



Inverness Canoe Club is a Scottish Charitable Incorporated Organisation (SCIO) regulated by the Scottish Charity Regulator (OSCR), Scottish Charity number: SC048709'

INVERNESS CANOE CLUB FUNDING POLICY July 2024

FINANCIAL SUPPORT for Trainee and Qualified Volunteer Coaches/Leaders

PURPOSE

Qualified coaches and leaders are essential if the Club is to run led trips, offer training or organise other events on the water, and is thus a key means of the Club meeting its charitable goals. The Club aims to support instructors, coaches and leaders gain CPD (continued professional development) and keep their qualifications up-to-date and also to support those who aspire to gain instructing, coaching and leading qualifications and use them to the Club's benefit. Qualifications will need to reflect the Club's priorities and will be subject to the availability of funding.

FINANCIAL SUPPORT for Board Members and Officers of the Club

PURPOSE

Training is also required for the officers of the Club to enable them to carry out their roles in accordance with UK wide guidelines for Sports Clubs (see Standards for Deployment). This applies particularly for those in the Safeguarding and Safety roles, but all Board members will be required to have done, for example, minimum safeguarding training. The Board believes this is of importance for the safe and effective running of the Club and that, therefore, all requisite training costs should be covered in full.

Support for Paddlesport Instructor, Leadership and Coaching qualifications/CPD

1. Support towards the direct costs of any training or updates is available up to a maximum of £200 per calendar year. Additionally, support will be limited to 40% of direct costs only. This includes support for First Aid.
2. Recipients should have been actively involved with the Club activities or volunteering for 6 months before applying.
3. Support is only available for applicants who have been paid up members of Inverness Canoe Club for at least 6 months.
4. The Club requires applicants to seek funds from other sources where this is available. This reduces the funding burden on the Club and supports uptake of national and regional funding schemes.
5. Financial support to applicants will be offered by the Inverness Canoe Club (ICC) only following approval by the Board and is entirely discretionary.

6. It is expected that all recipients will assist with local events or coaching courses to the general benefit of ICC and provide 12 days (or equivalent) volunteer time within 2 years of receiving a grant.

Additional

7. Applications will be considered on their individual merit and based on the benefit that the proposed training or updates will have to the Club. This will include ensuring there is a balance of spend across the disciplines.
8. Applications will be informed by an annually refreshed training and development plan setting out priorities approved by the Board, and be supported by an annual training budget for the financial year. Once this budget is exhausted, all applications will be deferred until the following year.
9. All applications and their outcome will be recorded by the Treasurer. Successful recipients will be expected to log their coaching/leading hours and submit this to the Treasurer once complete.
10. Funding will only be awarded for direct training costs and not additional expenses such as registration, transport, accommodation or certification.
11. Applications must be submitted to the Board on the current funding application form. Applications should ideally be made at least 6 weeks ahead of any training or assessment.
12. ICC may ask for reimbursement of support if a recipient of an award subsequently resigns from membership of ICC within two years and/ or if they have not completed the expected leading/coaching hours.
13. The payment of the grant will only be processed on submission of proof of purchase i.e. receipt or receipted invoice.
14. If straightforward, the grant will be made directly to the applicant, by the Treasurer, with approval of one other Board member and following the submission of the necessary evidence of expenditure. If an application does not obviously fully meet the criteria, or is in another way exceptional, then the ICC Board will seek the opinion of the relevant Discipline Specific Lead before approving an award.

Support for Board Members and Officers of the Club

1. Support will be available for 100% of direct costs of the training required for Board members and officers of the Club.
2. It is still desirable for alternative sources of funding to be explored where possible (e.g. from Paddlesports governing body), in order to reduce the financial burden on the Club. However, it is recognised that this training is primarily of direct benefit to the Club rather than the individual, so there is an expectation that the Club will meet full costs.
3. Examples of training include safeguarding training for board members and, at a more intensive level, for the Safeguarding Officer and risk management and event management training for the Safety Officer.
4. The procedure for applying will normally be to contact the Club chairperson, Secretary or Treasurer in advance and for the Board to confirm funding ahead of any training. Extenuating circumstances may allow a retrospective application where there is good reason. Decisions to fund any training should be minuted.
5. There is no claim form, but receipts should be submitted. Payment will normally be when the training is complete, although the Club may also fund the training direct.

SUPPORTING INFORMATION

OTHER FUNDERS

There are a wide range of Paddle UK paddlesport qualifications, including those aimed at coaches and leaders, offered through Paddle Scotland, as our home nation governing body. All of these are regulated by Paddle UK and are offered across the British Isles. Some support is available from both external sources and the ICC towards achieving these if the aim is to use these to benefit others in a voluntary capacity. There are also a number of personal performance and personal safety awards: generally speaking these do not attract external support, nor, generally, does the Club provide financial assistance towards them.

Funding assistance is available for coach and leader awards through Paddle Scotland. You can find out further information at <https://www.canoescotland.org/coaching-and-leadership/funding-support>. Details of the various awards and requirements for assessment are given [here](#).

Funding is available for both leadership and coaching from Highlife Highland. For information on funding from Highlife Highland see <https://www.highlifehighland.com/sport/coach-education-grants/>. Highlife Highland will expect the ICC to have also offered support.

It is important to apply for funding in good time.



Application Form

Financial Support for Paddlesport Instructor, Coaching and Leadership qualifications

Completed forms should be sent to the **Treasurer**. Applications should be made with reference to the ICC Funding Policy - Financial Support for Trainee and Qualified Volunteer Coaches/Leaders.

Name of Applicant:

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Date of Application:

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Date of Birth (if under 18):

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Address:

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Post Code:

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Phone:

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Email:

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Details of External funding applied for/received:

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Discipline (White Water Kayak, Sea Kayak, Canoe, SUP, Touring etc.):

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Award Sought:

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Purpose of Award:

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Activity Type (Training, Prerequisite, Assessment, CPD):

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Total Activity Cost: £

Funding Sought: £

Other organisations approached for funding:

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Anticipated Timescale to Achieve the Award Sought:

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I agree that if my application is successful:

- I undertake to assist with local events or coaching courses to the general benefit of ICC and provide 12 days (or equivalent) volunteer time within 2 years of receiving this grant. I understand that if I am unable to meet this undertaking then the ICC may ask for any funding provided to be returned to the Club.

Signature of Applicant (or parent Guardian if under18):

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Print Name:

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Date:

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Applicants Bank Details

BANK

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SORT CODE

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ACCOUNT NUMBER

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