

Fort St John Elk's Speed Skating Club
Policy & Procedure Manual

Section: Budget	Policy No: 001
Title: Travel Funding Policy	Revision Date: April 7, 2014 Approved by: Executive Committee
	_____ (Signature) (Date)

Policy

All funding is pending the availability of club funds set aside in the club budget for travel funding. A meeting with parents of skaters and the coach may be held at the beginning of the season to outline upcoming meets for the season. The purpose of travel is to assist skaters with travel (car, air, bus). This does not include cost of meals, hotels etc. as this is the responsibility of the family. Coach travel is also included in the budget at the beginning of the season and remains separate from skater travel.

Criteria for Funding

1. The travel committee will review criteria for travel funding annually at the beginning of the new season.
2. Skaters must uphold the BCSSA Code of Conduct throughout the season and be of good standing in the club.
3. It is expected that the skater will attend 75 percent of scheduled practices unless otherwise approved by the coach (at the discretion of the coach) to be eligible for club funding.
4. Funding will be provided only for skaters in T2T (training to train) ages 12/males and 11/females to NEO Seniors B, age 19 (who skate in FSJ), and L2T skaters that qualify (meet provincial time standards) as per criteria listed below.
5. Maximum individual funding for an event is based on the lesser of the budgeted funds divided by the number of skaters or the two week in advance booked price, or seat sale air fare.
6. Skaters will be funded in full or partial, dependant on number of skaters and budget for trip.

Funding Formula

1. The funding formula will be reviewed by the Travel Committee at the start of each season and adopted at the next monthly meeting by the Executive.

2. As there are no records for calculating performance ratios this season, all skaters will be funded equally regardless of performance level in their age class

Competitions Funded by the Club

1. The competitions funded by the club are typically provincial, national or North American age class competitions or competitions required for provincial ranking or qualifying competitions for a CWG year.
2. The competitions funded each year are proposed by the Travel Committee at the start of each season and adopted at the next monthly meeting by the Executive.

Travel Options and Compensation

Air Travel

Unit funding will be the lesser of: the two week in advance booked price, seat sale airfare, or the unit amount budgeted.

The club encourages families to get seat sale pricing whenever possible. In the event that an eligible family cannot secure seat sale pricing, the club will cover the costs of travel booked two weeks in advance only. The travel committee must approve exceptions to this unanimously.

Funding per skater will be pro-rated based on the ratio of the budgeted funds per event divided by the actual travel costs, if the actual costs exceed those budgeted.

Skaters who qualify for funding and choose to use frequent flyer miles, etc. instead, will still receive their unit funding.

Vehicle Travel

The club will fund travel per vehicle based on \$0.20/km to compensate for gasoline costs.

Members are encouraged to car pool. Gas receipts or hotel receipts must be provided with travel reimbursement form as proof of attendance at the event.

Vehicle travel funding will not exceed the two week in advance airfare costs.

The distances recognized will be based on the table in Appendix A.

Bus Travel

Assuming there are appropriate meets in the travel year, a bus trip to a short track and long track competition maybe planned.

A minimum number of skaters will be required for a club sponsored bus trip.

The minimum number of skaters will be determined by the Travel Committee based on a comparison of actual unit costs for bus travel versus alternate travel.

Cost per seat - skaters nil
- Club family members – 1% of bus return cost
- Other clubs – 2% of bus return cost

Other Considerations

1. Rental Vehicle for Skaters

- Club rental of vehicle
- Must have a valid drivers license for the size of vehicle
- 2 designated drivers if required (they are the only ones to drive)
- Drivers must be willing to drive skaters & coach to all functions for the meet.
- All receipts are to be handed to the Treasurer for reimbursement
- Must have 2 million dollar liability (info will be supplied)
- The designated driver(s) will arrange for “Rental Car Insurance” from ICBC before the trip.

2. Skaters that qualify for BCSSA funding

- If flying will be reimbursed by the Province, skaters will not receive funding from the club.
- If driving and one skater in vehicle is receiving funding from the province, no club funding will be provided for that vehicle.
- If Coach is driving to the meet with skaters, the skaters will not receive funding from the club.

3. Chaperone

- A chaperone may be appointed if it is deemed necessary by the Travel Committee.

4. Appeal

- The BCSSA appeal process will be used to settle any disputes in the individual allocation of funds or the qualification for funding. Please refer to the BCSSA website for this policy.

Procedure

1. A Travel Funding Committee will be established at each annual general meeting.
2. The Committee membership will consist of:
 - Treasurer
 - Travel Coordinator
 - Head Coach (as an advisor)
 - Two to three parent representatives – ideally one parent from each of the senior and middle groups.
3. The Travel Funding Committee will prepare a travel funding budget for each new season after the receipt of the HPC Package and propose funding amounts for certain meets.
4. Individual event forms will be created that outline the potential skaters and unit funding available.
5. The travel budget will be adopted at the following monthly meeting by the executive.
6. **It is the responsibility of the skater's family/official to understand what funding is available prior to attending the event.**
7. A "Travel Cost Submission" form will be developed and placed on the web site. Each skater will submit their travel expenses with an attached submission form to the Treasurer within 2 weeks after completion of the event or funding could be jeopardized.
8. The Treasurer will then complete the actual costs section of the event form, rationalize each skater's compensation and provide funds to the skaters.
9. The Treasurer will report on the actual to budget comparison at the first general meeting of the next season.

Appendix A

Distance Chart – Return Mileage

		Compensation for driving
Prince George	928 km	\$185.60
Edmonton	1326 km	\$265.20
Calgary	1916 km	\$383.20
Vancouver	2506 km	\$501.20
Grande Prairie	410 km	\$ 82.00
Saskatoon	2362 km	\$472.40
Kamloops	2074 km	\$414.80