**WOODBRIDGE TENNIS CLUB**

**ASSISTED SUBSCRIPTION POLICY**

**General**

1. Woodbridge Tennis Club (“the Club”) is committed to maintaining access to the Club by offering eligible parents/guardians of juniors means tested financial support for the payment of all or part of annual Club subscriptions (hereafter referred to as an “Award”). Any Award is dependent upon financial need. Such support will be given in the form of a discount to annual Club subscription payments. An Award can be given depending on the financial, compassionate or other pertinent circumstances of applicants and in some cases may cover up to 100% of such subscriptions.
2. The demand for such Awards will depend on the number of applicants applying in any financial year and not all applications can be funded by the Club. The criteria for making such Awards are detailed below but are entirely at the discretion of the Club.
3. Such Awards will be subject to an assessment by the Club of parental and where applicable their partners means and may be varied upwards or downwards pending of any change in financial circumstances. Awards are made confidentially and the scale of such Awards will be reviewed and revised on a regular basis by the Club.
4. Such Awards are normally available for junior members only but in exceptional circumstances can be extended to the parents or guardians of such junior members.

**The application process**

1. Any parent or guardian seeking an Award is required to make an application to the Club setting out in broad terms the financial circumstances of the household including relevant details of income or such other information as may reasonably be requested by the Club. The application together with any necessary documentary evidence will be considered by the Club and a decision as to the outcome of such application will be delivered to the applicant within a reasonable time.
2. All Awards are entirely at the discretion of the Club and the information provided by the applicant and the decision of the Club will be entirely confidential between the Club and the applicant. The Club will consider a number of factors when making the judgement as to the justification for such an Award and the final decision will rest with the committee for the time being of the Club who will have complete discretion as to the making of any Award.
3. Whilst it is recognised that any judgement about an individual applicant is personal to them the Club has a duty to its members to ensure that all Awards are well focused and to do this will consider a variety of factors in determining the necessary level of Award and whether or not any such Award should be granted
4. The Club reserves the right to withdraw any Award granted at any time.

**Annual review**

1. All Awards will be subject to an annual review by the Club and the Club will have discretion to recommend the reduction or withdrawal of any Award at any time.

**Confidentiality and data processing**

1. The Club respects the confidentiality of every Award made to applicants and recipients are expected to do likewise.