



# **ROYAL PRINCE ALFRED YACHT CLUB**

## **YOUTH COMPETITION SUPPORT FUND GUIDELINES**

# YOUTH COMPETITION SUPPORT FUND REGULATIONS

Royal Prince Alfred Yacht Club (RPAYC) Youth Competition Support Fund (YCSF) is a fund from which money may be disbursed to aid members of RPAYC advance their skills and engagement in the sport of sailing by assisting with the cost of competition at national and international levels and provision of mentoring and coaching resources.

## AUSTRALIAN SPORTS FOUNDATION

RPAYC has an account with the Australian Sports Foundation (ASF) who works with sports clubs and organisations, large and small, and from all over the country, to help raise money for Australian sport. They partner with grassroots and community organisations right through to elite and national levels to help raise funds for vital projects – projects that will help improve the health of our nation, build our communities and strengthen our national sporting identity. Donations of \$2 or more made through ASF are tax deductible which is a real benefit to donors and makes fundraising easier.

### Here's how ASF works

The YCSF program is a registered project with the ASF ([www.asf.org.au](http://www.asf.org.au)). The donor nominates the RPAYC Youth Competition Support Fund project as their preferred beneficiary and ASF grant monies raised back to this project.

The RPAYC's partnership with ASF means that all expenses as outlined in item 4 require the applicant to provide RPAYC the original tax invoices. These documents will be packaged together with your YCSF application to the ASF for processing and approval.

The following regulations apply to the RPAYC YCSF:

### 1 WHO MAY APPLY

- 1.1 If the funding is being sought for a coach to support an RPAYC team at an away event, all team members must be **current financial members** of the Club.
- 1.2 An applicant must be a continuous member of Royal Prince Alfred Yacht Club for a minimum of 2 years (24 months) prior to application and not have previously received funding during the year. (See 3.1)
- 1.3 The applicant(s) must be under 23 years of age at the time of the application. RPAYC may, in its sole and absolute discretion, recommend disbursement to members of an age greater than the age of 23 years when in its opinion it is reasonable in all the circumstances of the application so to do.
- 1.4 The applicant(s) may apply as an individual, or as an individual within a team, where the team is made up of non-RPAYC members.
- 1.5 The applicants may apply as a team, when a team is made up of entirely RPAYC members.
- 1.6 RPAYC may also, at its discretion, allocate funding to support broad based mentoring & coaching resources for Junior/Youth members across all skill, experience and competition levels.

## **2 HOW TO APPLY**

- 2.1 Applications for disbursement from the YCSF must be made on the prescribed form, headed "Application for Disbursement from the Youth Competition Support Fund".
- 2.2 Applications for disbursement of YCSF funds shall specifically identify and include precise and current details of any and all anticipated regatta-related expenses in respect of which assistance from the YCSF fund is sought.
- 2.3 Fully completed applications for such disbursement, along with supporting documentation, must be forwarded to RPAYC's Race Director or Sailing and Communications Manager, RPAYC, 16 Mitala Street, Newport, NSW, 2106 or via email [sailing@rpayc.com.au](mailto:sailing@rpayc.com.au). The application will then be recommended to RPAYC Rear Commodores for consideration at their meeting.
- 2.4 Applications for disbursement from the YCSF shall be received no less than 4 weeks prior to the event for which disbursement is sought. Applications made after this period will not be considered for YCSF disbursement by the Rear Commodores at their meeting.  
  
*Note: RPAYC Rear Commodores meet to consider all YCSF applications once a month with the exception of January. Applicants should be aware that during the New Year period, extra time considerations should be made for applications due to the absence of a January meeting.*
- 2.5 RPAYC may also prescribe to allocate funding as per 1.5 whereby it is determined there will be a benefit to the club in promoting better long-term engagement in the sport of sailing across its Junior/Youth membership group.

## **3 ASSESSMENT OF THE APPLICATION**

- 3.1 An applicant may receive funding only once per year. In exceptional circumstances, for instance, qualification for a World Championship or Olympic Games, RPAYC, at its sole and absolute discretion, may consider a further application.
- 3.2 Each application for disbursement will be reviewed and assessed by RPAYC Rear Commodores at their meeting. Once this process is completed the Rear Commodores group will make its disbursement resolution.
- 3.3 RPAYC Rear Commodores group may approve disbursement from the YCSF of such funds as it, in its sole and absolute discretion, deems appropriate in all the circumstances to assist in the payment, either in part or in full, of any or some of the reasonable expenses of the applicant in attending the nominated event, including items such as regatta entry fees, coaching fees, travelling expenses or accommodation expenses.
- 3.4 Each application will be considered on, but not limited to, the following criteria;
  - (a) An event identified as part of the RPAYC Youth Development programme or other club supported youth programme.
  - (b) Whether the application is an individual entry, a team entry or a committee supported initiative to encourage participation in a national or international event where members of the group would not have normally been able to go.

- (c) The anticipated number of applicants applying to the fund in respect of a particular event or during a particular period. The experience of the applicant(s) in the particular class of boat, or experience in the discipline in which competing (e.g. Match Racing or Teams Racing).
- (d) The applicant(s) level of commitment to the particular class or discipline.
- (e) The level at which the applicant(s) has undertaken training and adhered to a training program.
- (f) The applicant's past contribution to the Club and commitment to contribute to the Club in the future. Applicants participating in summer and winter season club racing in yachts and/or Centreboard on a regular basis will be favourably considered.
- (g) Results achieved by the applicant in events of a like or similar nature to the event in respect of which the application is made.
- (h) The benefit to the applicant and the advancement of the applicant in the sport of sailing arising from attendance at the nominated event.
- (i) The applicant's prospects of success for the event in respect of which the application is made.
- (j) Whether, and if so what, financial or other assistance may be or has been received by the applicant from other sources in respect of the event nominated in the application.
- (k) The balance of the YCSF.
- (l) Previous disbursement(s) from the YCSF to the applicant.
- (m) The overall benefit to the Club derived from the attendance of the applicant at the nominated event.
- (n) The overall benefit to the Club in fostering long term engagement with the Club and the sport of sailing of its Junior/Youth membership group.

#### **4 DISBURSEMENT**

- 4.1 Should a disbursement be authorised and made from the YCSF but the event in respect of which the application is granted is not attended by the applicant, then the applicant undertakes to return in full to the RPAYC any funds so disbursed.
- 4.2 Where a disbursement is approved and made from the YCSF for the benefit of an RPAYC member, such disbursement shall be applied only to such member's costs or expenses or share thereof in attending the nominated regatta and shall not in any way be applied to the costs or expenses of either a non-member or non-approved applicant.
- 4.3 Every effort is to be made by the YCSF disbursement recipient to ensure that costs being covered by the YCSF disbursement are kept as low as possible and are not unnecessarily inflated.
- 4.4 Where YCSF funding is allocated under 2.5; Management will administer disbursement of funding as prescribed by the Rear Commodores' terms of approval.

- 4.5 YCSF funds must be claimed within 30 days of the event for which funds were approved. Further, any events held in April must be claimed by 30 April (the end of the Club financial year). Funds which are not claimed within 30 days will be forfeited by the applicant(s) and returned to the Youth Competition Support Fund.
- 4.6 The disbursement of YCSF funds will only be made when the applicant(s) have submitted the following items to the club and approval is granted by the ASF (*where applicable*):
1. Event Report & Photographs (Photographs must have the permission of the owner to be used by RPAYC) refer to item 5.4 for content required.
  2. Receipts for all expenses (Entry Fees, Accommodation, Travel Expenses, etc) as noted in the application to the value of the grant received.
  3. The applicant has no outstanding credit items with the club.

## **5 GRANTEE RESPONSIBILITIES**

- 5.1 Unless waived by RPAYC, the boat sailed by the applicant(s) shall compete under the burgee of Royal Prince Alfred Yacht Club. This requirement may be waived by RPAYC in the event that the boat competes as a representative of New South Wales or Australia, or in such other circumstances as RPAYC considers appropriate. Should such waiver be sought by the applicant, it shall be requested in the prescribed application form.
- 5.2 The successful applicant undertakes to comply with the requirements of RPAYC as to conduct, behaviour and dress at all times whilst attending the event in respect of which the application relates.
- 5.3 The successful applicant may be asked, as a condition of the disbursement of funds from the YCSF, to provide a reasonable and commensurate level of assistance to RPAYC in the future. The assistance in the future may include any of the following;
- Coaching
  - Attending PR events
  - Promoting the club or acting as club ambassador
  - Committee/ Race volunteering
- 5.4 A full and comprehensive written report shall be provided to RPAYC within one month of the completion of the regatta or event. The report shall include the following;
- The individual or team performance
  - The conditions experienced during the regatta/ event.
  - Whether their performance expectation matched their results.
  - And improvements and training going forward for the next event.



# APPLICATION FOR DISBURSEMENT FROM THE YOUTH COMPETITION SUPPORT FUND

**Applicant(s):**

**Event:**

**Date of Application:**

**Important Note for Applicant**

In addition to completing this form, applicants should note that the completed form should be accompanied by the following documents:

- A letter of introduction for your application stating your broad intentions.
- A comprehensive resume of your (and teams, where relevant) sailing career and performances.
- Letters of selection or acceptance from class association or event organisers.

**1 APPLICANT**  
(Individual or Skipper of team)

<b>Name of Applicant</b> (name of skipper if a team application)			
<b>Membership Number</b>			
<b>Number of Years of Membership</b>			
<b>Application Type</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Individual within a non RPAYC team <input type="checkbox"/> RPAYC team (all team members of RPAYC)		
<b>Applicant's Date of Birth</b>			<b>Age in years:</b>
<b>Telephone Contact Details</b>	Home:		Mobile:
<b>Applicant's Email Address</b>			
<b>Applicant's Occupation</b>			
<b>Australian Sailing (AS) Member Number</b>			AS Exp Date:

**2 CREW APPLICANTS**  
(RPAYC Team Members)

<b>2 Name of Applicant</b> (complete one for each crew member per team)			
<b>Membership Number</b>			
<b>Number of Years of Membership</b>			
<b>Applicant's Date of Birth</b>			<b>Age in years:</b>
<b>Telephone Contact Details</b>	Home:		Mobile:
<b>Applicant's Email Address</b>			
<b>Applicant's Occupation</b>			
<b>Australian Sailing (AS) Member Number</b>			AS Exp Date:

<b>3 Name of Applicant</b> (complete one for each crew member per team)			
<b>Membership Number</b>			
<b>Number of Years of Membership</b>			
<b>Applicant's Date of Birth</b>			<b>Age in years:</b>
<b>Telephone Contact Details</b>	Home:		Mobile:
<b>Applicant's Email Address</b>			
<b>Applicant's Occupation</b>			
<b>Australian Sailing (AS) Member Number</b>			AS Exp Date:

<b>4 Name of Applicant</b> (complete one for each crew member per team)			
<b>Membership Number</b>			
<b>Number of Years of Membership</b>			
<b>Applicant's Date of Birth</b>			<b>Age in years:</b>
<b>Telephone Contact Details</b>	Home:		Mobile:
<b>Applicant's Email Address</b>			
<b>Applicant's Occupation</b>			
<b>Australian Sailing (AS) Member Number</b>			AS Exp Date:

<b>5 Name of Applicant</b> (complete one for each crew member per team)			
<b>Membership Number</b>			
<b>Number of Years of Membership</b>			
<b>Applicant's Date of Birth</b>			<b>Age in years:</b>
<b>Telephone Contact Details</b>	Home:		Mobile:
<b>Applicant's Email Address</b>			
<b>Applicant's Occupation</b>			
<b>Australian Sailing (AS) Member Number</b>			AS Exp Date:



### 3 THE EVENT

<b>Name of Regatta(s) or Event(s)</b>		
<b>Regatta dates</b>	Start Date:	Finish Date:
<b>Location of regatta(s)</b>		
<b>Description of regatta(s)</b> (e.g. national, international, world championship or other)		
<b>ISAF event grading(s)</b> (if applicable)		
<b>Class of Boat being sailed</b>		
<b>Type of Boat</b>		<input type="checkbox"/> Single Handed <input type="checkbox"/> Double Handed <input type="checkbox"/> Triple Handed <input type="checkbox"/> more (please specify number.....)
<b>Use of Boat</b>	<input type="checkbox"/> Using Own Boat <input type="checkbox"/> Boat Provided <input type="checkbox"/> Chartering a Boat	
<b>What results do you expect in the regatta?</b>		
<b>What levels of experience have the individual or team had in the particular class of boats to be sailed and/or in the discipline of sailing in which the event is to be conducted?</b> (please list below)		

#### 4 TRAINING & SKILL DEVELOPMENT

<b>Has the individual/ team been training?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If 'yes', how long has the individual / team been training for?</b>	
<b>Has the training been conducted by a coach?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If "yes" who covered the cost incurred with coaching?</b>	<input type="checkbox"/> Individual / Team <input type="checkbox"/> RPAYC <input type="checkbox"/> NSWIS, AST, AS <input type="checkbox"/> Other (specify).....
<b>If "yes", what is the name of the coach?</b>	
<b>Please provide a brief summary of the training program being used to prepare for the event.</b>	
<b>Has the individual / team conducted any off-water training or skill development?</b> (if so please specify)	
<b>If a 'Team Application', have all members participated in training?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**5 REGATTA & EVENT EXPENSES**

<p><b>What are the regatta entry fees?</b> (Please specify the amounts if more than one regatta or event)</p>	<p>Total Amount (\$AUD):</p>
<p><b>Will the individual / team incur a charter cost for the regatta?</b></p>	<p><input type="checkbox"/> Yes    Amount: \$AUD <input type="checkbox"/> No</p>
<p><b>Is there a damage deposit to be paid?</b></p>	<p><input type="checkbox"/> Yes    Amount: \$AUD <input type="checkbox"/> No</p>
<p><b>If taking your own boat, will the individual or team incur any shipping costs?</b></p>	<p><input type="checkbox"/> Yes    Amount: \$AUD <input type="checkbox"/> No</p>
<p><b>Will the individual or team incur airfares or other travel costs?</b></p>	<p><input type="checkbox"/> Yes    Total Amount: \$A                   Per person: \$A  <input type="checkbox"/> No</p>
<p><b>Will the individual or team incur accommodation expenses?</b></p>	<p><input type="checkbox"/> Yes    Total Amount: \$A                   Per person: \$A  <input type="checkbox"/> No</p>
<p><b>What are the total costs of the individual / team involved in attendance at the regatta? (excluding damage deposit)</b></p>	<p>Total Amount: \$AUD  Per person: \$AUD (if a team application)</p>
<p><b>Are you (the applicant) or your team entitled to any financial assistance from any other sources in respect of the event?</b></p>	<p><input type="checkbox"/> Yes (please specify from where) ..... Amount: \$AUD  <input type="checkbox"/> No</p>
<p><b>Have you, the individual or team, received funds from the YCSF previously?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>If “yes” please specify the person who received the funds, the amount and when.</b></p>	

## 6 ATTACHMENTS

***NB: please attach the following to your application***

- A letter of introduction for your application stating your broad intentions.
- A comprehensive resume of your (and teams, where relevant) sailing career and performances.
- Letters of selection or acceptance from class association or event organisers.

## 7 DECLARATION

I certify that I have read and understood the Youth Competition Support Fund Regulations. I note, understand and agree to the provisions of same, including that I shall compete under the burgee of Royal Prince Alfred Yacht Club (unless this requirement be in the circumstances waived), that I undertake to comply with RPAYC's requirements as to conduct, behaviour and dress and also that I am aware that I may be required, as a condition of the disbursement of funds to me, to assist RPAYC in the manner described by those Regulations and that I acknowledge that the money I am applying for will be spent for the purposes outlined in the application and no other.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (team signatures)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (team signatures)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (team signatures)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (team signatures)

\_\_\_\_\_  
Date