



Lakeland Canoe Club

Policy for support for members seeking coaching and leadership qualifications.

Policy

1. LCC actively encourages members to gain recognised qualifications in coaching and leadership. Increasing the numbers of coaches and leaders in the club in turn increases the safe paddling opportunities for members.
2. Cumbria Canoeists (CC) will partly fund such activities; LCC will provide additional support to club members normally up to a level of 66% (CC & LCC) of the costs. Applications will be considered on a case by and basis and may result in funding above or below the 66%.
3. Members receiving funding will be expected to commit to a level of support to the club as a condition of the funding. This will be dependent on the qualification sought.

Procedure

1. LCC will consider applications from those who have been active members of the club for a minimum of 12 months. (Taken part in at least 6 on the water calendar events in the previous 6 months)
2. Procedure for applications for greater than £100
 - a) Applicants shall complete the application form on the Cumbria Canoeists website <https://www.cumbriacanoists.org.uk/bursaries--funding.html>
 - b) Applicants shall provide a copy of the application to the Secretary LCC
 - c) The Secretary LCC shall convene a review with the LCC Management Committee
 - d) If the application is successful, the Secretary LCC shall prepare the required letter of support to CC
 - e) When the level of funding from CC is known (maximum £100) the Management Committee shall decide on the level of additional funding to be provided.
 - f) The applicant shall be informed of the level of funding to be provided and the support commitment expected in return.
 - g) If the applicant and the Management Committee agree, LCC funds shall be transferred.
3. Procedure for applications for £100 or less.
 - a) Applicants shall provide details of the required funding to the Management Committee.
 - a) The applicant shall be informed of the level of funding to be provided and the support commitment expected in return.
 - b) If the applicant and the Management Committee agree, LCC funds shall be transferred.



4. Should the applicant fail to complete the course a full refund of the fees is required unless appropriate justification is provided to the LCC Management Committee.
5. All funding and refunds will be at the discretion of the LCC Management Committee.

Revision History

Version	Date issued	Reason for revision
1	4 th Dec 2020	First version
2	5 th Sept 2023	Addition of simplified process for requests less than £100. Clarification that the 6 events attended should be "on the water" events