

## **Hart of the Game Foundation Policy and Procedure**

The Hart of the Game Foundation (in memory of Rob Hartnell) is established to give kids from families in financial need the same chance to participate as their neighbors, classmates, and friends in youth sport and other organized activities. No kid should be left out.

### **Guidelines:**

1. **Committee Oversight:** Decisions regarding the Foundation will be made by the Hart of the Game Committee. This Committee will consist of the following:

- Chair: President
- Member: Vice President
- Members: Secretary, Treasurer, Appointed Officers

2. **Funding Decisions:** The committee will meet to review all applications and determine recipients. The committee may award up to 100% of fees owed. Decisions will be finalized by September 30th of each year.

3. **Confidentiality:** The committee will document each applicant and the funding received. This information will remain on file and strictly confidential.

4. **Notification:** The committee will issue an email to each applicant regarding the status of their funding. This email will include an explanation of the decision and may outline any additional fundraising commitments required from the applicant.

5. **Disbursement of Funds:** To ensure the proper allocation of resources, all approved funding for registration or program fees will be issued directly to the sports association or organization in which the child is registering. Funds will not be paid out to individuals unless agreed upon by the committee.

### **Application Procedure:**

1. **Form Completion:** Applicants must complete the Hart of the Game Foundation application form (found on the website) in its entirety.

- Applications must be received by September 15th of each year.
- Exemptions to the deadline may be made at the committee's discretion.
- Incomplete applications will not be considered.

2. **Submission:** The completed application must be emailed to the President of HOTG at [hartofthegame16@gmail.com](mailto:hartofthegame16@gmail.com) or [vp.wmha@gmail.com](mailto:vp.wmha@gmail.com)

3. **Review:** The President will present the application to the Committee to determine the amount of funding to be allocated.

4. **Final Decision:** A formal email will be sent to the applicant informing them of the committee's decision. All committee decisions are final and are not subject to appeal.