

# **MARK PITMAN MEMORIAL FUND**

## **MISSION**

To help financially disadvantaged young players from Poole, Bournemouth and surrounding areas achieve their full potential in volleyball.

## **GUIDELINES**

1. Youngsters must already play volleyball and be aged up to 19 (or older if not in employment)
2. Applicants must show some talent and good attitude in their volleyball, whether able or disabled
3. An application form will need to be completed, showing
  - total volleyball expenditure, including that on regional and/or national squad membership
  - circumstances which result in financial limitation eg. single parent, large family etc
  - that all information provided and grants provided will be confidential to the fund committee and recipients (except to fulfil any official reporting requirements)
  - comments by the player's coach (filled in after the applicant has handed it in) as to the player's eligibility for a grant
4. If possible, applications for grants will be considered, and the result communicated to the applicant within 1 month of their receipt
5. The Fund committee will meet every 12 months, plus as necessary to consider applications for grants. Its role will encompass :
  - Chairman (chair meetings and co-ordinate all fund activities)
  - Treasurer (maintaining accurate accounting records - of funds received, expenses incurred, and grants given)
  - Secretary (call meetings, meeting minutes, annual report and communicating decisions to applicants)
  - Grant progressor (receive grant applications, liaison with applicant to clarify any queries, get coaches' comments, distribute information to committee)
  - Fund raising co-ordinator (organising fund raising activities and applying for grants eg. Talbot Trust, local Councils)
  - Publicity to local media of the Fund's activities, including distributing the annual report to the main donors, the Pitman family, and any other interested parties
6. At least 7 days notice must be given to all committee members of any meetings to progress the Fund's activities and formally consider grant applications. A quorum for such meetings would be 4 committee members.