



11th June 2020

All Junior Club Presidents
Rugby WA Juniors

Dear Club Presidents

COVID-19 – RUGBY UNION HARDSHIP FUND

1. The Rugby WA Juniors Executive are very pleased to announce an offer to all clubs and Junior Community players and families of the release of up to \$50,000 of hardship funding from the Juniors cash reserves for the purpose of supporting families hit hard by the COVID-19 pandemic crisis.
2. This funding is available to provide direct financial support to assist any families facing financial hardship as a result of the COVID-19 pandemic and its impact on their personal and family circumstances. The fund is available specifically and for the purpose of meeting registration fees associated in registering and playing Rugby Union in 2020.
3. The key criteria for the administration of this funding are as follows:
 - A formal application as per the table in this letter is completed and submitted to the respective club.
 - Club leaders make an assessment of their understanding of the situation.
 - Club Leaders submit the application via secretary@rugbywajuniors.com with their confirmation of the situation.
 - The Junior Executive will review all applications and distribute funding according to the request and situation.
 - A family in hardship with multiple players may request support on behalf of more than one player.
 - There is a financial limit of the maximum value of the fees associated with the age grade of the player applying for hardship funding.
 - Applications can be submitted at any time but clubs are encouraged to do this as soon as possible prior to 29th June 2020.
4. We hope you and your club members find this support of value. We seek your assistance in facilitating the review of any applications from your club members through the process outlined above and in the request form attached.
5. We are all excited to have the opportunity to play the game and look forward to recommencing the season for 2020 on the weekend of the 4th of July.

Best Regards Mike Gowdy
President, Rugby WA Juniors

Annex A: Rugby WA Juniors – COVID Hardship Funding Application

PERSONAL IN CONFIDENCE



COVID1- - JUNIORS HARDSHIP FUNDING REQUEST

The table below provides the details for a formal request or financial support to assist in playing Rugby in the 2020 Rugby WA Juniors season.

Serial	Description	Details	Explanation
1.	Rugby Club		Club Name
2.	Family Name		Surname of player
3.	Players Name		This should be the first name of the player(s) as registered or to be registered. Note it can be submitted for multiple players in the same family
4.	Parent's name		1 st name of contact parent/guardian
5.	Parent's contact Ph		Best contact phone if more details required
6.	Parent's E-mail		
7.	Registered Xplorer ID		Provide details from previous registration. If not known leave blank
8.	Age Grade in 2020		
9.	Key Hardship conditions		A description of key aspects of the hardship situation. Loss of job/income. Any other relevant issues that prevent registering to play
10.	Level of \$ funding support		Note this should relate directly to the fees for the player(s). Note the maximum application that can be submitted per player is \$300.
11.	Any other details		Any details that may add further value to the application.

Club Leader Review: Once an application is submitted Club leaders provide their review of the application as per the notes below.

Description	Details
Club	
Club Rep Name	
Role	
Comment & Assess the of hardship factors	
Application Recommendation \$ Value to be supported.	

Rugby WA Juniors Exec review/decision:

Application decision: Approved/Not Approved

Funding Amount: \$ _____

Date advised to Club: _____

PERSONAL IN CONFIDENCE

Process. Once this application form is complete the process will follow the steps below:

1. Submit the application to the respective Junior Club President for their review.
2. Club leaders will then submit this completed form via secretary@rugbywajuniors.com
3. Applications will be collated and presented to the Junior Executive review team.
4. Decision on application will be made with notification back to respective club president.
5. Once funding award detailed then applicant advised via Club President.
6. Applicant then accepts or otherwise. If accepting the Club President agree on arrangements for funding distribution arrangement that is to be administered via the club, to the applicant. No funding arrangement will be mad direct to individuals from Rugby WA juniors.
7. Applicant will then be required to fully register to play Rugby with their nominated club as per normal process via Rugby Xplorer. This will include making any relevant payment of registration fees via this process.
8. This full registration must be adhered to by all participants to ensure full and effective registration including the insurance component for players is enabled, while simplifying administration this funding support process.

Controls. The following additional notes and controls will be applied to his process:

1. All information will be treated as Personal in Confidence once an application form is completed and submitted.
2. No details of individual applicants for funding will be published in any public forum or manner.
3. Overall funding summaries of the total value of payments made may be communicated by Rugby WA juniors.

Questions. Any queries on this process should be addressed directly to the Rugby WA Juniors Secretary via secretary@rugbywajuniors.com