

## COACH & TEACHER BURSARY PROCEDURE AND CRITERIA

### BURSARY PROCEDURE

- Complete application form with signatures from applicant and club committee member.
- Return form to Swim England West Midlands Office a minimum of 1 week before the start of the face-to-face dates of the course. Late forms will not be considered.
- Receive 'Notification of Bursary' form detailing amount of bursary awarded.
- On completion of course, return 'Notification of Bursary' form to Swim England West Midlands Office. This form must have been signed by the course Tutor.
- All monies will be paid to club via BACS for completed courses.
- **NB: APPLICABLE TO COACH AND SENIOR COACH COURSES ONLY:** 50% of the bursary will be paid to club via BACS after attendance on course with production of 'Notification of Bursary' form and remaining 50% of Bursary will be paid to club via BACS on receipt of the awarding body certificate.

### BURSARY CRITERIA

#### Available to:

- Coaches and Teachers from a club that has a current SwimMark Essential accreditation.

#### Bursaries are limited to:

- Assistant, Coach and Senior Coach courses, all disciplines and including RPL courses.
- Assistant Teacher courses.
- Coach CPD / workshops (to a maximum of £300 per individual course)

#### Bursaries will not be given for:

- Courses already fully funded through another source.
- Non ASA /Swim England courses.
- Helper courses.
- Pre-fundamental courses.
- Travel, accommodation or subsistence associated with the intended course.

#### Other information (please read):

1. **Bursaries will not be paid retrospectively. Forms must be received a minimum of 1 week before the face-to-face start date (or when registered for RPL). Forms received later than 1 week before the start of a course will not be considered.**
2. Applicants must have been a member of the associated club for a minimum of 3 months prior to the course start date.
3. Clubs applying for Bursaries must actively support the activities and competitions run by the Swim England West Midlands. The Region retains the right to reject applications from clubs not supporting these activities.
4. Bursaries are not available to teachers from a Learn to Swim programme that operates as a commercial business, even if linked to an affiliated club.
5. Bursaries are not available to those clubs who cannot demonstrate a need for the qualification or workforce within their SwimMark submissions – Element 1 and/or Element 4.
6. **Applicants must be shown as listed on their clubs personnel record submitted for Element 13 in SwimMark.**
7. If a club loses their SwimMark accreditation before the time of a course starting the region reserve the right to withdraw any or all bursary offered.
8. **Bursaries are limited to a maximum of 50% towards the cost of a coaching course and 25% towards an assistant teaching course.**
9. Bursaries will only be paid on completion of the course, following receipt of the 'Notification of Bursary' form. For Coach & Senior Coach courses 50% of grant aid will be withheld until the production of awarding body certificate.
10. All Bursaries will be paid to clubs through the club secretary, no bursary will be paid directly to the applicant.
11. The Region is not in a position to provide double funding for grant applications. All sources of funding will be taken into account prior to determining the amount of funding awarded.
12. The Region retains the right to offer less than the maximum amount depending on current budgetary constraints.
13. The Region will withdraw the bursary if it is not claimed within 6 months of the course end date.