



Scottish Goju-Ryu Karate-Do Association

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Scottish Goju-Ryu Karate-Do Association

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1 Introduction

This document will provide the process, guidelines and expectations for receiving any Financial Assistance from the SGKA.



2 Qualification Criteria

Qualification for Financial Assistance will be split into two possibilities:

- 2.1 Dojo Assistance
- 2.2 Personal Assistance

2.1 Dojo Assistance

SGKA may assist in the setting up of new Dojos, where they meet the following criteria:

- Must practice, or be intending to practice Goju-Ryu style Karate.
- May be of any size, must meet regularly at proper premises.
- Shall only have Karate amateurs as its members.
- Shall, on acceptance into the SGKA abide by the spirit and current rules of the SGKA, as promulgated in the constitution and its bylaws.

2.1.1 Expectation

Any such assistance should be returned to the SGKA as the Dojo prospers, but not to the detriment of the Dojo or members. It is expected that the dojo will provide the Management team with monthly balance sheets and that the dojo will hold quarterly feedback sessions to provide progress updates and the opportunity to seek guidance. These will continue until the grant is returned to the Association or the Dojo is unviable.

2.2 Personal Assistance

Financial Assistance may be giving to members for the benefit of the SGKA. Examples of where this may be giving, and not limited to:

- Attending training courses & competitions
- Gradings
- When representing the SGKA /Chief Instructor

2.2.1 Attending Training Courses & Competitions

Only Dojo Instructors and the Chief Instructor, or their appointed representative may apply for Financial Assistance.

Applications will be cumulative within the financial calendar year; therefore any funding received will be deducted from any subsequent applications within that year. Applications must be received by the Management Team two calendar months prior to the event.

2.2.1.1 Events within Europe

The SGKA will limit the allocation to a maximum of 20% of the current balance within the Association funds for each event.

The allocation will then be split equally across each Dojo Instructor, or their appointed representative, this is capped at £500 per person



2.2.1.2 Out with Europe

The SGKA will limit the allocation to a maximum of 25% of the current balance within the Association funds for each event.

The allocation will then be split equally across each Dojo Instructor, or their appointed representative, this is capped at £700 per person

2.2.2 Expectation

The SGKA must benefit from providing financial assistance. Any recipient will agree to provide feedback to the members by means of a mini-gasshuku. The objective will be to transfer the knowledge and teachings obtained. The mini-gasshuku should be held within 2 months of their return.

2.2.3 Gradings

Financial Assistance may be granted to anyone sitting a grading. Application form must be completed and then supported by the Chief Instructor prior to being passed to the Management Team for review. Applications must be received by the Management Team two calendar months prior to the event.

No more than 10% of the current balance within the Association funds will be made available for such requests.

Such applications will only be approved in severe circumstances and for the benefit of the Association.

2.2.4 Expectation

Any such assistance should be returned to the SGKA, a repayment plan should be agreed prior to receiving any assistance

2.2.5 When representing the SGKA /Chief Instructor

Assistance may be granted when The Chief Instructor, or appointed representative, are acting on behalf of, or representing, the Association. This will be at the discretion of the Management team with the agreement of the Chief Instructor. Applications must be received by the Management Team two calendar months prior to the event.

Such applications will be limited to 10% of the current available funds, capped at £1000 per financial year.

2.2.6 Expectation

The SGKA must benefit from providing financial assistance. Any recipient will agree to provide feedback to the members.

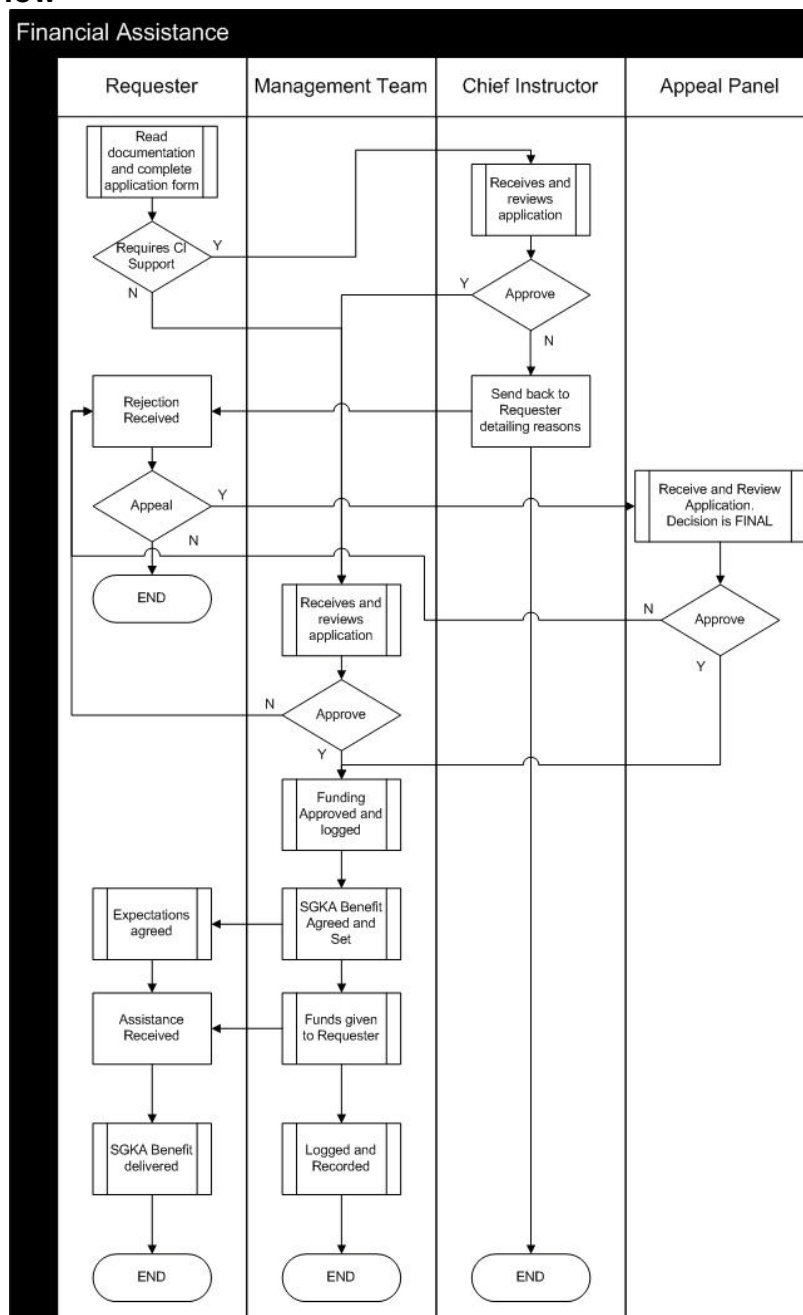


3 Financial Assistance Process

For a member to obtain financial assistance from the SGKA they must complete the Financial Assistance Process.

- Have read and understood the SGKA Financial Assistance Document
- Fully understood and agreed to any obligation and expectation on receiving such assistance
- Have completed Financial Assistance Request
 - Obtained any necessary Approval
 - Submitted to Management Team

3.1 Process Flow





4 Appeals

In the event of a request for Financial Assistance being rejected by the Management Team or the Chief Instructor the claimant has the right to appeal.

4.1 Appeal Process

The claimant must send their appeal, in writing, to the secretary.

All appeals must be received by the secretary within ten calendar days of rejection.

The secretary will acknowledge receipt of the appeal and set a date for the Appeal Panel, no later than fourteen days from receipt of appeal.

The claimants appeal will be heard by the Appeal Panel, there will be an opportunity for the claimant to ask questions and provide further information.

After deliberation the Appeal Panel will provide a decision to the claimant, this subsequent outcome will be final.

The outcome will also given in writing to the claimant.

4.2 Appeal Panel

The Appeal Panel will be called by the secretary and consist of:

- The Management Team
- Sensei John Lambert Chief Instructor, or appointed representative
- 2 Senior Members



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Financial Assistance Request Form

Name	Dojo	Date
Type of Assistance Requested		
DOJO -	Personal -	CHIEF INSTRUCTOR <small>(Delete as applicable)</small>
Justification and Costs		
Chief Instructors Approval <small>(Only required for Gradings and when representing CI)</small>		
	Sensei John Lambert	Date

Management Team Only

Date Received	Reference Number	Associated References		
SGKA Balance	Max. %	Max. Allocation	Assistance Claimed <small>(THIS YEAR)</small>	
£		£	£	
Decision	Amount	Recipient	Witness1	Witness2
	£			
Print Name				

Appeal Panel

Date	Outcome	Name	Signed	Signed (CI)

