



# UHCC Funding Scheme

## What is the UHCC Funding Scheme?

The UHCC Funding Scheme is designed to enable members to receive financial aid from the club to advance their coaching and leading skills. This process is intended to facilitate growth of UHCC through its members, by encouraging them into coaching and leading of club activities and trips.

## What types of training are supported by the UHCC Funding Scheme?

The funding scheme provides support for standard and bespoke courses provided by individuals or organisations that will progress the applicant to a specific goal that is of benefit to the UHCC.

The funding scheme will cover a portion of the cost of successful Instructor, Leader and Advanced Leader **assessments** and **registration** fees.

The funding scheme will cover a portion of the cost of first aid courses required for the candidate's coaching or leading qualifications, up to a maximum of 16 hours.

## What is not covered by the funding scheme?

Typically, the funding scheme will provide assistance for course costs only, that is the cost the provider charges the candidate for attendance. This means that the travel, food, accommodation and equipment costs for a course are not usually subsidised by this scheme.

The Funding Scheme will not fund BC membership or membership upgrade.

The funding scheme will not cover the cost of BC Personal Performance Awards.

The funding scheme does not cover the cost of Leader or Advanced Leader **training** (however it will cover a portion of the cost of a successful **assessment** and **registration** fees, as stated above).

## How does the funding scheme work?

The application process for funding is very simple and is not intended to put anyone off applying. The process starts with you identifying your training need, then you fill in a simple [form](#) and submit it to the Training Team. The training team will look at your application, your history of volunteering in the club or anticipated volunteering level, the information you provide and the benefits to the club from your attendance on the course. If approved, you will be granted funds. If the training team has highlighted specific training needs as a priority for the club and the course you have applied for doesn't currently fit with these then the reasoning behind this will be explained to you and this may result in the club not providing funding in that instance; this does not in any way affect future applications for funding and we will encourage you to continue to apply. You may appeal against any decisions with the Committee. The Training



Team may consult the Committee at any stage of this process.

## How do I get reimbursed?

You pay the cost of the course upfront and claim the money back after you have coached the agreed number of sessions. If you coach on trips rather than normal sessions then we'll work out the equivalent number of trips.

Proof of payment of course costs will be required before reimbursement takes place.

## How do the people administering the scheme administer themselves?

The training team are eligible for this scheme and can apply like anyone else. An application from a member of the Training Team will be reviewed by the other members of the training team as well as the Committee members, to ensure that evaluations are unbiased and decisions made are in the best interests of the club.

## How much financial support might I get?

Funds are allocated based on the amount of time you have volunteered for the club or how much you expect to volunteer and the benefit the club will receive from your contribution (See the information in Appendix A). Under normal circumstances the maximum contribution the club will make through this scheme is 60%. On some occasions more may be allocated but this will be reviewed with the committee.

## If you're applying for an Entry Level coaching course what happens?

We think the Paddle Sport Instructor, Paddle Sport Leader and Sheltered Water Coach are your first steps into the world of coaching your friends and peers and UHCC wants to help you to take these steps; UHCC will fund 50% of the cost of any of these courses after you have completed eight coaching sessions for the club. You pay the cost of the course upfront and claim the money back after the eight sessions you have coached. If you coach on trips rather than normal sessions then let us know and we'll work out the equivalent to eight normal sessions.

## If you're asking for more than one course in a short time period what happens?

If you want to get a jump start on your coaching, for example if you have to do a Leader assessment, first aid and WWS&R all within a couple of months, then let us know. We'll discuss it at the committee meeting and if the committee is happy to support this training then each of the courses will be measured against the criteria in Appendix A and the money granted.

## Where does the money come from?

The funding scheme capital comes from club membership, donations and grants. Each year at the AGM the training team request a budget from the committee, then on top of that the training team will pursue other funding streams where we can.



## What is and who are the “Training Team”?

The training team comprises the following members of the UHCC committee:

- Coach Training Officer
- Programme Coordinator
- Open Canoeing Rep
- Inland Rep
- Sea Kayaking Rep

They are responsible for the development of abilities within the club in their relevant disciplines and the coordination of trips and training.



## Appendix A: Funding Matrix

Table 1: Definition of club need levels

Need Level	Definition
<b>None</b>	The club has no identified need for this type of training among its members and the Training Team cannot identify a need in the near future.
<b>Slight</b>	The club has no identified need for this type of training among its members, but the Training Team can see its applicability in the future to one or more disciplines.
<b>Some</b>	Club has an identified need for this type of knowledge, but qualified coaches are already present, active and plentiful in the club.
<b>Clear</b>	Club has an identified need for this type of knowledge and few qualified coaches are present in the club, but coaches can be sourced easily and/or at a reasonable rate from the paddling community.
<b>Serious</b>	Club has an identified need for this type of knowledge and few qualified coaches are present in the club, also coaches cannot be sourced easily and/or at a reasonable rate from the paddling community.
<b>Desperate</b>	Club has an identified need for this type of knowledge, but no or few qualified coaches are present in the club and coaching cannot be sourced easily/reasonably from the paddling community
<b>Special</b>	Some funding applications may be exempt from this grant process and the committee may decide to award more than the maximum 60% possible under this scheme. This cannot be initiated by the training team and must be governed by the committee.

Table 2: Funding scheme matrix showing percentage of cost to be reimbursed by UHCC

		Identified Club Need					
		None	Slight	Some	Clear	Serious	Desperate
Sessions contributed to UHCC using new qualification	<b>0</b>	0	0	0	0	0	0
	<b>3</b>	0	10	20	30	35	40
	<b>5</b>	0	20	30	35	40	50
	<b>8</b>	0	30	35	40	50	60
	<b>10</b>	0	35	40	50	60	60
	<b>10+</b>	0	40	50	60	60	60



Table 3: Classification of courses

		Activity	Justification
Identified Club Need	<b>None</b>	None identified	
	<b>Slight</b>	None identified	
	<b>Some</b>	Leader Assessments	New Leaders can lead peer paddles on grade 2 white water and the sheltered sea trips, and as such ca be used to encourage peer paddling within the club and can help on trips where sufficient coaches are not present
		Advanced Leader Assessments	New Advanced Leaders can lead peer paddles on grade 3(4) water, Sea paddles, touring and as such ca be used to encourage peer paddling within the club and can help on trips where sufficient coaches are not present
	<b>Clear</b>	WWSR / AWWSR	The club has a need to ensure the safety of its members on the water, and members doing this course should be encouraged to join trips and peer paddles
		BC Coach Training	Coaches of all levels are needed to continue the development of the club
		BC Coach Assessments	Coaches of all levels are needed to continue the development of the club
		First Aid Training	The club has a responsibility to keep paddlers safe, first aid courses are a clear requirement for coaches and paddle leaders' progression.
	<b>Serious</b>	None identified	Paddle Sport Leader, Paddle Sport Instructor and Sheltered Water Coach
	<b>Special</b>	None identified	