



**Australian Croquet
Association**

Scholarship Policy

VERSION 2

August 2019

Review history of Croquet Australia Scholarship Policy

Version	Date reviewed	Date endorsed	Content reviewed/purpose
5	August 2019		Comprehensive Review & Update: including major changes to Sections 3(b), 4, [old Section 8 Deleted] 8, 10, 11, 14, 15, 18, 19, 23, 25, and 34.

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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. Scholarships of up to \$1000 may be made available in special circumstances. The applicant must make a clear case for special circumstances. Examples include: higher travel costs (e.g. from WA or NT to east-coast events) or arrangements for an under 18 applicant - see clause 27 (a)(iii) below. Applications for normal funding will still be considered even if special circumstances are not conceded.

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
 - h. Gateball
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.

BUDGET

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

10. 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. Funds are to be advertised in August of each year, and shall be available from January in the following year.
- b. Each year, the ACA will advertise the scholarship program for the next calendar year on its website, calling for applications for scholarships in all scholarship categories.
 - i. The ACA will send out the advertisement to all state bodies for promulgation.
 - ii. The closing date for applications will be stated with the advertisement, and shall be from 4 to 6 weeks after the initial posting of the advertisement.
- c. Within two weeks of the close of applications, the expert committees and/or individuals the Board appoints to assess applications for each scholarship category will submit their recommendations to the Board as to which, if any, individuals should be awarded scholarships. See clause 18 for details about the role of “expert committees”.
- d. By the end of November each year, the Board will take the recommendations of the designated expert committees into account 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. The ACA will notify successful and unsuccessful applicants of the outcome of the process as soon as possible after the scholarship recipients have been determined.
- f. Successful applicants can access scholarship funds from 1 January of each year.

DURATION OF SCHOLARSHIP

11. Individuals who are awarded scholarships may expend the funds over the following 15 months in accordance with sections 26 to 28 below. 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

12. Individuals are eligible to apply for a scholarship if they are financial members of the ACA as defined in the ACA Constitution.

13. 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.

14. The following additional eligibility criteria apply in relation to each of the following scholarship categories:

- a. Players who have previously represented Australia as members of an Australian team, should note that their applications are necessarily less likely to be successful, even if they satisfy the requirements of clauses 12 and 13, purely because it is harder for the case to be made that they have significant potential for improvement as a recipient of a player

scholarship. However, this should not prevent players who genuinely believe that they can gain a significant advantage from such scholarships from applying.

- b. Tournament Management applicants, even if they satisfy the requirements of clauses 12 and 13, cannot apply for this scholarship category if they have previously been Tournament Manager for a WCF, World Gateball Union, or Asian Gateball Union sanctioned international event.
- c. Referees, even if they satisfy the requirements of clauses 12 and 13, must hold current refereeing accreditation, and cannot apply for this scholarship category if they have previously been Tournament Referee for a WCF, World Gateball Union, or Asian Gateball Union sanctioned international event.
- d. Accredited Coaches, even if they satisfy the requirements of clauses 12 and 13, must hold at least ACA Level 1 coaching accreditation, and cannot apply for this scholarship category if they currently hold the position of either ACA National Coaching Coordinator for AC or GC, ACA AC or GC High Performance Manager, or National Coordinator of Gateball.

SELECTION CRITERIA

15. The claims of eligible applicants for scholarships will be assessed against the following selection criteria:

- a. Players
 1. Emerging players with high level playing skills and who have the potential to play at national and international levels.
 - i. For AC, high level playing skills include (but are not limited to) good roqueting, break-making, peeling skills, and good understanding of 3-ball game tactics;
 - ii. For GC, high level playing skills include (but are not limited to) solid take-out, effective hoop running, bombards, and jumping skills with advanced strategies to encourage consecutive hoop scoring;
 - iii. For GB, high level playing skills include (but are not limited to) accurate cross court sparking, cross court sliding, passing through gate 1 to a range of lengths and from all parts of the starting area, good understanding of game strategy and tactics.
 2. 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. Planning and organisational skills;
 - ii. Communication ability & people skills;
 - iii. Willingness to work as a team;
 - iv. Experience in managing club or State level tournaments;
 - v. Likelihood of working well under pressure; and
- c. Referees
 - i. Knowledge of the rules and their application;
 - ii. Communication ability & people skills; and Ability to lead a team and willingness to work as part of a team.
- d. Accredited Coaches

- i. Previous coaching ability;
- ii. Communication ability & people skills; and
- iii. Likelihood of benefiting Australian Croquet at a state or national level as a consequence of receiving this scholarship.

16. 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 10b of this policy.

17. 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

18. The Board will appoint the following expert committees and/or individuals to assess applications in each scholarship category having regard to the eligibility (clauses 12-14) and selection criteria (clauses 15-17) 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; and
- h. Gateball – a working group of up to 4 people (preferably GB players), including the National Coordinator of Gateball.

19. 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. However, any major changes from the above must be advertised at the same time as the scholarships, or when the change occurs.

20. 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.

21. 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 Executive Officer for confirmation.

22. Decisions on the allocation of scholarships are final and are not subject to appeal.

APPLICATION PROCESS

23. 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. Gateball Australia may also apply on behalf of a gateballer.
- b. Where a club or state association applies on behalf of an individual, this must be done with the agreement of the individual concerned.
24. All applications must be submitted to the ACA on or before the closing date stated in the advertisement advising the offer of scholarships.

INFORMATION TO BE INCLUDED AS PART OF APPLICATION

25. An application must contain the following information:
- a. Personal information:
 - i. Name of applicant;
 - ii. Contact details;
 - iii. National ID number;
 - iv. Name of club and confirmation that the applicant is a financial member of the ACA as defined in the ACA Constitution;
 - v. For individuals seeking player scholarships, details of current handicap and grade index, and a brief history of playing experience;
 - vi. For individuals seeking coaching scholarships, details of current level of coaching accreditation, and a brief history of coaching experience;
 - vii. For individuals seeking Referee scholarships, details of current refereeing qualifications, and a brief history of refereeing experience;
 - viii. For individuals seeking Tournament Management scholarships, details of event management experience.
 - b. Scholarship category for which a scholarship is sought;
 - c. A description of the purposes for which the scholarship would be used, and the benefits the applicant would 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 for which it is proposed that the scholarship be used to fund, in whole or in part; and
 - d. Any further information the applicant believes relevant to their application – including a case for being considered for “special circumstances” as per clause 3b above.

PURPOSES FOR WHICH FUNDS MAY BE USED

26. 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.
27. 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:

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:

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.

d. Accredited Coach:

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.

28. 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

- 29. The ACA reimburses scholarship recipients for expenditures on items listed under clauses 26 and 27 above.
- 30. Claims for reimbursement are to be on the ACA Reimbursement Claim Form, and must be accompanied by Tax Invoices.
- 31. 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.
- 32. Expenses reimbursed under another program are not eligible for further reimbursement under this program.

ADDITIONAL OBLIGATIONS OF SCHOLARSHIP RECIPIENTS

- 33. 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.
- 34. The ACA may use the report in any manner in thinks fit, including placing it on the ACA website or publishing in other on-line platforms, or in print.

REVIEW

- 35. 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.

17 September 2018