

## Policy Proposal for Black Scorpion Karate CIC Squad Funds Distribution

### Objective:

This policy establishes a transparent and fair process for distributing funds within the Black Scorpion Karate CIC Squad, derived from training fees and fundraising efforts. The goal is to support squad members' participation in competitions and enhance the overall squad experience while managing a limited fund.

### Distribution Principles:

1. **Purpose of Funds:** Given the limited size of the fund, priority will be given to:
  - Purchasing equipment that benefits the Black Scorpion Karate CIC Squad as a whole.
  - Funding developmental opportunities for the squad.
  - Occasionally supporting competition entries under the Black Scorpion Karate CIC name or prior approved affiliations (e.g., the English Karate Academy).
  - Supporting transport and accommodation in exceptional cases, subject to approval.
2. **Inclusivity and Equity:** While the fund cannot cover all individual requests, it will be used to support the squad's overall benefit and provide opportunities for squad members where feasible.
3. **Conditional Contribution Policy with Banking:**
  - **Decision to Contribute:** Contributions to competition fees will be made only if the Squad Development Panel decides to support a specific competition. If such a decision is made, the contribution policy comes into effect.
  - **Equal Contribution:** When a competition is supported, the Squad Development Panel sets a budget for the event. This budget is then equally distributed among all competitors participating in that event.
  - **Banking Excess Funds:** If the allocated amount exceeds the competitor's current competition fees, the excess will be "banked" for future use.
  - **Use of Banked Funds:** Banked funds are specifically for competition fees only. Support for transport and accommodation will be considered in exceptional cases and must be approved separately per the policy.
  - **Decision by Squad Development Panel:**

- The Squad Development Panel will decide the total budget allocated for each competition. This budget will be based on the available funds and the squad's overall needs.
  - **Banked Funds Usage and Limits:**
    - Banked funds are available as long as the competitor remains an active member of the Black Scorpion Karate CIC Squad. If a competitor leaves the squad, their banked funds will be returned to the general fund.
    - Banked funds must be used within 12 months of allocation, or they will be donated back to the squad's general fund unless the panel grants an extension.
    - To ensure fair distribution across the squad, a maximum limit may be set on the amount of banked funds that can be used in a single transaction.
4. **Advance Application Requirement:** To ensure effective planning and allocation, all requests for financial support related to competition entries under the Black Scorpion Karate CIC name or approved affiliations must be submitted in advance. This includes requests for entry fees, travel, and accommodation.
5. **No Retroactive Payments:** Payments for competition-related expenses will only be processed if prior approval was obtained before the costs were incurred. No payments will be made for expenses already incurred without prior authorisation. No guarantees can be made regarding approval or reimbursement.
6. **Priority for Fundraising Participation:** In some circumstances, priority will be given to funds raised through specific fundraising campaigns where a student has actively participated.
- **Allocation Flexibility:** The allocation of funds will reflect the intent of the fundraising effort. Depending on the organiser's recommendations, it may support specific competitions or the squad's general needs.
  - **Participation and Review:** If a student has contributed to the squad in another capacity, their situation will be reviewed to ensure a fair distribution aligned with the fundraising intent.
  - **Banking for Non-Competitors:** If a student participates in a fundraising event, such as a bag-packing activity, but is not competing in the associated competition, their portion of the funds raised will be banked for future use in line with the policy.

## 7. Application Process:

- **Submission:** Squad members or their representatives must submit an application detailing:
  - The purpose of the funds (e.g., equipment, competition entry, transport, accommodation).
  - Estimated budget and specific needs.
  - Justification for the request, particularly for transport and accommodation.

#### **8. Approval Process:**

- **Panel Review:** Applications will be reviewed by a panel of squad coaches, the Black Scorpion Management team, and a parent representative.
- **Criteria: The panel will consider:**
  - The benefit to the Black Scorpion Karate CIC Squad as a whole.
  - The merit and necessity of the request.
  - Availability of funds.

#### **9. Communication and Transparency:**

- All squad members will receive clear communication regarding the application process, approval criteria, and fund allocation.
- Decisions and the rationale behind fund distribution will be transparent to ensure accountability and trust within the squad.

#### **10. Financial Sustainability:**

- **Monitoring:** Regular monitoring of the fund's usage and effectiveness will be conducted to ensure sustainable financial practices.
- **Adjustments:** The policy will be reviewed and adjusted to align with the squad's evolving needs and financial status.

#### **Conclusion:**

This policy ensures that funds for the Black Scorpion Karate CIC Squad are distributed in a manner that maximises benefits for the squad, provides fair opportunities for competition participation, and maintains financial prudence. By adhering to these guidelines, we aim to support the squad's development and individual opportunities while managing limited resources effectively.