

A GUIDE TO FUNDING AVAILABLE TO SHPF CLUBS



UPDATE MAY 2024

SHPF funds have built up over the years, from a range of sources including SHPF membership subscriptions from Clubs and an annual grant from Sport Scotland. The previous funding guide has been updated in line with decisions made at the recent budget planning meeting. With increased expenditure and reduced income, the SHPF Committee has had to review its funding priorities. This guide serves to ensure funds are managed as effectively as possible to ensure a positive impact on the development of the sport in Scotland.

SHPF FUNDING AVAILABLE TO CLUBS

The SHPF AGM is normally held in February each year, where individual members and Clubs may propose changes to how our funds are allocated. The AGM is followed (usually within a couple of weeks) by a Budget Planning Meeting to which all Club Chairs (or their representative) are invited.

Our draft budget plan is reviewed at the Budget Planning Meeting. There is flexibility for the Committee to amend the Budget Plan as necessary throughout the year where there is full Committee agreement that this would be in the best interests of the membership and is affordable.

Some SHPF funds are set aside at the budget meeting for such things as SHPF running costs, trophies, prize money, and donations. Other priority areas including safety (e.g. first aid training and EHPS repacks) and pilot development (e.g. coaching and competitions) are budgeted for. There is also scope for new areas of funding to be considered.

While some events may be organised directly by the SHPF, most are organised by member clubs or individuals, with SHPF support. The following guide sets out how SHPF funding support can be accessed.

FUNDING REQUESTS & INFORMATION

- **Requests for funding**
 - Should normally come from the Chair of an SHPF Member Club however, requests from individual member may be considered.
 - Requests should be emailed to the SHPF Treasurer: treasurer@shpf.co.uk
- **Timing**
 - Wherever possible, requests for funding should be made before the Budget Planning Meeting which is generally held within a couple of weeks of the AGM, (usually end Feb/early March).
 - Later requests should be made at as early a stage as possible and will be considered if funding is available.
 - The SHPF financial year runs from January to December each year. Normally new funding requests will not be considered between the beginning of December and the Budget Planning Meeting.
 - Most funding support areas require a request to be made IN ADVANCE to the SHPF Treasurer. Full details about the information and notice required is included in the detail under each of the categories later in this document. A brief summary for each category is provided here:
 - **Safety: Emergency Parachute Systems (EPS) Repacks**
 - Large Centralised Repack - Approval to be requested at least 6 weeks in advance
 - Local Repack - For costs up to £100, Clubs do not require approval in advance but are asked to inform the treasurer by email of the date and location of a planned event as soon as this is known. Approval required in advance for any requests for funding which exceeds £100.
 - **First Aid Training**
 - First Aid Course organised by SHPF Club - Advance approval as early as possible required in all cases.
 - SHPF Member individual attendance at a BHPA approved First Aid course - Club Chair (rather than individual member) should make an initial request for funding support to the SHPF Treasurer as soon as possible.
 - **Coach and Pilot Development: Attendance at BHPA Training Course**
 - Attendance at BHPA Club Coach Course not run by the SHPF - Club Chair to make request in advance for course fee to be paid for a Club member for attendance at a Club Coach course out with Scotland.
 - Attendance at other BHPA courses which lead to BHPA recognised qualifications - Club Chair to make initial request for funding support for a Club member at as early a stage as possible.
 - **Pilot Development: Club Coaching or Information Sharing Events organised by Club**
 - Events held at a centralised venue – For costs up to £120, Clubs do not require approval in advance but are asked to inform the treasurer by email of the date and location of a planned event as soon as this is known. Approval required in advance for any requests for funding which exceed £120.
 - Virtual coaching event provided by 3rd party provider – Requests for funding must be made in advance by the Club Chair.

- o **Pilot Development: Club Competition or Flying Events with Club Coach Support**
 - Clubs can claim £100 for running a supported, hill based event which is open to all SHPF members. Advance notice of a funding request is not required where all the expectations set out later in the document are met.
- o **OTHER FUNDING REQUESTS**
 - Clubs or individuals may contact the SHPF in advance to request funding in other areas which support the objectives as set out in the SHPF Constitution. Such requests will be considered by the SHPF Committee.
- o All Claims for funding must be made as soon as possible after an 'event' but no later than 30 days after the event.
- **Claims**
 - o All claims must be made using the [SHPF Claim form](#) (as soon as possible but no later than 30 days after the event)
 - o Proof of payments documents, normally invoices and/or receipts, are required in almost all cases. Such documentation can be uploaded on to the Claim Form.
 - o Travel mileage will normally be paid as detailed in the SHPF Expenses Claims Policy. Claims for mileage should be accompanied by details of the start and finish locations and total mileage for the journeys involved. This can be by a note on the Claim Form or by a planned journey upload e.g. a google map image.
- **Further Information**
 - o Links to Financial Procedures and Expenses Claims Policies as well as the SHPF Claim Form can be found on the SHPF Website (Information tab). <https://shpf.co.uk/info/documents/>
 - o Any queries, email the treasurer directly: treasurer@shpf.co.uk

THE SHPF FUNDING CATEGORIES

The information in each category is organised under the following headings.

- **FUNDING REQUESTS & INFORMATION**
 - o Level of Funding
 - o Advance Notice of Funding Request
 - o Participant Costs and SHPF Funding Levels
 - o What is considered to be reasonable expenses
- **EXPECTATIONS**
 - o The Event
 - o Report for SHPF
- **HOW TO REQUEST FUNDING SUPPORT**
 - o Before the Event
 - o As soon as possible after the Event

The links below take you directly to the information related to each funding category.

1. **Safety: Emergency Parachute Systems (EPS) Repacks**
2. **Safety: First Aid training** (*links below*)
 - a. 2a) First Aid Training Course organised by SHPF Club
 - b. 2b) SHPF Member individual attendance at a BHPA approved First Aid course
3. **Coach and Pilot Development: Attendance at BHPA Training Courses** (*links below*)
 - a. 3a) Attendance at a BHPA Club Coach Course not run by the SHPF
 - b. 3b) Attendance at other BHPA courses which lead to BHPA recognised qualifications e.g. Senior Coach/Instructor/Trainee Instructor/Winch Operator Courses
4. **Pilot Development: Club Coaching or Information Sharing Events organised by Club**
5. **Pilot Development: Club Competition or Flying Events with Club Coach support.**
6. **OTHER FUNDING REQUESTS**

1. Safety: Emergency Parachute Systems (EPS) Repacks

FUNDING REQUESTS & INFORMATION

Level of Funding

- Funding support for reasonable expenses can be requested from the SHPF for running a centralised repack and/or Local Repacks.
- Further support for EPS repacks, training and assessment will also be considered by the committee on request.
- It was accepted at the 2024 AGM that the SHPF can no longer fund 100% of the cost of repack events. Contributions towards the costs of an event will be expected from Participants and the organising Club (details below)

Advance Notice of Funding Request

- Large Centralised Repack - If a Club (or individual) wishes to get SHPF support to organise a large centralised repack e.g. a Ratho Event, which is likely to require more SHPF funding support than is available for Local Repacks as detailed below, the SHPF treasurer should be contacted **at least 6 weeks in advance** to request approval from the SHPF committee.
- Local Repack - Recognising that local repacks are in some cases preferable due to more flexible dates and reduced travel, funding is available to SHPF Clubs to organise local repacks to suit their needs. Clubs can claim **reasonable expenses** to support the running of local repacks. While clubs will normally be supported to run one repack each year, additional repacks may be supported for Clubs using smaller/cheaper venues. Clubs should request approval from the treasurer if there is an expectation that total cost are likely to be more than £100 greater than the expected income. Where this is unlikely to be the case, Clubs do not require approval in advance but are **asked to inform the treasurer by email** of the date and location of a planned event.

Participant Costs and SHPF Funding Levels

- How much should it cost a pilot to get a supported repack?
At the budget planning meeting in 2024 it was agreed that all Clubs should charge the same for each chute to be repacked, at a basic repack event. Additional charges may be set by Clubs, where additional services or activities are provided at the event.
The following charges for a basic supported repack were agreed:
£15 for SHPF MEMBERS
£20 for NON-SHPF MEMBERS

***Note:** An additional charge for repacking a chute for a pilot who is not present at the event, may be negotiated between the pilot and the trained packer willing to provide this service. This is a separate fee for service which does not involve the SHPF.

- Level of Funding Support Available from SHPF
 - The SHPF will no longer provide 100% funding support for repack events. Contributions are now expected from Clubs and Participants.
 - For clarity – an event can be a single repack, or more than one small repack in any one year.
 - It is recognised that due to the potentially higher costs of running events in some areas (e.g. where there are increased travel costs for packers and/or limited access to low-cost venues), it has been agreed that a fixed % contribution towards the cost could disadvantage some clubs. The following principles will therefore normally apply:
 - The total income from all participants for the basic repack will be deducted from the total cost of the event (including packer travel costs).
 - Where the total cost is **less than the income**, the surplus will go to the organising Club to use as they see fit.
 - Where the total cost is **greater than the income by up to £100**, the SHPF will fund half the outstanding cost (e.g. £50 from the SHPF plus £50 from the Club)
 - Where the total cost is greater than the income by more than £100, the Club will pay the first £50 with the remaining being funded by the SHPF.

What is considered to be reasonable expenses

- The cost of suitable venue(s)
- Travel mileage for trained and trainee packers supporting the event as per the SHPF Expense Claim Policy. [SHPF Expense Claim Policy](#)
- Each event should have at least one qualified packer present
- Packers, travelling to an event are asked to reduce travel mileage through car sharing wherever possible. Overnight subsistence will not normally be funded.
- To support the ongoing training and development of trainee packers, additional funding is available to allow trainees to be involved and gain experience while supporting the running of an event. This should be agreed in advance with the SHPF treasurer.
- Packers should no longer make claims directly to the SHPF unless it is an event organised by the SHPF Committee. All costs for the running of an event (including packer expenses) **must** be claimed back by the responsible Club.

EXPECTATIONS

The Event

- What should a participant expect at an SHPF supported repack?
Supported repacks are organised to allow pilots to be supported while checking and repacking their EPS system in a suitable venue. The owner of the chute should normally* be present and play an active role in the repacking of their own chute.
- Who will provide support at a repack?
Previously, SHPF funded the training and qualification of a number of Scottish based packers. Some of those trained are now fully qualified and others are working towards the qualification.
- At least one qualified packer, as well as an appropriate number of trainees, must be present at an event.

Report for SHPF

- A record should be kept of:
 - Date, venue and organising Club
 - Names of qualified packer(s)
 - Names of trainee packers
 - Participants (and the number of their chutes repacked if more than one)
 - Notes of any learning points arising from testing and checks (names redacted)
 - The above information should be sent to the SHPF treasurer by email or uploaded to the Claim Form.

HOW TO REQUEST FUNDING SUPPORT

Before the Event

- Local repack: Inform treasurer of date and location of a Local Repack.
- Centralised Repack (or local repack) where additional support is likely: Approval in advance is required from the SHPF Committee. A request should be sent to the treasurer at as early a stage as possible, but **no later than 6 weeks before** the planned event. Events should not be advertised until approval has been confirmed.

As soon as possible after the Event

- Complete and submit the SHPF Claim Form: [SHPF Claim form](#)
- Email or upload Event Record (see above) to treasurer@shpf.co.uk

2. Safety: First Aid Training

SHPF Funding may be available for the following:

- 2a) BHPA approved First Aid Training Course organised by SHPF Club
- 2b) Club Member attendance as an individual, at an approved first aid course

2a) First Aid Training Course organised by SHPF Club

FUNDING REQUESTS & INFORMATION

Level of Funding

The SHPF recognises the value of First Aid Courses which are focussed on supporting pilots to deal with a serious incident in a remote outdoor environment. While it will provide some funding support to allow clubs to run courses by any providers approved by the BHPA, the SHPF highly recommends the courses run by the British Associate of Ski Patrollers (BASP), which always received excellent feedback from pilots who have attended.

Such courses are expensive and will require significant contributions from individuals and Clubs as well as the SHPF.

Advance Notice of Funding Request

- Ideally, Clubs wishing to plan a First Aid Course, should make this known to the SHPF before the Budget Planning meeting (end Feb/March each year). As it is recognised that new Club Committees may not have made any plans for the year at that stage, Clubs starting to consider the organisation of a First Aid Course later than that should contact the SHPF as early as possible but no later than 30 June to establish whether or not their may be funds available in the current financial year.
- Clubs will normally be expected to offer at least 2 places to their nearest SHPF Club(s)
- Further actions need to be taken before funding support can be agreed. This is detailed in a later section.

Participant Costs and SHPF Funding Levels

- SHPF may contribute up to:
 - 50% of the venue costs
 - 50% of the course fee for **attendees** (must be SHPF members).
The SHPF will **not** normally cover the cost of unfilled places unless there are exceptional circumstances which can be considered by the Committee.
- Participants should pay a proportion of the course and venue costs as agreed by the organising Club.
- It is up to individual clubs to decide the level of subsidy they can provide. The organising club should only subsidise members of their own Club. Members of other Clubs may wish to request a similar level of subsidy from their Club.

What is considered to be reasonable expenses

- No additional personal expenses will be supported by the SHPF. The cost of the venue and course fee only will be subsidised.

EXPECTATIONS

The Event

- To maximise the value of SHPF funding across an area of Scotland, organising Clubs are required to offer a minimum of 2 places to another nearby Club.
- There should be a clear expectation, before confirming a course, that all places can be filled. The SHPF will not fund fees for empty places.
- A reserve list should be created.
- Clubs should require deposits in advance of booking and full payment well in advance of the course date to allow reserves to take up unpaid places.
- In the event of unused places, Clubs may open the course up to others at an appropriate cost. The SHPF will not subsidise places for non-SHPF members.

Report for SHPF

- A record should be kept of:
 - Date and organising Club
 - Venue and cost
 - The Provider, Instructor and total course fee
 - List of Participants to include Name, Club, Payment
- The above information should be sent to the SHPF treasurer by email or uploaded to the Claim Form.

HOW TO REQUEST FUNDING SUPPORT

Before the Event

- Ideally, Clubs wishing to plan a First Aid Course, should make this known to the SHPF before the Budget Planning meeting (end Feb/March each year). As it is recognised that new Club Committees may not have made plans for the year at that stage, Clubs starting to consider the organisation of a First Aid Course later than that should contact the SHPF as early as possible but no later than 30 June to establish whether or not there may be funds available in the current financial year.
- If there are some available funds, Clubs should consider potential dates and consult members (and other clubs) to gauge a realistic level of interest to be confident that all available places (normally 12) can be filled. Before confirming a course, Clubs are expected to:
 - Research potential venues, availability and costs.
 - Research the level of interest.
 - Require a deposit from potential participants.
 - Have a reserve list.
- In the submission of a more detailed request to SHPF, Clubs are expected to include:
 - Potential course dates
 - Commitment to offer at least 2 places to nearby Club(s)
 - Venue cost
 - Course fee total
 - Maximum numbers
 - Established level of interest

As soon as possible after the Event

- Email Event Report (see above) to treasurer@shpf.co.uk or upload it to the Claim form
- Complete and submit the SHPF Claim Form: [SHPF Claim form](#)

2b) SHPF Member individual attendance at a BHPA approved First Aid course

FUNDING REQUESTS & INFORMATION

Level of Funding

The SHPF recognises the value of First Aid Courses which are focussed on supporting pilots to deal with a serious incident in a remote outdoor environment.

Where an appropriate club-run First Aid Course is not available, the SHPF will consider funding support for an individual member who needs a first aid certificate for a flying related qualification. In exceptional circumstances, funding may be available to other individual members. All applications for individual members must be made by a Club.

While funding for any BHPA approved First Aid course will be considered, the SHPF highly recommends the courses run by the British Associate of Ski Patrollers (BASP), which always received excellent feedback from pilots who have attended. Such courses are expensive and will require significant contributions from individuals and Clubs as well as the SHPF.

Advance Notice of Funding Request

- Individuals who would like to access this funding should contact their Club Chair in the first instance.
- The Club Chair should then make an initial request for funding support to the SHPF Treasurer as soon as possible:
 - Ideally before the annual SHPF Budget Planning meeting (normally late Feb/early March).
 - Later requests will be considered if funds are available.
- The initial request should include:
 - Pilot Name and Club
 - Reason for request
 - Course Provider and location of course
 - Anticipated Course Fee
- Once funding in principle is approved, the steps for making a claim (included below) should be followed by the pilot involved.

Participant Costs and SHPF Funding Levels

- SHPF may contribute **up to 30%** of the course fee for pilots who have been SHPF members for at least one year.
- The Club would normally be **expected to contribute up to 30%** for the course fee, however it is up to the individual club to decide the level of subsidy they can provide. Where the pilot is a member of more than one Club, Clubs may agree to make a joint contribution
- The rest is paid by the pilot involved.

What is considered to be reasonable expenses

- No additional personal expenses will be supported by the SHPF. The course fee only will be subsidised.

EXPECTATIONS

The Event

- The pilot is responsible for paying the full cost of the course in the first instance. Contributions from the SHPF and Clubs will only be paid on completion of the course after completion of SHPF Claim Form (see below)
- The SHPF will not provide any subsidy for a pilot who withdraws from a course after payment.

Report for SHPF

- Advise the SHPF of any changes to detailed request at the earliest opportunity
- Provide feedback on the value and quality of the course

HOW TO REQUEST FUNDING SUPPORT

Before the Event

- After funding in principle has been agreed with the Club, the pilot involved should make a more detailed request to SHPF to include:
 - Course dates (or potential dates) where there are spaces available
 - Course Provider and length of course
 - Course location
 - Course Fee

As soon as possible after the Event

- Email Event Report (see above) to treasurer@shpf.co.uk or upload it to the Claim form
- Complete and submit the SHPF Claim Form: [SHPF Claim form](#)

3. Coach and Pilot Development: Attendance at BHPA Training Courses

SHPF Funding may be available for the following:

3a) Attendance at a BHPA Club Coach Course **not** run by the SHPF.
(Note: Clubs will be offered places when SHPF run courses are arranged)

3b) Attendance at other BHPA courses which lead to BHPA recognised qualifications
e.g. Senior Coach/Instructor/Trainee Instructor/Winch Operator Courses

3a) Attendance at a BHPA Club Coach Course not run by the SHPF

FUNDING REQUESTS & INFORMATION

Level of Funding

- When the SHPF is running a BHPA Club Coach course in any year, it will not normally provide funding support for attendance at other Club Coach Courses in the same year except where there are exceptional circumstances.
- In the years when there is no Club Coach Course being run in Scotland, a Club may apply for funding for the course fee. Travel and subsistence costs will not be supported unless there are exceptional circumstances, in which case both the Club and the pilot involved would be expected to make a significant contribution.

Advance Notice of Funding Request

- The Club Chair should make a request, by email to the SHPF Treasurer, for the course fee to be paid for any Club member who wishes to attend a Club Coach course out with Scotland. This should include a justification of the impact attendance at such a course would make for the Club and an indication of any additional funding to be provided by the Club towards travel costs.

Participant Costs and SHPF Funding Levels

- The SHPF will pay the BHPA Course Fee
- The pilot will be responsible for all other costs.

What is considered to be reasonable expenses

- The pilot may wish to request some funding towards travel costs from their Club. That is not a matter for the SHPF.

EXPECTATIONS

The Event

- Attendance for the full duration of the Course is required
- The signed course completion form must be passed on to the Club's Chief Coach for approval and forwarded to the BHPA as soon as possible after the course
- Be willing to support Club pilots on the hill.

Report for SHPF

- Provide details of the following either by email to the SHPF Treasurer or included in the Claim Form
 - Date and location of Course
 - Confirmation that the signed course completion course has been passed on to the BHPA by the Chief Coach

HOW TO REQUEST FUNDING SUPPORT

Before the Event

- The Club Chair must make the initial request for funding to the SHPF as detailed above.

As soon as possible after the Event

- Complete the [SHPF Claim form](#) uploading a receipt and or proof of payment
- Submit the claim form within 30 days of completion of the course.
- Report back to SHPF as above

3b) Attendance at other BHPA courses which lead to BHPA recognised qualifications

e.g. Senior Coach/Instructor/Trainee Instructor/Winch Operator Courses

FUNDING REQUESTS & INFORMATION

Level of Funding

- The SHPF committee will consider a subsidy to support pilots who are willing to attend qualifying courses which could support the development of the sport in Scotland.

Advance Notice of Funding Request

- Individuals who would like to access this funding should contact their Club Chair in the first instance.
- The Club Chair should then make an initial request for funding support to the SHPF Treasurer as soon as possible:
 - ideally before the annual SHPF Budget Planning meeting (normally held late Feb).
 - later requests will be considered if funds are available.
- The initial request should include:
 - Pilot Name and Club
 - Course and Qualification
 - Impact this qualification would have for the club and wider flying community
 - Length of Course and location if known
 - Anticipated Course Fee
 - Level of support likely to be offered by Club
- Once funding in principle is approved, the steps for making a claim (included below) should be followed by the pilot involved.

Participant Costs and SHPF Funding Levels

- All contributions will be decided on an individual basis
- The SHPF will support a proportion of the course fee depending on:
 - The course fee
 - The estimated total cost
 - The contribution likely to be offered by the Club(s)
 - The benefit to the development of the sport in Scotland
 - SHPF funds available at the time of the request

What is considered to be reasonable expenses

- The SHPF will not normally contribute towards travel costs, however this may be considered in exceptional circumstances
- Other expenses will not normally be supported by the SHPF

EXPECTATIONS

The Event

- Attendance for the full duration of the Course
- Confirmation of qualification achieved
- Agreement to support the sport in Scotland as appropriate for a minimum period. This commitment should have been discussed and agreed in advance.

Report for SHPF

- Provide details of the following either by email to the SHPF Treasurer or included in the Claim Form
 - Type of Course
 - Date length and Location
 - Qualification gained
 - How the qualification will be used to support the development of the sport in Scotland

HOW TO REQUEST FUNDING SUPPORT

Before the Event

- The Club Chair must make the initial request for funding to the SHPF as detailed above.
 - Funding is more likely to be available if requests are made before the Budget Planning meeting (usually end Feb).
- After funding in principle has been agreed with the Club, the pilot involved should:
 - Make a more detailed request to SHPF to include:
 - Course dates (or potential dates) where there are known spaces available
 - Course Provider and location
 - Qualification type
 - Length of course
 - Course Fee

As soon as possible after the Event

- Complete the [SHPF Claim form](#) uploading receipts and or proof of payments
- Submit the claim form within 30 days of completion of the course.
- Report back to SHPF as above

4. Pilot Development: Coaching/Information sharing events organised by Club

FUNDING REQUESTS & INFORMATION

Level of Funding

- The SHPF may fund the following:
 - **Coaching/Information Sharing Event held at a centralised venue** - Clubs can claim up to £120 for reasonable expenses to run a coaching event.
 - **Virtual coaching event provided by 3rd party provider** - Some SHPF funding may be available for such events on an individual basis, where the session is open to all SHPF members, or is recorded for future use by other clubs.
- Clubs will normally be limited to one claim in a calendar year

Advance Notice of Funding Request

- **Events held at a centralised venue** – Advance notice is not normally required for a claim up to £120 for such an event. In circumstances where the cost is likely to be more than the funding available, a request with full details, should be emailed to the SHPF Treasurer.
- **Virtual coaching event provided by 3rd party provider** – Advance notice of a request must be made by the Club Chair, by email to the SHPF Treasurer, providing details of:
 - The proposed Event and potential impact
 - The provider
 - The Platform e.g. SHPF Zoom or other platform
 - Total Cost
 - Level of funding requested from SHPF

Participant Costs and SHPF Funding Levels

- Events held at a centralised venue
 - If the total cost of running the event is less than or equal to the SHPF funding, all SHPF members should be able to participate at no charge. Where the venue size limits numbers, Club members should have priority. Where space allows, Clubs may wish to open such an event to non-SHPF members. A minimum charge of £5 per head should be set for non-SHPF members.
 - Where the cost of running the event is greater than the SHPF funding available, clubs may wish to charge participants an appropriate fee to cover remaining costs not subsidised by the Club.
- Virtual coaching event provided by 3rd party provider
 - SHPF members should not be charged for attendance at an event which is fully funded by the SHPF.
 - Club may charge non-members for attendance
 - Where the full cost is not covered by the SHPF and the Club cannot subsidise the difference, the organiser should agree with the SHPF Treasurer a reasonable charge for SHPF attendees consider how payments would be managed for a virtual event.

What is considered to be reasonable expenses

- **Events held at a centralised venue** - Venue cost and travel mileage for presenter(s).
- **Virtual coaching event provided by 3rd party provider** – The agreed fee set by the provider – invoice/receipt required.

EXPECTATIONS

The Event

- Should be open to all SHPF members unless the venue or the platform limits numbers. Where there is a limit on numbers, Club Members should have priority.
- A record should be kept of attendees
- A recording should be made of a virtual event (unless prohibited by the provider)

Report for SHPF

- Provide details of the following either by email to the SHPF Treasurer or included in the Claim Form
 - Details of the Event
 - Organising Club
 - Venue or Platform
 - Attendees Names
 - Feedback on the event and potential impact

As soon as possible after the Event

- Complete the [SHPF Claim form](#) uploading receipts and or proof of payments as appropriate
- Submit claim form within 30 days of the event
- Report back to SHPF as above

5. Pilot Development: Competition or Flying Event with club coach support

SHPF funding is available to encourage Clubs to organise supported, hill based events where pilots can either compete together in the Nationals or participate in other tasks with the support of a Club Coach

FUNDING REQUESTS & INFORMATION

Level of Funding

- Clubs can claim **£100** for running a supported, hill based event which is open to all SHPF members

Advance Notice of Funding Request

- Advance notice of a funding request is not required where all the expectations set out below are met.

Participant Costs and SHPF Funding Levels

- SHPF members should not normally be charged for participation in the event. However, a charge can be made for extras e.g. food, prizes or other additional costs.
- A hill based flying event, should normally only involve SHPF members holding a current BHPA Club Pilot Rating or above. Should visiting BHPA members who are not SHPF members wish to participate an entry fee of £5 (paid to the organising club) should normally be set.
- Non BHPA members should not be permitted to participate in SHPF events.
- Full funding will only be available where there is a reasonable expectation that more than 5 pilots will participate. Smaller Clubs and those more geographically spread, may run more than one event (with less than 5 participants) to claim full funding.

What is considered to be reasonable expenses

- As it is recognised that organising such an event takes time, effort and usually some incidental expenses. The SHPF has agreed to pay £100 to encourage such supported events without the need for costs to be itemised. The income can be used to fund gratuities to organisers or coaches, or to support Club funds generally. This is a matter for individual Clubs.

EXPECTATIONS

The Event

- Must be open to all SHPF members
- Must be advertised on the SHPF Facebook page as well as on other relevant communications platforms
- Must be advertised at least 3 weeks in advance:
 - flexible dates can be arranged with final decisions not later than the Wednesday before
 - levels of interest should be sought in advance.
- Must be supported by at least one Club Coach to brief on weather, tasks, site etc
- A record of all attendees and coaches should be made

Report for SHPF

- Report should include:
 - Date, location, type of event
 - Weather or the day
 - Names of attendees and coaches
 - Impact

HOW TO REQUEST FUNDING SUPPORT

Before the Event

- Advance notice of request not normally required

As soon as possible after the Event

- Complete the [SHPF Claim form](#) within 30 days of the event (or final event in the case of multiple small events)
- Report back to SHPF as above

6. OTHER FUNDING REQUESTS

Clubs or individuals may contact the SHPF to request funding in other areas which support the objectives as set out in the SHPF Constitution available on the website: [SHPF Constitution](#)
Such requests will be considered by the SHPF Committee.

SHPF Zoom Pro Account

The SHPF funds a Zoom Pro Account which can be made available for use by Clubs for meetings or development sessions etc. at no cost to Clubs. The Zoom Pro account allows up to 100 participants with no time limit on meetings. As the Account is used regularly by some clubs, especially over the winter months, clubs are encouraged to complete the booking form (which can be found on the SHPF Website) to get a date in the diary well in advance of any planned meeting date. While meetings at short notice may be possible, they are not guaranteed. Full information about how to book a Zoom meeting is available on the SHPF website under the Information tab.

QUESTIONS / FURTHER INFORMATION

Contact the SHPF Treasurer in the first instance: IRENE CARSON: treasurer@shpf.co.uk