



## BURSARY SCHEME 2019/2020

### What is the Berks & South Bucks Bursary Scheme?

In order to reduce some of the financial burden experienced by individuals when undertaking their continuous professional development, the ASA South East Region has made some funding available towards the cost of ASA/UKCC & SCUUK courses. The County Bursary Scheme is supplemental to the Regional Scheme ([www.southeastswimming.org/clubs/bursaries](http://www.southeastswimming.org/clubs/bursaries)), and is only available after the Club has exhausted available bursaries from ASA South East Region for the year.

### Who is eligible?

Applicants must be from clubs assigned to the Berkshire & South Buckinghamshire Sub-Region.

No bursary will be granted to applicants who are already receiving support from Swim England South East Region for the course concerned.

Applications must be supported by a statement or evidence that the applicant has been actively engaged in teaching or coaching with the club for at least 6 months and expects to continue working at the club following the training.

The proposed course must be recognised by Swim England and the applicant must meet the course criteria.

Please note the year in which the bursary falls is determined by the course date, not the date when the bursary was applied for.

The Berkshire & South Buckinghamshire ASA has the final decision on which persons and clubs should be subsidised and reserves the right to limit the funds available.

### How often can I apply?

There is no limit to the applications which may be made, but bursaries will be limited by the available funds.

No bursary will be granted to applicants who are already receiving support from the Swim England South East Region for the course concerned.

The County will offer each club bursaries on a 2 teaching for 1 coaching basis

If a club has had no bursaries from either Region or County then:

- Coaching would go first to the Region until they had used their club's allocation of 3; and then the 4th coaching would come to the County.
- The first teaching would come to the County as the club has (implicitly) exhausted their regional allowance on teaching. A Club does not have to have used all their coaching allowance from the Region before they can claim a teaching bursary from the County.
- The Club can have two teaching bursaries from the County and then it needs to have a coaching from the County before it can have another teaching bursary (under the 2:1 rule).

However, before the County will accept the coaching bursary the Club needs to use three coaching bursaries from the Region.



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Hence the third teaching bursary from the County will need to have been preceded by 4 coaching bursaries, 3 from the Region and one from the County.

### How much funding is available?

Awards will be made to off-set the cost of training and examinations. Maximum bursaries are:

- ASA Level 1 courses 50%
- ASA Level 2 courses 66%
- ASA Level 3 courses 75%

These bursaries will also support those candidates up-skilling from an old qualification to a new UKCC qualification.

### How are applications made?

Applications for a bursary should be made through the Assistant Secretary with both the applicant and club chairman completing the relevant parts of the application form.

**ONLY FULLY COMPLETED FORMS WILL BE PROCESSED, those with any information missing will be rejected.**

**Your fully completed application MUST be received and approved BEFORE you book on the course. As your voucher code is required for the booking process. NO RETROSPECTIVE FUNDING WILL BE AWARDED.**

Completed forms and supporting documents may be scanned and emailed to the Assistant Secretary, Rosemary Large.

For level 3 bursaries, candidates must apply to the ASA and gain approval before applying for a County bursary. A copy of their acceptance onto Stage 1 of the course must be enclosed with the application form. Please contact [cathy.innes@swimming.org](mailto:cathy.innes@swimming.org).

### When are bursaries awarded?

All applications will be acknowledged by post or email, notifying the candidate and the club chairman of the County's decision.

**For Level 1** if successful, the candidate will receive up to the value of 50% of the course cost. For IoS courses the candidates will receive an e-mail with a voucher code to the value of 50% of the course cost. This voucher code is then used when booking the course via [www.theiosonline.com](http://www.theiosonline.com). For courses from other ASA Approved Centres instructions will be sent on how to claim the bursary.

**For Level 2** the candidate will receive up to the value of 50% of the course cost. For IoS courses if successful, the candidate will receive an email with a voucher code to the value of 66% of the course cost. This voucher code is then used when booking the course via [www.theiosonline.com](http://www.theiosonline.com). For courses from other ASA Approved Centres instructions will be sent on how to claim the bursary.

**For Level 3**, If successful, the candidate will receive an email confirming with a voucher code for stage 2. Remaining vouchers will be realised as stages are completed. These voucher codes are used when booking the course via [www.theiosonline.com](http://www.theiosonline.com). For courses from other ASA Approved Centres instructions will be sent on how to claim the bursary.



**Please note the voucher codes will be unique to the candidate and the course they state at the time of application and are not transferable to any other person or course.**

**Can a club put several applicants through at the same time?**

Multiple applications will be accepted provided each candidate has completed a separate form.

Please write clearly and legibly throughout and return your completed application to Rosemary Large, Assistant Secretary (e-mail: [assistant.secretary@bsbasa.org](mailto:assistant.secretary@bsbasa.org))