



Cardiff City Walking Football Club

Financial Hardship Procedure

1. Purpose

The Cardiff City Walking Football Club (CCWFC) is committed to ensuring that all members have the opportunity to participate, regardless of financial circumstances. This procedure outlines the process for members who experience financial hardship and require temporary assistance with subscription fees.

2. Scope

This procedure applies to all members of CCWFC who may face financial difficulty and require support with their membership fees.

3. Application Process

3.1. A member experiencing financial hardship should contact a member of the club's management committee to discuss their situation in confidence.

3.2. The member will be asked to submit a written request (email or letter) outlining their circumstances and the level of support they require. No detailed financial evidence will be required, but members should provide enough information to allow the club's management committee to make an informed decision.

3.3. The request will be acknowledged, and the member will be informed of the expected timeframe for a decision.

4. Decision-Making Process

4.1. The request will be reviewed by a small subcommittee of two of the club's management committee to ensure confidentiality and fairness.

4.2. The subcommittee (without reference to the club's wider management committee members) may approve one of the following options based on the club's financial situation:

- Temporary full waiver of fees for a defined period.
- Partial reduction of fees.
- Deferred payment plan.
- Other reasonable adjustments to support the member.

4.3. The decision will be communicated to the member in writing, and they will be encouraged to reach out if their circumstances change.

4.4. All decisions will be documented internally, ensuring anonymity where possible, and reviewed periodically to ensure fairness and sustainability.

5. Confidentiality and Respect

5.1. All requests will be handled with the utmost discretion, and the club will ensure that no member faces discrimination or stigma as a result of seeking financial assistance.

5.2. Only the designated subcommittee members will be privy to the details of individual cases.

6. Review and Amendments

6.1. This procedure will be reviewed periodically by the club's management committee to ensure it remains fit for purpose and aligns with the club's financial capabilities.

6.2. Any amendments must be approved by the club's management committee before implementation.