**PAC-Tri funding policy**

As a club, we occasionally get asked if we would help club members gain professional coaching qualifications. We have recently updated the process for applying for funding to make it more transparent to club members and to ensure the club gains benefit from such funding.

The process for applying for funding is set out below and if you feel having read the process that you could be eligible, you can ask for an application form via Pat Garland using the club email address - info@pac-tri.com.

It’s also worth noting that other professional organisations offer funding to club volunteers where appropriate (British Cycling for example), so it may be worth exploring these options as well.

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PAC-Tri funding policy

The following policy details the process for managing requests for funding by individuals or groups.

* Any funding requests will only be considered if the individual has been a member of PACTri for at least one year.
* Any funding requests will only be considered if the individual is volunteering to support members of PACTri with their triathlon improvement on an ongoing basis.
* Each individual/group needs to complete a ‘Request for PAC-Tri Funding’ form. The request will be reviewed by the committee and a decision to approve the funding or reject the funding will be made.
* The document requests the following:
	+ Details behind the reason for the request for funding.
	+ The benefit the club and club members will get from the funding.
		- *Including specific coaching events (over and above those required to gain the qualification) that PACTri members can attend.*
		- *Additional support over and above the specific coaching sessions that would benefit PACTri members.*
	+ The date the course begins and ends.
	+ If the funding is rejected, the reason why this has happened.
* If the request is approved, PAC-Tri will fund 50% of the training up to the value of £200 (where funds allow).
* If approved, the payment will be made once the training has been completed so applicants will need to fund the training themselves at the start of the course.
* Once the training has been completed the treasurer needs a receipt/invoice plus evidence that the training has been successfully completed.
* It is important to note that the benefit the club expects to see, is over and above any training/coaching required as part of the training course.

Policy agreed February 2017