

Club Warriors Training and Competition Bursary Guideline and Application

(Version A updated July 2025)

1. **Preamble** Club Warriors (CW) Swim Club has implemented a Training Bursary to assist swimmers in financial need with their training costs, while a registered member of CW. Eligibility for the Bursary, the Bursary application process and other terms and conditions related to the Bursary are set out in this Guideline. The objective is to provide access to competitive swimming for those swimmers who show a keen interest and commitment to the sport, but do not have the financial means to fully participate without assistance from a program such as the Bursary outlined here.

2. **Eligibility Criteria**

The following summarizes the criteria that the Bursary Committee will consider in reviewing applications for a Bursary and in awarding Bursaries. In the event that there are multiple applicants in a particular year, the Bursary Committee will consider the relative situation of all eligible applicants. The Bursary Committee reserves the right to give such relative weight to each eligibility criterion and to consider such other criteria as, in the view of the Committee, is reasonable and appropriate to achieve the objective of the Bursary. The decision to grant a Bursary to eligible applicants is within the sole discretion of the Bursary Committee. The applicant must demonstrate reasonable entitlement to a Bursary having regard to all of the circumstances of the applicant including the criteria outlined below:

- (a) The applicant must have at least one year's experience as a competitive swimmer and be a registered member of CW for the entire period for which a Bursary is granted.
- (b) The applicant must have demonstrated financial need having regard to the financial situation of the applicant and their family. Any other financial assistance received by the applicant during the period for which a bursary is granted will also be considered and must be disclosed by the Applicant.
- (c) The applicant must demonstrate a commitment to the principles outlined in the CW Code of Conduct. Examples include scholarship, volunteerism, commitment to community, exemplary behaviour, positive work ethic and respect for others.
- (d) Past and current bursary recipients are eligible to re-apply for funding for successive submissions sessions but renewal is not guaranteed. Acceptance for one year does not imply acceptance for subsequent years.

3. Application Process

(a) Applicants must complete the attached confidential application form and submit it to president@cswswimming.ca or mail to the Club Warriors office:

Club Warriors Training Bursary
5-420 Erb Street West, Suite #316
Waterloo, ON, N2L6K6

Applications are accepted at any time and will be reviewed on at least a monthly basis by the Bursary Committee.

(b) Applicants must provide required income verification for all parents and/or guardians of the applicant including any other adult who is in a parental and/or guardianship relationship towards the applicant, regardless of whether the adult(s) reside(s) in the same residence as the applicant.

Income verification is as listed in the application form and includes: Notice of Assessment **and** 2 consecutive pay stubs or EI/Ontario Works/ODSP documentation for the parents and/or guardians referred to above. As part of income verification, applicants must also provide detailed particulars of their family size, as indicated on the application form.

Applicants must also provide a detailed statement of the reasons that they believe that they are eligible for a bursary, having regard to the eligibility criteria set out above. This statement must include details about the living situation, employment, needs, etc..

- Letter from parent or guardian re: reason for bursary application, employment, living arrangements, financial need etc.
- Option to include a maximum of 2 letters of reference and a letter written by the swimmer(s) on whose behalf the bursary is sought

Please send **completed** applications to the following address:

Club Warriors Bursary Committee
5-420 Erb Street West
Suite #316
Waterloo, ON N2L6K6
or
president@cswswimming.ca

(c) More than one application may be submitted per family or household during the same season, however separate applications must be submitted for each individual swimmer.

(d) Incomplete applications will not be considered.

(e) All information submitted to the Club Warriors Bursary Committee is kept in the strictest of confidence, and is used only for determining eligibility of the applicant.



4. Administration and Distribution

- (a) The applications will be reviewed by the Bursary Committee. The Bursary Committee will review all applications based on need, benefit, expressed commitment to swimming, and funds available. Committee members must agree with the Bursary recipient selections. These decisions are not subject to review or challenge. The Bursary Committee shall consist of at least 2 members of the Club's Board of Directors-
- (b) A decision on eligibility of the Bursaries will be made in a timely manner after submission of the Application form. The recipients will be notified by the contact information they provided in their application.
- (c) The Bursary funds will be made payable directly to the Club Warriors family account for training.
- (d) Under exceptional circumstances, the Bursary Committee will consider ad hoc requests for further funding related to travel for competition.

5. Participation

By applying for The Club Warriors Training Bursary, you are agreeing to abide by the conditions and criteria set out above, by the Club's Policies and By Laws, and Club Warriors Code of Conduct. This includes the standard expectations for participation, volunteerism, and support of in-house meets and other Club activities. Violations of Club's Policies and Bylaws, or Code of Conduct will automatically result in the loss of the Bursary.

**Club Warriors Training Bursary Application Form**

Applicant Information	
First Name:	Last Name:
Address:	
City:	Postal Code:
Telephone:	Email:
School:	Birth Date (must be between ages 5-18):

Adult Sponsor 1	
First Name:	Last Name:
Address:	
City:	Postal Code:
Relationship to Applicant:	
Employer:	

Adult Sponsor 2	
First Name:	Last Name:
Address:	
City:	Postal Code:
Relationship to Applicant:	
Employer:	

If there are any more than 2 adults living with the applicant, please include their Adult Sponsor Information as well.



Funding Request Club Warriors Program Fees (check one):		
High Performance Junior Elite Senior	AG3 Development AG3 AG2 AG2 Development AG1	Novice 2 Novice 1
Indicate if full Bursary or partial assistance is sought. If partial, please indicate how much: Full Assistance Partial Assistance in the amount of: \$ _____		

Income Verification	
Primary Residence - Gross Annual Household Income (Please check one): Less than \$20,000 \$20,000-\$29,000 \$30,000-\$39,000 \$40,000 & Over	If parents/guardians reside in separate households, please indicate Gross Annual Household Income for each additional household: : 1. _____ 2. _____ 3. _____
Family size Number of adults living in the same household as the applicant: Number of children (18 and under) living in the same household as the applicant:	

Please Include with your application:
 Copy of Notice of Assessment (Government Documentation) AND
 Current proof of family income (select one):
 consecutive pay stubs Ontario Works OR
 EI Documents

Applicants must provide required income verification for all guardians of the applicant including but not limited to: both parents and any other other adult living with the applicant in a parental role/relationship with the applicant's parent.

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Eligibility & (Optional) Endorsement Section

You must include with your application a letter outlining why you are eligible for a Bursary, having regard to the Eligibility Criteria set out in the Club Warriors Training Bursary Guideline.

You may also include a maximum of 2 letters of reference and a letter written by the swimmer(s) on whose behalf the bursary is sought.

I hereby apply for the Club Warriors Training Bursary. In signing this application, I declare that all information provided is complete and true to the best of my knowledge. I also undertake to disclose to Club Warriors if there is a material change in my financial status.

Signature of Adult Sponsor: _____ **Date:** _____

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