

## Junior Scholarship Policy

### INTRODUCTION

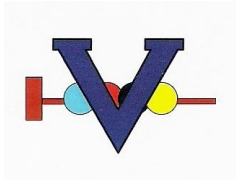
1. Croquet Victoria is committed to recruiting younger members and helping those members to develop to the full limits of their capability.

### 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.