

# COVID - 19 EMERGENCY HARDSHIP FUND POLICY

Policy number: EHP001

Version: 001

Drafted by: Monica MacDonald

Approved by the committee on: 04/05/2020

Responsible person (s): President  
Vice President  
Treasurer  
MPO / Complaints Officer

Scheduled review date: 31/ 05/ 2020

## INTRODUCTION

During these unprecedented times of the COVID-19 pandemic APSA Inc. with the approval of the Committee have implemented a COVID-19 Emergency Hardship Fund (The Fund). This fund has been set up with an initial contribution of \$20,000 from APSA Inc with APSA Inc. Members contributing an amount equal to \$30 per member of their Association. In addition APSA Inc. Members may contribute an additional amount that is agreed upon by their committee.

## PURPOSE

The purpose of The Fund is to assist coaches who were financial members of an APSA Inc. Member as of the 1st March 2020 and are experiencing substantial financial hardship due to the impact by Coronavirus (COVID-19).

## POLICY

APSA Inc. will appoint a COVID-19 Sub-Committee comprising the President, Vice-President, Treasurer and Member Protection / Complaints Officer.

The sub-committee will be responsible for:

- implementing and distributing The Fund's application form
- assessing applications
- notifying applicants of the outcome of the assessment process
- ensuring approved applicants receive payment within 7 days of approval
- keeping confidential records of all applicants and outcomes
- advising the APSA Inc. Committee of the total benefits paid at the end of each calendar month

The criteria and any future amendments of requirements of applications for financial assistance will be drafted by the Sub-Committee for approval of the Committee.

Applications will be assessed on the following grounds:

### Category 1

- coaches who have applied for jobseeker and / or job keeper and been unsuccessful in their application,
- in households with NO other source of income, income includes youth allowance, carers pension, income from rental properties, investment funds etc

Category 2

- households with only 1 source of income with priority to families with dependant children under 17 years of age

Category 3

- coaches who do not meet the above criteria but can prove they are experiencing severe financial hardship

Category 4

- coaches who find themselves in need of assistance due to domestic abuse / violence (this assistance may be to help them to relocate, have access to support service or any other means the sub-committee consider in the best interest of the applicant)

Category 5

- coaches who have tested positive with Coronavirus

The sub-committee, under this policy is authorised to approve grants of \$250 up to \$1000.

Category 1 and Category 2:

Grants available: \$250, \$500, \$750, \$1000

Category 3:

Grants available: \$250, \$500, \$750

Category 4:

Grants available: \$250, \$500

Category 5:

Grants available: automatic grant of \$250

The amount to be granted is at the sole discretion of the Sub-Committee.

APSA reserves the right to exercise its discretion in relation to applications.

**PROCEDURES**

Procedures for submission and assessment of applications are referred to in the "Emergency Hardship Fund Procedures" document which forms part of the requirements of The Fund.

**AUTHORISATION**

The Secretary  
4th May 2020



L. KERZMETZOVA

The Australian Professional Skaters' Association Incorporated