



Barrie Trojan Swim Club (BTSC)

High Performance Meet Reimbursement

Date Effective: July 8, 2019
Date Last Reviewed: (New Policy)
Date Last Revised: N/A

SCOPE:

This Policy and procedure applies to members of the Barrie Trojan Swim Club (BTSC) competing at High Performance Meets.

POLICY STATEMENT:

The BTSC recognizes the commitment of members participating in long-term training and high level competitive development. Participation in High Performance Meets (HPM) is accompanied by a significant financial burden and the BTSC is committed to financially supporting HPM athletes in pursuit of these goals.

It is the policy of the BTSC to support member participation in HPM fairly and equitably, while balancing the interests and fiscal responsibility to the entire BTSC membership.

GUIDING PRINCIPLES:

In order to support consistency in training and competition, coaching fees at High Performance meets will be covered first by any monies allocated towards High Performance competition.

High Performance meets will be determined by the BTSC Head Coach and coaching staff at the beginning of each season, and remaining budgetary funds will be dispersed among BTSC members participating in HPM.

PROCEDURE:

1. Estimated HPM meet costs shall be communicated to participants prior to incurring costs.
2. Coaching costs associated with HPM support will be covered by HPM bursary funds.
3. Remaining HPM bursary funds shall be distributed across HPM participants who are members in good standing with the BTSC, on a prorated basis. The distribution of financial support shall be documented by the BTSC board and/or Operations Manager, and communicated via email to participants and/or member parents/guardians.
4. A summary of HPM bursary funding shall be communicated to the BTSC membership annually upon completion of the competitive swim season.
5. Receipts submitted for the purposes of HPM shall be submitted to the BTSC Operations Manager (refer to appendix I: BTSC reimbursement form)
6. Financial supports allocated for HPM purposes shall be reimbursed within one month of incurment, provided the proper expense forms have been submitted.

Appendix I: Expense Reimbursement Form:**[Expense Report Form](#)**