

The Åssia Fund – Statutes and Guidelines

Purpose

The Åssia Fund is a solidarity initiative established to provide financial assistance to children and youth who require economic support in order to participate in the activities of Åssiden Sports Association (Åssiden IF) on equal terms with other members.

Background

Åssiden IF is committed to ensuring that financial circumstances do not prevent participation in the club's activities. In collaboration with local businesses, the Drammen Sports Council, and various charitable foundations, the club has obtained support that enables the establishment and development of the Åssia Fund.

The fund's resources shall be allocated to cover the following expenses, listed in order of priority:

1. Membership and activity fees
 2. Clothing and equipment required for participation in football or handball
 3. Participation fees for football/handball schools and tournaments included in the club's sports plan
 4. Up to 5% of the salary and associated social costs of the administrative coordinator, provided this does not impair the fund's ability to fulfil its primary objectives as stated above
-

Statutes and Operational Guidelines

Deposits and Withdrawals

Funds received from foundations, legacies, business entities, and private donors shall be deposited into a dedicated Åssiden IF account and used exclusively for the purposes of the Åssia Fund.

Contributors will be acknowledged and profiled on the Åssia Fund's official website.

The fund may cover a percentage of the total cost for each recipient, determined according to individual need. A minimum contribution of NOK 50 is required for membership fees, and NOK 100 for activity fees.

A continuous record of all deposits and withdrawals shall be maintained.
An annual report shall be presented to the Åssiden IF Board at the conclusion of each fiscal year.

Recipients of Support

Potential recipients may apply directly, be referred by team support personnel, or be identified through follow-up on outstanding training fees.

Eligibility for support from the fund presupposes that applicants participate in the club's voluntary work and other mandatory activities.

Application Processing

All applications shall be handled confidentially by the administration of Åssiden IF. Coaches, team leaders, and other personnel shall not be informed of any family's application for support.

The Board delegates to the General Manager the authority to appoint a member of the administration responsible for managing the fund.

Applications are processed on a rolling basis.

Each application must include the following information:

- Full name of the player concerned
- Telephone number and email address of the parent or applicant
- The sport and team with which the player is affiliated
- The type of support requested (e.g., membership fee, activity fee, football/handball school, participation fee, etc.) and the related cost
- The amount or percentage requested from the Åssiden Fund
- Specific information about the applicant's family situation and the reason for requesting support

The fund administrator may request a meeting with applicants prior to any decision on allocation.

Allocations are jointly determined by the fund administrator and the General Manager.

In cases where either the fund administrator or the General Manager is deemed disqualified due to conflict of interest, a designated board member shall participate in the decision-making process (in order of succession: Head of Social Responsibility, Deputy Chair, and Chair).

A summary of the decision basis and criteria, signed by the involved parties, shall be archived together with the application and any supporting documentation in a dedicated case file.

In exceptional circumstances where it is difficult to reach the family or guardians, the best interests of the child shall take precedence, and normal processing procedures may be set aside to ensure timely support.

Grants, Accounting, and Recordkeeping

Coverage of Membership and Activity Fees

- The member's invoice (in full or in part) shall be paid by Åssiden IF from the Åssia Fund account.
- The member will then be registered as having a valid membership in Spond.
- Copies of the payment confirmation and invoice shall be archived in the case file.

Coverage of Clothing and Equipment

- Åssiden IF shall assess the recipient's needs for clothing and equipment through direct consultation.
- Necessary items will be procured by the club according to the identified needs.
- Any related invoice shall be paid from the club's operating account and subsequently transferred internally from the Åssia Fund account.
- Copies of payment confirmations and invoices shall be archived in the case file.

Coverage of Participation in Football and Handball Schools

- The member's invoice (in full or in part) shall be paid by Åssiden IF from the Åssia Fund account.
- Copies of the payment confirmation and invoice shall be archived in the case file.

Coverage of Team Tournaments and Cups

- Payments shall be made to the team's account in accordance with documented team expenses and the approved amount from the Åssia Fund.
- Copies of payment confirmations and relevant documentation shall be archived in the case file.

Contact Information

For questions or further information, please contact:

 medlem@aif.no

Revised: Drammen, 7 March 2023

Approved by: The Board of Åssiden IF