



Introduction

Wett Ones are dedicated to being an inclusive club, accessible by all who share a love of swimming and who meet the skill-level requirements for joining. In support of our dedication to inclusivity, Wett Ones create an environment that does not limit participation in any events for our members.

1. Purpose of the policy

The purpose of this financial assistance policy is to establish a framework to support Wett Ones members who are experiencing financial difficulties and to allow them to participate in club activities. This policy outlines the guidelines and procedures for members to apply for financial assistance from the club.

This policy is intended for swimmers who wish to be active members of the club by training at least once per week. It is not intended to provide assistance to swimmers who do not train regularly with the club.

2. Eligibility Criteria

Any Wett Ones member is eligible to apply for financial assistance if they feel certain financial difficulty or hardship impacts their ability to participate in club activities.

Examples of financial difficulty or hardship may include (but are not limited to):

- (a) Possession of a current (at the time of the application) Australian Low Income Health Care Card
- (b) Recent unemployment
- (c) Low income
- (d) Refugee status

Members must submit an application containing a brief summary of the required assistance and any supporting documentation (see Section 5 'How to Apply').

The Wett Ones Committee (the **Committee**) serving at the time of the application will be responsible for administering this policy and processing the applications (as detailed below).

3. Available Assistance

Financial support is available to cover the costs of the following:

- (a) Membership fees for the club and/or Masters Swimming NSW (MSNSW)
- (b) Training fees
- (c) Pool entry
- (d) Uniform costs



- (e) Race and carnival fees
- (f) Travel and accommodation costs associated with events such as carnivals
- (g) Participation in club events such as the Mardi Gras float or annual social events

Members may request support for other items not listed above. These requests will be considered on an as needed basis.

Financial support will not be considered for costs not directly related to club activities, such as public transport or private vehicle costs.

Approved requests for financial support will be valid for up to one (1) calendar year unless otherwise indicated to the applicant, and will be reviewed on a regular basis by the Committee.

4. How to Apply

To apply for financial assistance, you will need to submit an email to the President (president@wettones.org) briefly outlining the following:

- Circumstances of the hardship
- Amount of funding requested/costs for which funding is being requested
- Any supporting documentation relevant to your application. E.g. a scanned copy of a Low Income Health Card
- Contact details including an email and phone number so you can be contacted during the assessment period

A member of the Wett Ones Committee may need to contact you if additional information or evidence is required in order to support your application.

Should you have any questions about your application, please contact the President (president@wettones.org) promptly to ensure that your query can be reviewed without delay. See also Section 6 'Important Dates' for certain deadlines that may be relevant to your application.

5. Assessment Criteria and Process

The decision to offer financial assistance is solely at the discretion of the Committee and may result in all, part or none of the amount requested by the applicant being made available.

Due to the sensitive and individual nature of these applications, the assessment criteria remain broad, however, general criteria are as follows:

- Applications will be assessed on an as-needs basis, rather than first-come, first-served basis
- All applications will be assessed on a case-by-case basis by the Committee and will be handled confidentially

Successful and unsuccessful applicants will be notified via email from the President as soon as practicable following the decision. The Committee will aim to provide a decision and instructions on the subsequent process within four (4) weeks from the time of the application.



In some cases (such as MSNSW Membership Fees), the Committee may request that the applicant make a payment using their own funds, and the Committee will subsequently reimburse the applicant.

Applicants who wish to dispute the decision or the assessment process should contact the club President (president@wettones.org) in the first instance.

- The Committee will endeavour to respond to your dispute within two (2) weeks
- Due to the confidential nature of these applications, the Committee is unable to provide any club member with any information regarding another member's application.

6. Important Dates

To allow the Committee sufficient time to process an application and reach a decision, members should note the following:

(a) **Membership fees**

MSNSW requires that membership fees must be paid by the first of January each year. Members who have not paid membership fees will not be able to train in any of the training sessions or compete in competitions. The Committee asks that any Members planning to train within the first week of January of the following year submit any applications for assistance with membership fees by the 7th of December of the preceding year.

(b) **New Members**

Members can join the Wett Ones at any time during the calendar year and are required to pay a full year's membership fee at the time of joining. Applications for financial assistance for an applicant wishing to join mid-year will require up to three weeks processing time and the applicant will not be able to swim (beyond the three free trial swims) until membership has been paid in full. Please keep this in mind when applying for financial assistance for membership fees.

(c) **MSNSW and other Wett Ones events**

Members are provided with advanced notice of club events, including MSNSW carnivals. Members applying for assistance for a club event or MSNSW events and carnivals, should lodge their application at least three (3) weeks in advance of the event.

Members wishing to lodge an application less than three (3) weeks in advance of a club event should not feel excluded from doing so, however, the Committee cannot guarantee that the assistance will be made available in advance of the event.

7. Handling of Personal Information

Wett Ones respects the privacy of all applicants and will request only the relevant personal information necessary to assess the application.



Applications will be handled confidentially. Only the following members of the Committee will have access to the information regarding the applicant's identity and only for the purposes stated below:

- (a) The President, who shall receive and process each application
- (b) The Treasurer, who shall process any relevant payments, either as a direct payment or a reimbursement to the applicant, as applicable
- (c) The Committee member responsible for sponsorship and fundraising, who may act as a liaison to the applicant and request additional information or update the applicant on the status of the application and any further steps required to be taken.

The Committee will be advised about the overall nature of an application and be provided anonymised information for the purpose of assessing an application. Relevant information will be limited to: the number of applications, the amount and nature of the assistance being applied for and the total amount of financial assistance proposed to be granted. The overall funds sponsored by the club are also reflected in the Treasurer's monthly report (presented at each Committee meeting) and the annual financial reports.

Should there be a need to deviate from this process, the President will obtain the applicant's prior written consent (via email) before disclosing any additional or personally identifiable information with the Committee.

Version	Description of amendments	Approved by	Date
1	Adoption of Policy	Luca Alessi	25 Aug 2022