

COVID - 19 EMERGENCY HARDSHIP FUND PROCEDURES

Procedures 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

PURPOSE

This procedures policy has been implemented to ensure best practices for the submission and assessment of applications to The Fund as set out in the “Emergency Hardship Fund Policy” during the COVID-19 pandemic.

PROCEDURES

The President or, in the President’s absence, the Vice-President, is to preside as chairperson during any Sub-Committee meeting. The quorum for a Sub-Committee meeting shall be considered met if 3 of the Sub-Committee members are in attendance.

Making of decisions is to be made by a show of hands or any appropriate corresponding method that the Sub-Committee may determine. Decisions of the Sub-Committee will be determined by a majority of the votes of the members of the Sub-Committee. Each Sub-Committee member is entitled to 1 vote but, in the event of an equality of votes on any question or application decision the person presiding may exercise a second or casting vote.

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 grounds as set out in The Fund Policy document.

Applications may be submitted via an on-line application form, email to president@apsa.net.au or hard copy sent to The President APSA Inc, 5/35 Pennant Hills Rd, North Parramatta , NSW, 2151 (P.O Box not used during this period due to COVID-19 restrictions and safe practices).

For those who come under Category 4, the Sub-Committee will set up a safe link that coaches can contact us directly through without any risk to their safety and well being.

All applications received are to be treated with strict confidentiality and in the case a sub-committee member has a conflict of interest, they must remove themselves from the assessment process.

The Sub-Committee will consider each application on an individual bases.

The amount provided to successful applicants is at the sole discretion of the sub-committee and must be in accordance with The Policy.

Applicants are to be assessed within 7 days of receipt of their application and advised of the outcome within 7 days of the determination. Applicants MUST be advised in writing with the reason, except in the case of a Category 4 in which a safe form of communication must be established to not only advise of the outcome of the application but to also ensure their safety and wellbeing and enable the sub-committee to provide any other form of assistance deemed appropriate during this time.

A report must be completed by an appointed member of the Sub-Committee which includes the basis on which the Sub-Committee either approved or declined the application. This report and any notes must be attached to the application and kept as a hard copy for privacy and confidentiality purposes for a period of 5 years.

AUTHORISATION

The Secretary
4th May 2020

The Australian Professional Skaters' Association Incorporated



L. KERZMETZOVA