INTRODUCTION

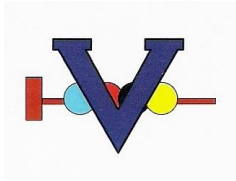
1. Croquet Victoria is committed to recruiting younger members and helping those members to develop to the full limits of their capability.

PURPOSE

2. This policy has been developed to provide a framework for a scholarship program for junior players (those under twenty-one years of age).

POLICY

3. Croquet Victoria will include an amount in its annual budget for a Junior Scholarship Program, such amount to be approved by Council from year to year, initially set at \$5,000.
4. The program is open to players of any mallet sport played under the auspices of Croquet Victoria.
5. The funds within the budget amount may be drawn on by members of the program to defray the cost of travel, accommodation and fees involved in attending coaching courses and suitable tournaments at State level or higher.
6. The costs of an appropriate adult to accompany those under eighteen years of age will also be available under the program.
7. Each program member will be limited to a maximum of one thousand dollars (\$1,000) in any one Croquet Victoria Financial Year. If there are more members in the program than allows for each to draw up to \$1,000, then the maximum amount will be reduced on a pro-rata basis.
8. Selection Committees are, in December of each year, to submit recommendations to CoM of members deemed suitable for inclusion in the Junior Scholarship Program for the following Financial Year (April to March), such recommendations to be in priority order. CoM will review the submissions and in turn make recommendations to Council and appropriate budgetary provision.
9. Clubs are encouraged to advise the relevant Selection Committee of junior members deemed suitable for inclusion in the program who may not have come to the attention of Selection Committees.
10. Claims are to be submitted on the Croquet Victoria Reimbursement Claim Form, available from the Croquet Victoria website, and must be accompanied by Tax Invoices.
11. Expenses reimbursed under Croquet Australia programs are not eligible for further reimbursement from Croquet Victoria.



Junior Scholarship Procedures

INTRODUCTION

1. This paper details the procedures to be followed in the administration of the Croquet Victoria Junior Scholarship program.

RESPONSIBILITIES

2. Selection Committees are responsible for identifying junior (under 21 years of age) players who may benefit from inclusion in the program and advising CoM of their recommendations in December of each year.
3. Clubs are responsible for advising the Chair of the relevant Selection Committee of any junior player that they believe may not have come to the attention of Selectors. This may be at any time during the year, but preferably prior to December.
4. The Croquet Victoria Treasurer is responsible for including sufficient funds in the annual budget to maintain the program.
5. Parents or legal guardians of junior members of the program under eighteen (18) years of age are responsible to advise CoM of the name and Working With Children Check (WWCC) status of any adult, other than themselves, who may accompany that junior member.
6. CoM is responsible for ensuring that any adult, other than a parent or legal guardian, accompanying a junior member of this program under the age of eighteen (18) years holds a valid and current WWCC.

PROCEDURES

7. Once advised by the relevant Selection Committee of junior players recommended for inclusion in the program, CoM is to formally invite such players to join the program. A template for this is attached at Annex A.
8. The player is to return the completed data sheet (attached at Annex B), signed by themselves, and their parent or legal guardian if under eighteen (18) years of age.
9. Claims for reimbursement are to be submitted, along with relevant tax invoices, to the Croquet Victoria Administrator on the template attached at Annex C.

**Annex A to
Croquet Victoria Junior Scholarship Procedures
Invitation to join program**

Dear

It is with pleasure that I advise that the Association/Golf/Gateball* Selection Committee has recommended that you be included in the Croquet Victoria Junior Scholarship Program.

The program is designed to offset some of the expenses incurred in your development as a player. The program is funded each year in the Croquet Victoria budget and members are entitled to claim up to \$1,000 per annum or such lower amount that may be advised.

Expenses that are appropriate to claim are for travel and accommodation fees necessary for advanced coaching or entry into appropriate State or National level tournaments, for which entry fees may also be claimed. If you are under eighteen (18) years of age, the expenses of an appropriate adult are also eligible for reimbursement. Reimbursement for travel and accommodation fees requires provision of Tax Invoices, travel by private motor vehicle will be in accordance with the normal Croquet Victoria practice of 10 litres/100 km travelled at the price shown on the provided fuel tax invoice.

If you wish to accept this invitation, please complete and return the attached data sheet signed by yourself and, if you are under eighteen (18) years of age, by your parent or legal guardian.

Yours truly

Secretary

Attachment: Member Data Sheet

**Croquet Victoria Junior Scholarship Program
Member Data Sheet**

Player's contact details:

Name:

Address:

Phone (home):

Mobile:

Email:

Next of Kin contact details:

Name:

Address (if different to players):

Phone (home):

Phone (work):

Mobile:

Email:

Proposed program for which reimbursement will be claimed:

(eg. Event, dates)

Croquet Victoria Junior Scholarship Program

Reimbursement Claim

Name:

Claim for: (event details, coaching, etc)

Entry/Coaching Fee: \$

Travel (public transport, incl plane): \$

Travel (private vehicle): km

Accommodation: \$

I certify that I attended the event or received the coaching and paid the amounts for which I am claiming reimbursement. I have attached copies of all relevant tax invoices. If under eighteen years of age, this claim also includes relevant expenses of the responsible adult that accompanied me.

Bank details for reimbursement:

Account Name:

BSB:

			-			
--	--	--	---	--	--	--

Account Number:

--	--	--	--	--	--	--	--	--	--

Signed:

Date: