

KENT ARCHERY ASSOCIATION

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POLICY

AWARDS ASSESSMENT

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INTRODUCTION

Running a sports club can be a time-consuming and expensive pastime; we all want to improve our clubs, but at the same time we need to keep membership fees as low as possible. Increasingly sports clubs are being viewed by government and the health profession as a necessary and desirable link in improving the general health of the population; sport is in the political arena.

Archery in particular is becoming popular in schools as an alternative to the conventional team sports, that many students find uninteresting or even alienating; national and local government are both looking to increase such participation and to keep it going into adulthood.

Sport has therefore become an instrument of public policy and this has resulted in an increase in the amount of public money available to develop 'minority sports' like archery.

Increasing numbers of high profile events attract the general public into participation – many may only flirt with sport briefly, but some stay and become regular participants. This increases the pressure on clubs to grow and on sport governing bodies to set up more clubs. This increased demand can also give rise to local funding requirements, so national and local governing bodies are encouraged to provide development assistance, often in the form of cash grants for particular projects aimed at increasing participation by particular age groups or improving facilities.

As required standards become ever higher, the financial burden of pursuing qualifications for judges, coaches and administrative volunteers become greater; as much of this cost is to the ultimate benefit of members and competitive archers, it is becoming more common to seek financial support from clubs, county/regional associations or elsewhere.

Then there is the cost of training and competing, which can become substantial for any athlete with an eye to reaching the top of their sport; as international standards continue to rise, so too can the cost of aspiring to that standard. Athletes are increasingly reliant on awards to help fund these costs.

It is therefore unsurprising that county associations are increasingly involved in the awards process, either as providers of funding or by inclusion in an approval process for funds provided from other sources.

This policy has been formulated to provide guidance for applicants and the County Association alike, to ensure that the Association's role is understood and the entire process is as transparent as possible.

However, it is important to note that no policy or process can:

- completely remove all elements of subjectivity in judging an application, or
- anticipate all of the possible situations that might give rise to an application.



SCOPE

Within the context of this policy, the following meanings shall apply:

- “award” shall include “grant” and shall refer to the discretionary provision of money, goods or services, or any combination thereof, for which repayment or return is not a condition.
- “the Association” shall be understood to include any elected or appointed officer of the KAA, whether or not that officer is acting on behalf of or with the knowledge of the KAA.

Normally the Association will only become involved in awards directed to its members and/or Associated Clubs. The Association may, however, agree to provide advice and guidance to funding bodies interested in providing archery facilities to non-members, where this is expected to benefit the development of the sport as a whole.

The following are outside the scope of this policy:

- repayable loans,
- any award that is dependent solely on the outcome of a competition or series of competitions,
- any presentation made with the sole aim of rewarding past achievements or service,
- contribution toward the administrative costs of a development scheme,
- reimbursement of out-of-pocket expenses to officers or members of the Association.

General Principles

No officer of the Association shall take any part in supporting or approving an application for an award, where the beneficiary of that award is that same officer or any person or club with which that same officer has a direct relationship (e.g. a club of which he is a member or where he frequently participates, a person with which he has a personal or coaching relationship).

Where the Association is required to provide *any form of input* for an award to an individual that is based primarily on actual or potential shooting performance, the Association will be entitled to:

- consider only those members from whom it has received recent score returns;
- at its discretion, seek similar information from other members and consider them;
- seek advice from third parties to determine whether a member’s actual or potential performance complies with award criteria.

Where the Association is required to provide any form of input for an award to a club or other organisation, the Association will be entitled to request suitable supporting documentation from that club or organisation, such as (but not limited to) project plan, business plan, current constitution, recent verified accounts and evidence of balances in bank accounts.

AWARDS ASSESSMENT PANEL

Most external awards require no involvement from the Association and most of the rest consist only of checking factual content; however there are a small number of awards where the Association makes a nomination, provides a reference and/or needs to determine prospective recipients and/or prioritise between prospective recipients.

Given that some awards can be considerable, it is essential that the way that the Association goes about this is both fair and transparent. Because the deadlines imposed by many awards are very tight, it is frequently not possible to delay until the next scheduled meeting of the Operational Committee and not practical to convene a meeting of quite so many people at short notice.

It is for these reasons that a separate panel can be convened at very short notice. The composition of this panel will be dependent on the type and terms of an award, because it is self-evident that the information required for considering a reward for developing club facilities is intrinsically different from that required for a talented individual performer.

The panel’s purpose, composition and responsibilities are documented in the separate “Terms of Reference – Awards Assessment Panel”.



AWARDS AND GRANTS

Internal

The Association has limited capacity for providing awards from its own funds and for any application to be considered, it must be for a purpose that supports the Association's aims and objectives, as defined in its constitution.

The Association will not provide awards:

- to Associated Clubs that do not specify in their constitution that surplus funds and winding up will conform to the requirements of HMRC's Community Amateur Sports Club status;
- to individuals or organisations that are providing archery as the whole or a part of a business,
- if the purpose of the award does not fall within the Association's constitutional objectives,
- if it is believed that the award might compromise the Association's reputation or tax status,
- to cover expenditure that has already been incurred or committed to.

All awards granted by the Association:

- shall be for a specified purpose and to be used for that purpose within a specified timescale,
- are at the absolute discretion of and require the approval of the Operational Committee and their decision will be binding and final.

The Association reserves the right to require the immediate repayment of an award, if the recipient cannot show that all conditions of that award have been met.

External

There are a wide variety of awards available from Local Government, businesses, charitable organisations, etc. that are looking to support a wide variety of sport functions; they typically include:

- increasing local participation,
- development of community sports clubs,
- increasing and/or improving the coaching support available,
- support for talented performers.

Each funding body has its own application and approval process and there is a considerable variation between them. This process, the way it is administered and the end results of the process remain the sole responsibility of the funding body, whether or not the Association has contributed in any way.

Simple Applications

In most cases it is the responsibility of the individual or club to identify and apply for any available funding or award in kind; the Association will normally only become involved if it is required to:

- confirm the accuracy of an application,
- confirm that the applicant qualifies according to the criteria for the award,
- endorse or provide any form of approval of the application,
- prioritise competing applications,
- provide any form of reference, e.g. that the applicant is trustworthy and/or has the necessary skills to ensure that any associated project will be completed successfully.

If the Association's involvement is only to confirm objective facts stated in an application, then this may be undertaken by any officer who is able to do so. The fact that this has been done must be reported to the Operational Committee at the first practical opportunity.

All other requests will be referred to an Awards Assessment Panel.

Nominations

The Association might be requested to nominate one or more possible recipients of an award or confirm a past recipient for continued receipt of an on-going award. In both cases there is a requirement (whether explicit or implicit) for us to determine who might qualify for the award and to judge between the relative merits of qualifiers. All such requests will be referred to an Awards Assessment Panel.

