

HARDSHIP POLICY

1 INTRODUCTION

The Mazenod Old Collegian Football Club (MOCFC) is committed to fair play, creating an inclusive and positive environment both on and off the field. In support of our commitment to inclusivity, the Club provides an environment that enables as many players as possible to enjoy the game.

2 PURPOSE OF OUR POLICY

The purpose of this Policy is to facilitate the playing of football by players who might not otherwise be able to due to financial difficulties. The Policy's financial support is to establish guidelines and procedures for players experiencing financial hardship to help ensure every player can participate equally.

3 ELIGIBILITY CRITERIA

To be eligible for consideration for financial support you should possess an Australian Low Income Health Care Card that is current at the application date. If you do not possess an Australia Low Income Health Care Card but believe you are a candidate for financial support, please provide a summary and relevant supporting documentation in your application.

4 AVAILABLE ASSISTANCE

The Policy's financial support is designed to cover the following:

- Reduction in fees to be paid by the applicant (part or total)
- Payment of fees by instalments
- In exceptional cases, funding may be provided to cover purchase of compulsory personal playing equipment

The Financial Hardship support is not designed to support the following:

- Travel expenses (public transport fares or petrol)
- Additional equipment or uniform other than the items nominated above (eg. footballs, MOCFC merchandise etc)

Financial Hardship support is offered subject to funding and the receipt of worthy applications.

5 HOW TO APPLY

To apply for financial support, you need to:

- Submit a letter no longer than one A4 page to the Club by email to treasurer@mazenodfc.com.au briefly outlining the following:

- Circumstances of hardship
 - Amount of funding requested
 - Any supporting documentation relevant to your application. e.g. a scanned copy of your Low Income Health Card
 - An email/phone number you can be contacted on during the assessment period (see Section 8 for details)
- Be prepared to attend a brief interview/phone call with the Treasurer in the case that additional information/evidence is required to substantiate your application.
 - Should you have any questions about your application please contact treasurer@mazenodfc.com.au at least five (5) days prior to the deadline to ensure your query can be dealt without delaying the submission of your application

6 ASSESSMENT CRITERIA AND PROCESS

The decision to offer financial support is solely at the discretion of the MOCFC Executive Committee and may comprise all or part of the amount requested by the applicant.

Due to the sensitive and individual nature of these applications, the assessment criteria remain broad. However general criteria are provided below:

- Applications will be assessed on a needs basis, rather than a first-come, first-served basis;
- All applications will be assessed on a case-by-case basis by a subcommittee consisting of the President, the Treasurer, and one Vice President (Football) of the MOCFC Executive Committee;
- Successful and unsuccessful applicants will be notified in writing within three (3) weeks of the close of applications;
- Should you have any issues regarding the assessment process please contact treasurer@mazenodfc.com.au. We will endeavour to respond to you within two (2) weeks. Due to the sensitive nature of these applications, we will be unable to provide any information on other applicants' submissions.

7 DATES AND DEADLINES

Date	Activity
Three (3) weeks prior to "On Time" MOCFC subscription deadline	Closing date for all applications
Three (3) weeks after "On Time" MOCFC subscription deadline	All applicants notified of outcome

8 HANDLING OF PERSONAL INFORMATION

The Club respects the privacy of all applicants and will request the minimum of personal information necessary to assess the validity of the application. It is intended that only the following members of the MOCFC will be privy to the applications:

- Treasurer who shall receive and process each application;
- President and a Vice President (Football) who will meet with the Treasurer as a subcommittee to review each application.

The broader MOCFC Executive Committee will be advised about the overall decisions made in respect to this policy. The nature of this information will be limited to the number of applications and the total amount of support distributed.

Should there be a need to deviate from this process the applicant will be informed, and consent requested prior to the distribution of any personal information more widely.