



## Travel Fund Policy

### Introduction

The base levels of commitment will be held stable from year to year, unless the Board of Directors sees fit to change them to align with new fiscal considerations. However, coaches may present requests for additional funding to the appeals committee during budgetary meetings held each fall. This committee will be comprised of the Chairman of the Board of Directors, a senior member of the coaching staff, and one senior athlete representative. The Chairman may select his or her other committee members.

### II. General Conditions

- a. Each applicant for travel funding must have been a fully paid member of the Club (as an athlete or coach) for at least six months.
- b. Athletes may not have any outstanding membership.
- c. The applicant in question may not be a first claim member to any other track and field club. I.e. The athlete must be representing/competing for Vancouver Thunderbirds in order to receive travel funding.
- d. The applicant must have totaled a minimum of 5 hours of unpaid volunteer work with club fundraising functions during the past 12 months.
- e. Athletes or coaches must not be eligible for travel funding through a University or High School.
- f. Athletes may not have received travel funds at a previous point during the competition season<sup>1</sup>.
  - i. The exception to this rule is if the applicant is still pursuing the same Championship meet (i.e. an applicant may receive funding to chase a standard, and then again to travel to the selection meet.)
- g. Athletes with endorsements or other private sponsors must have exhausted any prospective travel budget funds before they are eligible to apply for travel funding. Any athlete with a private sponsor travel budget greater than \$3,000 CDN is ineligible.
- h. The appeals committee decisions are final. Note this does not include Athletics Canada or BC Athletics carding.
- i. All funding requests and appeals for funding must be made by the applicant in question and not on their behalf. Coaches may not appeal or apply on behalf of their athletes and vice versa.
- j. Any misdemeanor, criminal conviction, violation of provincial athletic body code of conduct, or dishonesty during the application process may result in retraction of funding and a disqualification from future funding opportunities. Such decisions will be made at the discretion of the Board of Directors.
- k. Total fund contribution to the travel of a single athlete is capped at \$3,000 CDN per competitive season.

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<sup>1</sup> The competitive season will be standardized as the period from October 1st to September 31st.



- l. The profitability of each coach's program will be taken into consideration each year when reviewing the \$1,500 CDN contribution towards their travel expenses.
- m. Overall annual contributions to athletes shall not exceed a combined total of \$10,000 CDN.
- n. Funds to only be used for transportation and accommodation.
- o. The Club administration will book travel itinerary and use travel points whenever possible and practical.
- p. This policy may be revised or withdrawn at any time.

### III. Delivery

The Club will provide head coaches with contribution of \$1,500 per annum upon presentation of invoices or expense vouchers to mitigate travel costs. At the end of each competitive season, the spending practices of each coach will be reviewed. At that time, the appeals committee reserves the right to remove funding for subsequent years due to improper spending practices.

### IV. Tiered Competition System For Athlete Funding

**TIER 1: Olympic Games, IAAF World Outdoor Championships and Commonwealth Games.**

- i. Travel costs paid in full if trip not funded by Athletics Canada.
- ii. Applications for funding will be made at the earliest possible date and the Club will arrange a travel itinerary.
- iii. If travel plans are made by Athletics Canada, the Club will pay an amount equal to the cheapest airfare available.

**TIER 2: Pan American Senior Championships, IAAF World Indoor Championships and IAAF World Cup<sup>2</sup>.**

- i. Travel costs paid at 75% if trip not funded by Athletics Canada.
- ii. Applications for funding will be made at the earliest possible date and the Club will arrange a travel itinerary.
- iii. If travel plans are made by Athletics Canada, the Club will pay an amount equal to the cheapest airfare available.

**TIER 3: World Cross Country Championships, World University Games.**

- i. Travel costs paid up to 50% of total cost to athlete if trip not funded by Athletics Canada (or partially funded).
- ii. Applications for funding will be made at the earliest possible date and the Club will arrange a travel itinerary.

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<sup>2</sup> *Though in TIER 2, funding will not be given to travel to competition in an effort to qualifying for World Cross Country or World Road Running Championships.*



- iii. If flights are booked through Athletics Canada, the Club will pay an amount equal to 50% of the cheapest airfare available.

### TIER 4: World Junior Championships, World Junior Cross Country, NACAC Track Championships, Pan American Junior Track and Field Championships and Francophone Games.

- i. Travel costs paid up to 25% of total cost to athlete if trip not funded by Athletics Canada (or partially funded).
- ii. Applications for funding will be made at the earliest possible date and the Club will arrange a travel itinerary.
- iii. If flights are booked through Athletics Canada, the Club will pay an amount equal to 25% of the cheapest airfare available.

### TIER 5: National Senior, U20, and Legion Youth Outdoor Track and Field Championships.

- i. The Club will pay 30% of travel costs to Senior athletes wishing to compete at the National Championships if all of the following conditions are met:
  - 1. The National Championships serves as a selection meet to a TIER 1 or TIER 2 Track Championship.
  - 2. The athlete applied and was not selected to the BC Team.
  - 3. The athlete achieved the BC Team Standard in their event.
  - 4. Athlete stands a reasonable chance of being selected to a TIER 1 or TIER 2 Track Championships (at the discretion of the Administration).
- ii. The club will pay 20% of travel costs to Junior athletes wishing to compete at the National Championships if all of the following conditions are met:
  - 1. The athlete applied and was not selected to the BC Team.
  - 2. The athlete achieved the BC Team Standard in their event.
  - 3. The athlete rankings in the top 10 in their event on the Athletics Canada rankings on the day of their application.
- iii. For all athletes selected to the BC Team for National Senior, U20, or Legion Youth Championships, the Club will pay their team fees.
- iv. For all athletes who achieved the meet entry standard and were not selected to the BC Team, the Club will pay their Championship meet entry fee.

### TIER 6: Major Track and Field Invitational Meets

- i. The Club will fund 50% of all costs associated with travel and competition at major invitational meets if:
  - 1. The athlete is attempting to qualify for a TIER 1 or TIER 2 competition.
  - 2. The athlete stands a reasonable chance of achieving said standard in the eyes of the appeals committee (at the discretion of the Administration).
- ii. The Club will fund 100% of all costs associated with travel and competition at major invitational meets if:
  - 1. The athlete achieves the desired qualifying standard at that meet.



- iii. In both cases, the Club will arrange travel and accommodation.
- iv. Applications for funding must be made at a minimum of two weeks before the departure date.

## TIER 7: Provincial Championships, National Cross Country Championships and National Youth team competitions.

- i. For all athletes selected to the BC Team for National Cross Country Championships, the Club will pay their team fees.
- ii. No additional funding will be provided for these competitions.
- iii. The Club will attempt to get group rates for travel parties departing and returning from Vancouver, but will not cover any travel or accommodation costs.

## V. Funding System for Coach Travel

### PRIORITY 1: Provincial Championships and Regional Invitational Meetings.

- i. The coach may use funds from their travel budget to travel to any meet within British Columbia providing:
  - 1. They have two or more club athletes competing.
  - 2. All athletes are club members as of January 31 of the respective calendar year.
- ii. The coach may use funds from their travel budget to travel the Washington or Oregon providing:
  - 1. They have six or more club athletes competing.
  - 2. All athletes are club members as of January 31 of the respective calendar year.
- iii. The coach may use funds from their travel budget to travel to Alberta providing:
  - 3. They have six or more athletes competing.
  - 4. All athletes are club members as of January 31 of the respective calendar year.
- iv. This hierarchy delineates the way money should be spent. For example, it is considered more valuable to the club to spend money on local meets than to take three athletes to an individual meeting further afield.

### PRIORITY 2: National Senior, U20 and Legion Youth Outdoor Track and Field Championships.

- i. The coach may use funds from their travel budget to travel to National Senior, U20, or Legion Youth Championships providing:
  - 1. The coach applies to the BC Team and is not selected or was a BC Team coach in the previous year.
  - 2. The coach has two or more athletes competing at the competition.
  - 3. The athletes in question are all Club members as of January 31 of the respective calendar year.



## PRIORITY 3: Non-Regional Invitational Meets.

- i. The coach may use funds from their travel budget to travel to non-regional invitational meets providing:
  1. They have three or more athletes competing.
  2. The athletes in question are all Club members as of January 31 of the respective calendar year.