

# Personal Athlete Financial Support Policy

**Owner:** Performance Team Directors

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## 1. Policy Statement

The Western Australian Institute of Sport undertakes a responsibility to provide personal financial support to its Podium, Podium Potential and International class athletes who are experiencing financial hardship at a time in their competition year that is placing their training for, and/or performance in, international events in jeopardy.

## 2. Standards

- 2.1 Personal Athlete Financial Support (PAFS) is available to WAIS scholarship athletes classified as Podium, Podium Potential or International..
- 2.2 The athlete must demonstrate a planned approach to their personal financial circumstance for their competition year. A PAFS Plan must be completed by the athlete in conjunction with the coach at the beginning of the financial year. IASP athletes will meet with the appropriate Performance Team Director (PTD)
- 2.3 In the case of an unplanned or sudden change of circumstance, it is the athlete's responsibility to inform their head coach or PTD (for IASP athletes) and ACE Advisor of any major financial implications.
- 2.4 The athlete must adhere to the PAFS application process and provide all necessary documentation, allowing sufficient time frame for assessment
- 2.5 The athlete must have exhausted all other avenues to personal financial support including government allowances, NSO/AIS funding and other scholarships.
- 2.6 The athlete must demonstrate they are currently adhering to all the requirements of their scholarship
- 2.7 The amount of PAFS awarded is based on the individual circumstance of the athlete as per the information detailed in the PAFS General Information Form.
- 2.8 An athlete who has misused their PAFS may be in breach of the WAIS Athlete Code of Conduct and will be liable for sanction under the code.

## 3. Process

### 3.1 Planned Approach

- 3.1.1 As part of the budget process all Podium, Podium Potential and International class athletes, together with coaches must complete a PAFS Plan located in the Athlete Performance Enhancement Plan (APEP)
- 3.1.2 If the coach and athlete identify a possible financial issue then the athlete is referred to the ACE counsellors who assists the athlete to complete a Financial assessment
- 3.1.3 On completion of the PAFS Plan and the Financial Assessment the ACE counsellor meets with the PTD and discusses the available options including NSO, SSO, WAIS, DSR or other scholarships.
- 3.1.4 If there is still a financial issue the athlete completes a PAFS application form
- 3.1.5 The ACE counsellor submits the form to the PTD for endorsement.
- 3.1.6 The ACE counsellor sends a recommendation to the ED
- 3.1.7 WAIS Executive Director informs ACE counsellor of application outcome.
- 3.1.8 ACE counsellor informs athlete, Head Coach, and the PTD.
- 3.1.9 ACE counsellor to raise appropriate payment forms and complete the process with the Finance Officer

### **3.2 Unplanned Approach**

- 3.2.1 Athletes must apply for PAFS as soon as major financial circumstances change. There is no limit to how many application form changes take place.
- 3.2.2 Athlete to inform Head Coach, PTD and ACE Advisor immediately of the change of situation.
- 3.2.3 Athlete to complete a PAFS Application Form, revised PAFS Plan, and PAFS Financial Assessment, based on change of situation. Information on possible NSO and/or WAIS financial contributions to be sought from Coach or PTD. Submit form to ACE Advisor.
- 3.2.4 ACE Advisor to submit PAFS Recommendation: firstly to PTD for comments/approval, then to the WAIS Executive Director.
- 3.2.5 WAIS Executive Director to inform ACE advisor of application outcome. ACE advisor to inform athlete, Head Coach, and the PTD.
- 3.2.6 ACE advisor to raise appropriate payment forms.

## **4. Eligibility Criteria**

Eligibility guidelines are used to assess each application with consideration given to the athlete's scholarship status, financial circumstances, employment status and living arrangements.

Each application is viewed in isolation with all contributing variables taken into account. The application form will involve a ranking system that will be used by WAIS to determine the priority of the application.

Athletes may be required to attend an interview with WAIS regarding their PAFS application and management of financial assistance.

Athletes granted PAFS are not required to submit receipts or reimbursement statements.

## **5. Athlete Appeal**

An unsuccessful applicant may request further consideration of their application but must first discuss it with the ACE Advisor. The ACE Advisor will assist the athlete to understand the application and appeal process and the written requirements necessary to complete their appeal.

5.1 Grounds for appeal against decisions are:

- 5.1.1 the decision was unreasonable or unfair having regard to the facts of the application;
- 5.1.2 the decision was subject to an administrative error; or
- 5.1.3 the decision was subject to personal bias or ill will.

5.2 An athlete may not appeal:

- 5.2.1 against the actual amount of the contribution; or
- 5.2.2 against the timing of the contribution

5.3 An appeal must be in writing and include:

- 5.3.1 the athlete's name and contact address
- 5.3.2 the decision appealed against;
- 5.3.3 the grounds of appeal;
- 5.3.4 whether the athlete wishes to appear in person and the nomination of any representatives that they wish to have accompany them; and
- 5.3.5 the names of any witnesses the applicant intends to call upon.

The appeal must be lodged with the ACE Coordinator no later than fourteen (14) days of receiving notification of the decision which is appealed against.

The ACE Coordinator will, within five (5) working days of receipt of the appeal, provide the applicant with written acknowledgement of receipt and advise the date and venue for the hearing of the appeal. The appeal will be heard no later than (10) working days from the date it is received.

The Appeal Committee be chaired by the ACE Coordinator or nominee. Members consist of the WAIS Executive Director and a PTD. The Chair or nominee shall notify the applicant in writing of the outcome of the appeal within fourteen (14) working days. The decision of the Appeals Committee shall be final.

## **6. Policy Limitations**

The PAFS Policy assumes complete honesty on the part of the athlete applicant.