



Administrative Policies and Procedures, 2015

Overview: Biddeford Youth Lacrosse believes that every child should have the opportunity to play Lacrosse! Our program is open to any child, regardless of financial ability.

Policy: It is the policy of Biddeford Youth Lacrosse (BYL) to provide financial assistance in an objective, fair, and responsible manner. Further, it is the policy of BYL to provide this type of financial assistance to students who *would not be able to participate* without this financial support.

Procedures:

1. A parent or guardian must complete a BYL Financial Assistance Application if they need financial assistance.
2. The parent or guardian will be provided with an opportunity to enroll as a BYL volunteer to “give back” time.
3. BYL President and Scholarship Manager will manage and direct all scholarship funds. The BYL President will provide an annual scholarship budget to the Scholarship Manager. Should the budget prove inadequate, the Scholarship Manager is encouraged to request additional monies.
4. With input from the BYL President, the Scholarship Manager will determine the amounts and allocation for all student scholarships.
5. The Scholarship Manager will attempt to provide fair representation of student ages and programs when determining scholarships.
6. The Scholarship Manager will track the allocation of all scholarships for each season and provide this information to the President upon request and in summary at the end of registration.
7. The Scholarship Manager will provide each scholarship recipient with a letter confirming his or her scholarship and individual co-payment responsibilities. Copies will be provided to the Club President and Registrar.

Scholarship determination will factor in the following:

- All scholarship recipients will be required to pay \$10 towards the Program fees. \$10 is due at the time of registration unless payment has been worked out with the Scholarship Manager.
- Scholarship recipients are not eligible for a BYL scholarship in a subsequent year if they have not met their obligations in prior years, including: payment of their co-payment, volunteer commitments, and returning all uniforms and borrowed gear on time and in clean and serviceable condition.