

## **ACA SCHOLARSHIP POLICY AND PROCEDURES**

### **PURPOSE**

1. The ACA is committed to assisting the development of players with the potential to represent Australia at national and international events, and officials (including tournament managers and assistant managers, referees and coaches) with the potential to perform senior managerial or officiating duties at international and major domestic events.
2. This policy has been developed to provide a framework for the awarding of scholarships to Australian players and officials.
3. Player and officials can apply annually for scholarships in a variety of scholarship categories.
  - a. Scholarships will normally be of a value of up to \$500.
  - b. In special circumstances, scholarships of up to \$1000 may be available. Factors that may be considered as constituting “special circumstances” include anticipated higher travel costs (for example, travel costs from Western Australia to the east coast are likely to be significantly higher than travel costs within south-eastern Australia; for a player who is under 18 there are likely to be additional travel costs for an accompanying adult; etc.). It will be the responsibility of any individual applying for a scholarship to make the case for “special circumstances” in their application.

### **SCHOLARSHIP CATEGORIES**

4. Annual scholarships are available in the following categories:
  - a. AC Player
  - b. AC Player – Under 21
  - c. GC Player
  - d. GC Player – Under 21
  - e. Tournament Management
  - f. Referee
  - g. Accredited Coach
5. The Board may modify or expand the list of scholarship categories as required.
6. An individual can only be awarded a scholarship in one scholarship category in any one year.
  - a. This means the maximum amount payable to an individual who is awarded a scholarship in any year will be usually \$500.
  - b. If it is found that “special circumstances” exist, the maximum amount payable to an individual who is awarded a scholarship will be \$1000.
7. The Board may provide an annual grant to Gateball Australia, as an affiliate of the ACA, which can be used to provide Gateball scholarships in a manner consistent with any Gateball Australia scholarship policy.

### **BUDGET**

8. The Board will include an amount in its annual budget for scholarships. The amount allocated may vary from year to year.
9. Within the annual scholarship budget, the Board will also determine the proportion of funds that will be allocated to each scholarship category. The proportion of funds allocated to each category can be varied from year to year in accordance with ACA priorities.

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10. The ACA will advise the annual budget allocation for scholarships and the proportion of funds allocated to each scholarship category for a particular year in the advertisement calling for applications for scholarships for that year.

### **TIMETABLE**

11. The annual timetable for offering and awarding scholarships is as follows:
  - a. In March of each year, at its AGM, the ACA will announce the annual budget for scholarships in the next calendar year.
    - i. The budget will specify the overall budget and the allocation of funds to each scholarship category.
    - ii. For year 1 (i.e. advertise in August 2017 with funds to be available from January 2018 as outlined below) the allocations to each category are as follows:
      1. \$2500 to AC players, with at least one Under 21 scholarship to be awarded
      2. \$2500 to GC players, with at least one Under 21 scholarship to be awarded
      3. \$1000 to each of the Tournament Management, Referee and Accredited Coach categories
  - b. In August of each year, the ACA will advertise the scholarship program for the next calendar year on its website and call for applications for scholarships in all scholarship categories.
    - i. The closing date for applications will be between 3-4 weeks after the initial posting of the advertisement.
  - c. By the end of October each year, the expert committees and/or individuals the Board appoints to assess applications for each scholarship category will submit their recommendations to the Board on which, if any, individuals should be awarded scholarships. See clause 19 for details about the role of “expert committees”.
  - d. By end November each year, the Board will review the recommendations of the designated expert committees and/or individuals and confirm the final list of scholarship recipients.
    - i. Should funds for any scholarship category not be fully committed, the Board may award these unexpended funds to individuals in other scholarship categories that were over-subscribed. In these circumstances, the Board will take account of the recommendations of relevant expert committees.
  - e. By end December each year, the ACA will notify successful and unsuccessful applicants of the outcome of the process.
  - f. Successful applicants can access scholarship funds from 1 January of each year.

### **DURATION OF SCHOLARSHIP**

12. Individuals who are awarded scholarships may expend the funds over the following 15 months. The 15 month period commences from the day the individual is notified by the ACA that he or she has been awarded a scholarship.

### **ELIGIBILITY CRITERIA**

13. Individuals are eligible to apply for a scholarship if they are financial members of the ACA as defined in the ACA Constitution.
14. Individuals who have been awarded a scholarship in a scholarship category are not eligible to apply for another scholarship in that same scholarship category for at least a further 3 years.

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15. The following additional eligibility criteria apply in relation to each of the following scholarship categories:
- a. Players, even if they satisfy the requirements of clauses 13 and 14, cannot apply for a scholarship category if they have previously represented Australia as a member of an Australian team in that playing discipline (for example, a player who has previously represented Australia in the World GC Team Challenge cannot apply for a GC player scholarship, etc.).
    - i. However, players who have been selected as reserves for an Australian team but who have not played for the Australian team in an international event can apply for a scholarship in that playing discipline.
  - b. Tournament Management applicants, even if they satisfy the requirements of clauses 13 and 14, cannot apply for this scholarship category if they have previously been a Tournament Manager for a WCF sanctioned international event.
  - c. Referees, even if they satisfy the requirements of clauses 13 and 14, cannot apply for this scholarship category if they have previously been a Tournament Referee for a WCF sanctioned international event.
  - d. Accredited Coaches, even if they satisfy the requirements of clauses 13 and 14, cannot apply for this scholarship category if they currently hold the position of either ACA National Coaching Coordinator for AC or GC, or ACA AC or GC High Performance Manager.

### **SELECTION CRITERIA**

16. The claims of eligible applicants for scholarships will be assessed against the following selection criteria:
- a. Players
    - i. Emerging players with high level playing skills and who have the potential to play at national and international levels.
      - 1. For AC, high level playing skills include good roqueting, break-making, peeling skills, and good understanding of 3-ball game tactics
      - 2. For GC, high level playing skills include solid take-out, effective hoop running, bombards, and jumping skills with advanced strategies to encourage consecutive hoop scoring.
    - ii. Established players with high level playing skills who are under consideration for selection in a national team and/or international representation.
  - b. Tournament Management
    - i. Good planning and organisational skills
    - ii. Strong communication skills
    - iii. Willingness to work as a team
    - iv. Experience in managing club or State level tournaments
  - c. Referees
    - i. Is an accredited referee
    - ii. Strong communication skills
    - iii. Ability to lead a team and willingness to work as part of a team
  - d. Accredited Coaches
    - i. Holds at least ACA Level 1 coach accreditation
    - ii. Strong communication skills
    - iii. Willingness to work as a team

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17. Committees responsible for assessing applications for scholarships may supplement the above selection criteria with additional selection criteria if they wish. Where this occurs, these additional criteria will also be included in the ACA advertisement calling for applications described in clause 11b of this policy.
18. Committees responsible for assessing applications for scholarships will not recommend an application for a scholarship if they do not believe the application does not satisfy the eligibility and selection criteria set out in this policy.
  - a. If there are no applications in a scholarship category which satisfy the criteria this will mean that no scholarships are awarded in that scholarship category in that year.

### **EXPERT COMMITTEES AND/OR INDIVIDUALS**

19. The Board will appoint the following expert committees and/or individuals to assess applications in each scholarship category having regard to the eligibility (clauses 13-15) and selection criteria (clauses 16-17) and make recommendations on the awarding of scholarships to the Board:
  - a. AC Player Scholarship – the AC Selection Committee
  - b. AC Player (Under 21) Scholarship – the AC Selection Committee
  - c. GC Player Scholarship – the GC Selection Committee
  - d. GC Player (Under 21) Scholarship – the GC Selection Committee
  - e. Tournament Management – a working group of up to 4 people, including at least one member of the Tournament Committee and one member of the Event Committee, appointed by the Board
  - f. Referee – a working group of up to 4 people, including the National AC and GC Referee Coordinators, appointed by the Board
  - g. Accredited Coach – the ACA Coaching Committee
20. The Board may change the composition of the expert committees and/or individuals responsible for assessing applications in each sponsorship category from time to time as it sees fit.
21. Any person appointed by the Board to assess applications for scholarships has a responsibility to disclose any close personal relationship or possible conflict of interest with an applicant to other members of the expert committee or the ACA, and excuse themselves from any deliberations in relation to that person's application.
22. After assessing all applications, the recommendations of the expert committees and/or individuals on the awarding of scholarships will be forwarded to the Board by the ACA Secretary for confirmation.
23. Decisions on the allocation of scholarships are final and are not subject to appeal.

### **APPLICATION PROCESS**

24. Individuals can apply for a scholarship themselves or a club or state association which is affiliated to the ACA may apply on behalf of an individual.
  - b. Where a club or state association applies on behalf of an individual this must be done with the agreement of the individual concerned.
25. All applications must be submitted to the ACA on or before the closing date stated in the advertisement advising the offer of scholarships.

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### **INFORMATION TO BE INCLUDED AS PART OF APPLICATION**

26. An application must contain the following information:
- a. Name of the individual applying for a scholarship
  - b. Contact details for the individual (i.e. telephone number; email address)
  - c. Scholarship category for which a scholarship is sought
  - d. National ID number
  - e. Name of club
  - f. Financial status – confirmation individual is a financial member of the ACA as defined in the ACA Constitution
  - g. For individuals seeking player scholarships, details of current handicap and grade index, and a brief history of playing experience
  - h. For individuals seeking coaching scholarships, details of current level of coach accreditation, and a brief history of coaching experience
  - i. For individuals seeking Referee scholarships, details of current referee qualifications, and a brief history of refereeing experience
  - j. For individuals seeking Tournament Management scholarships, details of event management experience
  - k. For all individuals seeking a scholarship, a statement indicating the purposes for which the scholarship would be used, and the benefits they expect to derive from the scholarship. This should include information about the competition(s) and/or coaching course(s) and/or accreditation course(s) and/or other activities it is proposed to use the scholarship to fund in whole or in part.

### **PURPOSES FOR WHICH FUNDS MAY BE USED**

27. Scholarship funds may be used to fund in whole or in part a successful applicant's participation in any competition(s) and/or coaching course(s) and/or accreditation course(s) and/or other activities specified in their application.
28. Specifically, scholarship funds may be used for the following purposes:
- a. Players
    - i. For ground and/or air transport costs, accommodation costs and tournament entry fees associated with playing in an international or major national event (for example, Australian Open, President's Eights, etc.) specified in their application;
    - ii. For ground and/or air transport costs and accommodation costs associated with attending coaching sessions and/or other activities specified in their application; and
    - iii. For a player under the age of 18, for travel and accommodation costs of an appropriate adult travelling with the player to an event and/or coaching course and/or other activity specified in the player's application.
  - b. Tournament Management
    - i. For ground and/or air transport costs and accommodation costs associated with attending an international or major national event and/or other activities as specified in their application to obtain experience in tournament management.
  - c. Referee
    - i. For ground and/or air transport costs and accommodation costs associated with attending an international or major national event and/or other activities specified in their application to obtain experience in performing the role of Referee or Tournament Referee.

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### **d. Accredited Coach**

- i. For ground and/or air transport costs and accommodation costs associated with attending coach accreditation courses and/or coaching conferences and/or other activities specified in their application.

29. Scholarship funds may not be used for daily living expenses or the purchase of clothing or equipment. Such expenses are the responsibility of the individual.

## **PAYMENT OF SCHOLARSHIP/REIMBURSEMENT OF EXPENSES**

- 30. The ACA reimburses scholarship recipients for expenditures on items listed under clauses 27 and 28 above.
- 31. Claims for reimbursement are to be on the ACA Reimbursement Claim Form, and must be accompanied by Tax Invoices.
- 32. Advance claims may be made to the ACA. Any advanced money which cannot be subsequently substantiated with Tax Invoices must be returned to the ACA.
- 33. Expenses reimbursed under another program are not eligible for further reimbursement under this program.

## **ADDITIONAL OBLIGATIONS OF SCHOLARSHIP RECIPIENTS**

- 34. An individual awarded a scholarship is required to provide a written report on how the scholarship has been used to the ACA within 6 weeks of completing the undertakings for which the scholarship was sought.
- 35. The ACA may use the report in any manner in thinks fit, including placing it on the ACA website or publishing it in the ACA magazine.

## **REVIEW**

- 36. The ACA will review the scholarship policy every three years to assess its impact and the extent to which it has been achieving its objectives. The first review will be conducted no later than 2020.

10 March 2017

## **COMPLEMENTARY AMENDMENTS TO ACA SELECTION POLICY**

If the updated scholarship policy set out above is adopted, please note:

- Clause 5.2 of the ACA Selection Policy (July 2012) must be amended. Suggest the following:
  - a. Delete current clauses 5.2.1-5.2.6 in their entirety
  - b. Replace with wording along the lines of:  
*“5.2.1 – Depending on the availability of funds, the ACA may award scholarships to individuals. Details on the scholarship policy and procedures are set out in the ACA Scholarship Policy and Procedures document.”*