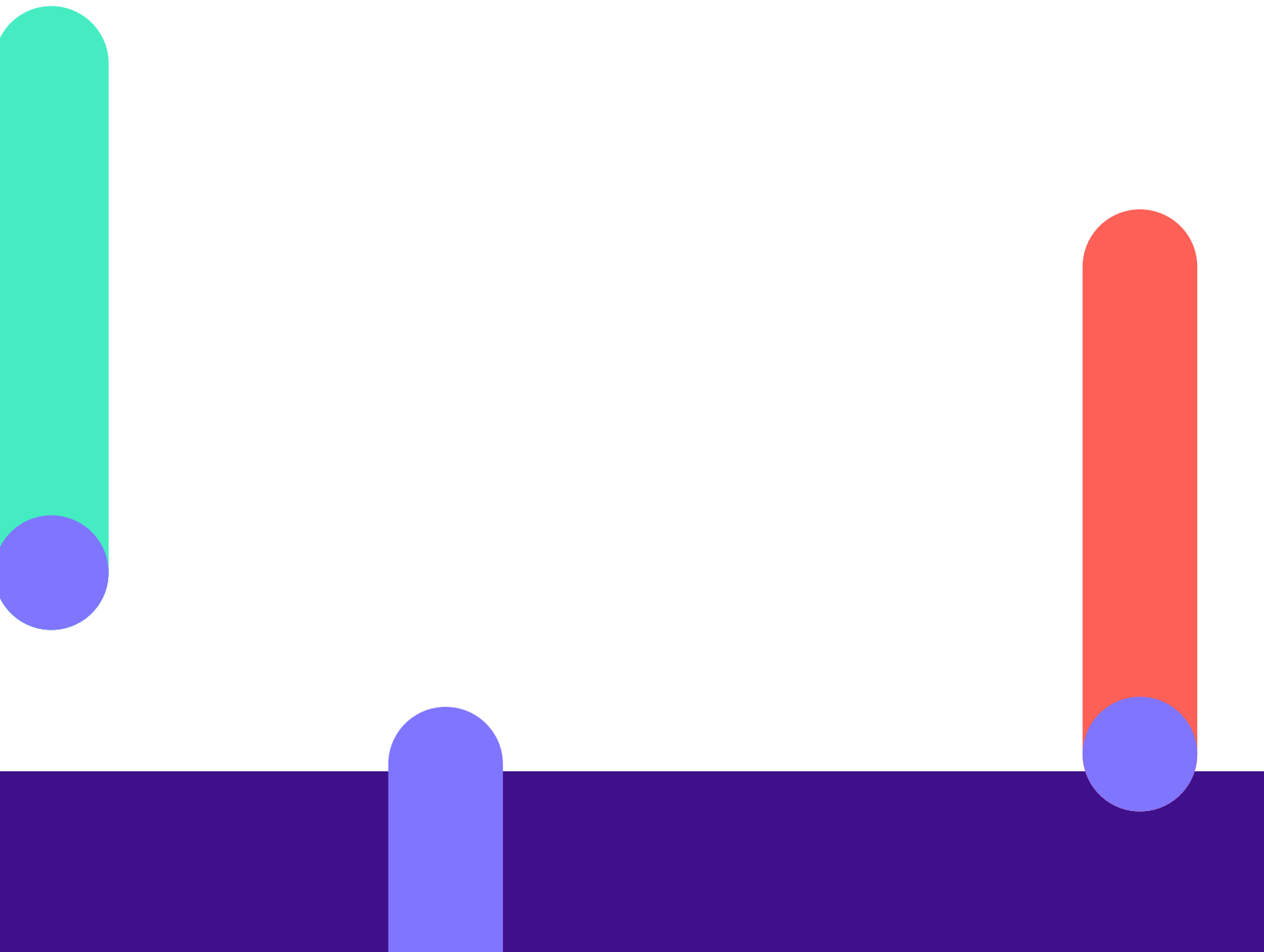




Sport Qualification Fund Guidance Notes



The Sport Qualification Fund offers financial assistance to help CSSC members gain qualifications in a particular sport or discipline.

Please read these guidance notes before completing an application.

What training courses are covered?

The coaching course must be provided or accredited by the relevant sporting governing body.

Here are some examples of applicable courses, there are many more courses not listed that we are also able to fund – any questions please get in contact active@cssc.co.uk

Archery instructors' course	Netball coaching
Athletics coaching	Personal training
Badminton coaching	Pilates or yoga instructors
Basketball coaching	Rugby coaching/refereeing
Cricket coaching	Running – coach in running fitness
Cycling coaching	Sailing
Football coaching/refereeing	Swimming coaching
Gym instructor	Triathlon coaching
Mountain leader	Other team sports qualifications

How much can I claim?

You can claim up to 50% of your training course costs, up to a maximum of £50.

How often can I claim?

Members can claim a subsidy **ONCE** per calendar year.

Please be aware that funding could be limited due to budget restrictions and popularity at certain times and may not be available year-round.

How do I claim?

All applicants must apply for their subsidy **AFTER** successfully completing the course and **within three months** of the training course completion date.

Applicants can apply via the online form [here](#).

Applicants must have been a CSSC member **for at least a year** at the time of completing the training course.

The training course must be provided or accredited by the relevant sporting governing body.

To receive reimbursement, you must provide evidence of successful completion of the training; this can be provided in the form of a photograph or scanned copy of a certificate or other confirmation of course completion.

Courses or training events spanning several days will be counted as a single event. The date of the first element of the training would determine in which year it will be treated within the Fund.

In most cases you should receive the funds into your bank account within 10 working days of successfully completing, submitting and CSSC approving your application.

Queries regarding the Coaching and Qualifications Fund can be sent to active@cssc.co.uk

Data Protection Statement

The UK General Data Protection Regulations defines your rights as an individual in relation to the information held about you and how it may be used. CSSC takes its responsibilities in respect of data protection very seriously and takes the utmost care when using data related to members. We will use the information provided to help us assess your application and review the success of the project. We will also use this to contact you for updates on how your project is performing if successful.

CSSC share relevant information with a third party, if necessary, to review and process your application.

The information we hold may be updated by yourself, or by a third party working on your behalf, at any time.

We may also use the information for accounting, audit, statistical or research internally within CSSC or under contract for use exclusively by CSSC. We will not disclose any of your information outside CSSC, other than as mentioned above, unless you have given us your prior consent.

In line with our retention period your data will be kept for a period of four years, unless you request us to remove it sooner. To view CSSC's privacy policy please visit <https://www.cssc.co.uk/privacy-policy>.