



# Attending Training Courses

## Purpose

To set out the club's conditions and procedures for funding attendance on training courses.

### Applicable for:

- Coaching Courses
- Referee Courses
- Safeguarding Courses
- First Aid Courses
- Other courses as determined

## Policy Statement

Minety RFC encourages all its volunteers to attend relevant training courses and will fund the course cost on the following conditions:

1. It is relevant to the volunteer's role within the club.
2. The volunteer commits to reinvesting his/her new skills with the club for a period of 2 seasons.
3. The club has sufficient funds at that time to be able to afford the course. Priority will be given to courses that reflect meeting the minimum standards set by the club.

## Procedure

1. Once an individual has identified a relevant course they must discuss its suitability with the person responsible for those activities in the club (see below). He / she will confirm its relevance and the availability of funding.
  - Coaching – Coaching Co-ordinator
  - Refereeing – Referee Co-ordinator
  - Safeguarding courses – Safeguarding Officer
  - First Aid – Coaching Co-ordinator
2. Once agreed, it is up to the individual to liaise with the RFU (or other relevant body) to book on the course.

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3. The individual pays for the course and claims the money back from the club upon successful completion of the course.
4. Request for refunds must be accompanied with a receipt and claimed through the responsible person who will update the club's training records.

### **Notes:**

1. The club welcomes volunteers who wish to contribute to the cost of their training.
2. Should an individual not complete or fail the course then this should be discussed with the person responsible for those activities in the club. Funding in these instances will be at the discretion of the club (junior or senior) treasurer and responsible person.
3. Should the volunteer withdraw their services within the 2 year period then the individual is liable to refund the club 50% of the cost wavered only at the discretion of the club (junior or senior) treasurer and responsible person.

### **Exception**

Should a large number of volunteers attend a particular course then to ease administration the club may block book and pay for attendees.