

## **WCC POLICY DOCUMENT**

PROGRAM: SPORT and SKILL DEVELOPMENT

POLICY: TRAVEL ASSISTANCE POLICY

**BOARD APPROVAL DATE: July 2<sup>nd</sup>, 2009**

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### **BACKGROUND:**

The Constitution (revised 2006) of the Whitehorse Curling Club identifies a number of Purpose statements that support the mission of the Club. These include:

- promotion of sportsmanship and the support for programs and activities
- to carry out the activities of Junior curling
- to support programs which enable the delivery of high performance athletes
- to promote excellence in curling through the selection of high performance curling teams to the Yukon curling Zones and Territorial Championships
- to support these teams with coaching and travel assistance to national and international competition when possible

### **OBJECTIVES:**

This policy is established to provide the Club with policy direction and standards of practice for a Sport and Skill Development program which will deliver travel assistance to competitive curling teams each year when funds are made available and approved by the Board of Directors.

This policy will provide:

- some financial support to Club teams who have an active interest in developing their skill levels to become competitive curlers and
- some financial support to Club teams who are high performance curlers and are carded competitive curlers.

This policy supports the idea that competitive curlers desire to improve their understanding of the game; practice high values of sportsmanship; and encourage new curlers to share in the social and physical fitness benefits of the sport.

The application of this policy recognizes those competitive curlers that demonstrate a commitment to developing their skills, supporting club activities and programs, and to active participation in Club leagues and bonspiels.

As intermediate curlers develop into competitive curlers, this program sets out to encourage them to build their athletic and strategic skills in curling. In turn, these curlers will share their skills with new, junior and other intermediate curlers – building a strong rapport for the sport in our community and Club.

High performance athletes are committed to the continuing development of their skills and the Club benefits by having these curlers directly involved as part of our Club programs. These athletes are expected to be an integral part of the positive and proactive curling development culture in our Club.

**POLICY:** *(what has been approved by the Board in terms of the conditions, terms and requirements?)*

The Board will establish each year – if funds are available, a Travel Assistance Fund that will provide support to WCC members' teams to attend regional, national or international events.

The Board may direct the funds to be allocated from Club reserves or a combination of Club funds and sponsorship funding. The Business Manager has the authority to source sponsorship funding for programs approved in the annual fiscal plan by the Board.

This program will be reviewed annually by the Board and funding may be increased, reduced or may be suspended by the Board at any time.

### **Conditions and Qualifications**

#### **1. Intermediate Curlers**

Once each year **individuals** may apply for travel assistance support through a written application. This category is intended for intermediate curlers who are non-carded curlers with a minimum of 3 years curling experience.

Standards are:

- the objective will be to fund as many **curlers** as possible each year within the Board approved budget
- funds are to be used by awarded **individuals** for travel expenses to attend a Yukon regional, Canadian regional or international bonspiel. **It does not include the Dominion Championships which is fully funded for travel and accommodation. It does, however, include travel to other Yukon communities which host a territorial Dominion championship.**
- **individuals** must be Whitehorse Curling Club members and curling in at least one league during the application year
- funds may be approved for one application per **individual** per year
- each **curler** must demonstrate in writing **his/her** interest and background (number of years) in curling
- the **applicant's** team may include up to 2 competitive carded curlers
- applications will be reviewed based on merit including an expression of a team development plan (including recent attendance in clinics; coaching support, etc), the number of leagues and bonspiels entered in the previous year; and contributions made in the previous year as volunteers.

**Deadline for applications:** This fund will have two intake dates – the first of December and the first of March of each curling season.

## 2. Carded Competitive Curlers

Once each year, **individuals** on teams consisting of a minimum of four carded competitive curlers may apply for travel assistance support through a written application. **This category includes NWT/Y playdowns for Mens, Womens, Senior Men, Senior Women and Mixed teams as well as national finals for Master Mens and Master Womens. No travel assistance will be granted for national events which are already fully funded for travel and accommodation (Junior Mens and Womens, Brier and Scotties).**

**NOTE: As of 2012, Senior and Mixed events will be a direct entry for each territory and will no longer be eligible.**

### Standards are:

- the objective will be to fund as many **individuals** as possible each year within the Board approved budget
- all curlers on the team must be Whitehorse Curling Club members and curling in at least one league during the application year
- funds are to be used for travel expenses to attend an out of Yukon Territorial Championship, **unfunded** national championships, Canadian regional bonspiels, World Curling Tour event, or an international event.
- funds may be approved for one application per **individual** per year
- the team must demonstrate in writing their competitive background in curling
- applications will be reviewed based on merit including an expression of a team development plan (including recent attendance in clinics; coaching support, etc.); the number of leagues and bonspiels entered in the previous year; and contributions made in the previous year as volunteers.

**Deadline for applications :** This fund will have two intake dates – the first of December and the first of March of each curling season.

**PROCESS:** (how will this work?)

The Board sets out the allocation of funds each year to support this program.

The committee through the Business Manager will make available to Club members each year in late September the necessary application process to apply for funding under these programs. A form is to be developed, posted at the Club, and prominently on the website. The content of the form is to satisfy the information needs of the committee.

**Committee Membership**

The VP Women's or VP Men's will Chair a three-member committee each year. The committee will consist of one VP, the Business Manager and a director or member at large. The decisions of the committee working within this policy and within the Board approved budget, do not require Board approval. The committee will report to the Board in writing immediately following the awards made.

**Funding and reporting by applicants**

All **individuals** approved for funding or not, will be notified in writing by the Committee Chair and funds will be issued as a cheque to the **applicant** post event attendance as outlined below.

The funded **applicant** will be required to provide an expense summary (receipts) and a brief written summary immediately after his/her return describing the event **and his/her team's** placement. The committee will confirm each **individual's** expense report to the funding approved and then issue a cheque promptly to **the applicant**.

The committee will record and track awarded and non-awarded **applicants** in each year, and will track the number of applications each year to monitor uptake.

A condition of the funding shall be that the committee may require funded **individuals** to share their experience with the general membership.

**Each member is entitled to receive monies once from each category, provided he/she fulfill the necessary qualifications for that category.**

The names of **funded** members will be posted by the committee for the information of the general membership.

**FUNDING AMOUNT:** (what amount will be awarded each year?)

The funds set aside by the Board each year are the maximum amount that may be awarded by the committee. The award concept for funding may take the following form:

**1. Intermediate Teams: total of \$2,560**

Yukon and Canadian regional bonspiels:

- \$65 per applicant for up to 16 individuals annually = \$1040
- if fewer individuals apply, the committee may award surplus funds to other categories

International Events: including Fairbanks and PIC bonspiels

- \$95 per individual x 16 individuals annually = \$1,520
- if fewer teams apply, the committee may award surplus funds to other categories

**2. Competitive Teams: total of \$5,600**

**Masters national events; Y/NWT playdowns in Yellowknife:**  
**\$200 per member**

All territorial competitions, bonspiels/events:

- \$350 per 4 individuals for up to 64 individuals annually
- if fewer teams apply, the committee may award surplus funds to other categories or may choose to award the funds equitably to all applicants.

**ACCOUNTABILITY:** (who is accountable for the outcome, control and action of this policy?)

The chair of the committee is responsible to the Board of Directors for control and reporting of the financial operations of this program.

The Board sets out the allocation of funds each year to support this program.

The Business Manager provides the committee with financial management support and oversight, controls to administer the intake and recording of applications and awards made.

The committee is responsible for ensuring that the funds are used appropriately by the teams awarded the program funds and that teams comply with reporting requests as may be required by the committee.

All monies which are not awarded in non-travel years for Y/NWT playdowns will be rolled over into the next year's fund.

**AUTHORITY:** this policy is established by the Board of Directors.

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