



St Austell RFC

St Austell Youth Section Hardship Process (v2)

Reviewed 29TH July 2018

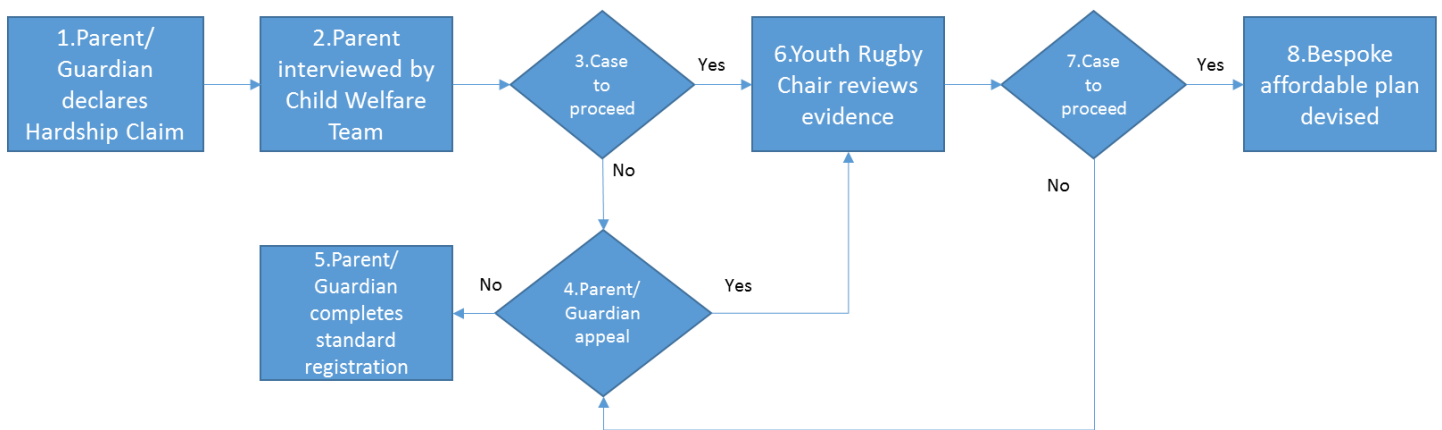


Fig.1 Hardship Assessment Process

The over-arching ethos of the St Austell RFC (STARFC) Youth Section and the reason this process was developed is that no child shall be denied rugby because of a lack of personal funds. Each claim will be assessed on its own merits, with confidentiality and humility. The number of STARFC Youth Section personnel involved in the process will be kept to an absolute minimum throughout.

Supporting Notes for Fig. 1: (Parent/Guardian = PG)

1. The PG must be legally recognised as the Youth Players Guardian.
2. The Hardship Process is strictly confidential. The number of people at this stage should be kept to the PG and a competent member of the Safeguarding Team. The interview should ascertain the basis of the claim and to collect any supporting evidence i.e. proof of receipt of benefits or living assistance such as food banks, home help to cope with disability etc.
3. **Yes:** The Safeguarding team member has gathered sufficient verbal and physical evidence to provide the Youth Chair with a case for review. They should be in no doubt that the application is fraudulent and the evidence should back this up. **No:** Insufficient evidence has been made available, the applicant has refused to provide evidence and the Safeguarding Team member cannot determine whether there is a case or not. The Safeguarding Team member should make a recommendation on any payments to be asked for based on the evidence they have seen and after discussions with the PG on the matter.
4. The PG can appeal should they believe they have provided sufficient evidence by writing to the Youth Chairmen and stating their case. This should be done within 14 days of the original decision not to proceed the case where possible.

5. The PG accepts the decision of the Safeguarding Team member and proceeds to pay the full membership. They may choose not to proceed with registering their child with STARFC and whilst this will be disappointing for the club there should be no doubt that the application has been received and treated appropriately and fairly.
6. Youth Chair will assess the presented evidence and consider the recommendation from the Safeguarding Team member. The Youth Chair could ask for verification from the Safeguarding Team Member or speak directly to the applicant at this stage. This stage should not extend beyond 3 days to ensure there is the minimum stress incurred by the applicant.
7. **Yes:** The Youth Chair either endorses in full the Safeguarding Team member recommendations or makes their own amendments before approving the application. The Youth Chair will inform the Safeguarding Team member or their deputy of their decision and they will inform the applicant they have been successful.
No: The Youth Chair does not believe the application represents a hardship case and writes to the applicant with the reason. The applicant can appeal directly to the Youth Chair, providing reasons and new evidence if they wish.
8. The Youth Chair endorses the Safeguarding Team member's recommendations on any forthcoming payments and terms thereof. The Safeguarding Team member works with the club treasurer to discretely set up any payments arrangements.

No process will ever map the total activities in a situation where each case will be different. This Process relies on it being enacted by suitably trained and experienced officers of St Austell RFC.