

CROQUET NSW

JUNIOR DEVELOPMENT AWARD PROGRAM

Effective 27th March 2018

Date	Revision History
15 th Dec 2016	Compiled from various sources
21 st Dec 2016	Approved by Board
9 th Jan 2018	Member Data Sheet and Reimbursement Claim Form included as attachments and Procedures Section edited to reference them. Distributed to Members 16 th January 2018 and effective from Tuesday 13 th February 2018
23 February 2018	Addition of Review period and date

Review Period
Every 3 years
Review Dates
2021



CNSW Junior Development Award Program

INTRODUCTION

CNSW is committed to assisting the recruitment of younger members and helping those members to develop to the full limits of their capability.

PURPOSE

This policy has been developed to provide a framework for a Junior Development Award Program for junior players (those under twenty-one years of age).

POLICY

1. CNSW will include an amount in its annual budget, which commences on 1 July each year, for a Junior Development Award Program. Such amount to be approved by the Board from year to year, initially set at \$3,000.
2. The program is open to players of any mallet sport played under the auspices of CNSW.
3. 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.
4. The costs of an appropriate adult to accompany those under eighteen years of age will also be available under the program.
5. Each program member will be limited to a maximum of one thousand dollars (\$1,000) in any one CNSW Financial Year. If there are more members in the program than allows for each to draw up to \$1,000, then either the maximum amount will be reduced on a pro-rata basis or the Board may at its discretion increase the amount available.
6. Selection Committees are, in March of each year, to submit recommendations to the Board suggesting Junior Members who are considered suitable for inclusion in the Junior Development Award Program for the following Financial Year, such recommendations to be in priority order. The Board will review the submissions and in turn advise the Selection Committees and make appropriate budgetary provision.
7. An award may be for a specific event or for a specified length of time.
8. 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.
9. Claims are to be submitted on the CNSW Reimbursement Claim Form, available from the CNSW website, and must be accompanied by Tax Invoices.
10. Expenses reimbursed under Croquet Australia programs are not eligible for further reimbursement from CNSW.



CNSW Junior Development Award Program

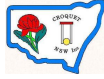
RESPONSIBILITIES

1. Selection Committees are responsible for identifying junior (under 21 years of age) players who may benefit from inclusion in the program and advising the Board of their recommendations each March.
2. Clubs are responsible for advising 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 March.
3. The CNSW Treasurer is responsible for including sufficient funds in the annual budget to maintain the program.
4. Parents or legal guardians of junior members of the program under eighteen (18) years of age are responsible for advising the CNSW Secretary of the name and Working With Children Check (WWCC) status of any adult, other than themselves, who may accompany that junior member.
5. CNSW 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

1. Once advised by the relevant Selection Committee of junior players recommended for inclusion in the program, the CNSW Secretary is to formally invite such players to join the program.
2. The player is to complete and return Attachment 1 – Member Data Sheet, signed by themselves and their parent or legal guardian if under eighteen (18) years of age.
3. If the award is not for a specific event the player is to inform the Secretary how the award is to be used.
4. Within three weeks of completion of an event or program the player is to provide a report to the CNSW Board.
5. Claims for reimbursement are to be submitted on Attachment 2 - Reimbursement Claim along with relevant tax invoices, to the Office, CNSW.

END



CNSW Junior Development Award Program

Attachment 1 - Member Data Sheet

Player's contact details:

Name:

Address:

Phone (home):

Mobile:

Email:

Next of Kin contact details:

Name:

Address (if different to players):

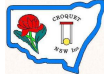
Phone (home):

Phone (work):

Mobile:

Email:

Proposed program for which reimbursement will be claimed (eg. Event, dates):



CNSW Junior Development Award Program

Attachment 2 - Reimbursement Claim

Name:

Claim for: (event details, coaching, etc)

Entry/Coaching Fee: \$

Travel (public transport incl airfare): \$

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:

Bank BSB No:

Account No:

Signed:

Date: