

## Travel Policy

*This document serves to outline clear expectations of the Club and of athletes and their family in relation to club travel.*

### **Parent Support:**

Athletes 13 years old and under as of December 31 of the race season should be accompanied by a parent on trips. If a parent is unable to travel the parent may arrange with another parent/adult attending the trip to substitute as the child's parent. To ensure that the team has sufficient support, this arrangement must be communicated to and approved by the trip leader prior to travel arrangements being completed.

### **Chaperones:**

In the event that there are both male and female athletes under the age of 18 on a trip, there will be adult chaperones of both genders to supervise and assist the athletes. An exception to this rule is that a parent or guardian of an athlete may take on a supervisory role for that athlete regardless of gender. The Club will follow its 'Rule of 2' guidelines for club travel as described in the Coaches Policy.

### **Athlete Costs at Events:**

The costs for authorized coach's (es') travel, transportation, accommodation and banquet costs will be shared 100% among trip-participating athletes. Athletes will be charged a fee for waxing with waxing materials provided by the Club. The wax fee will be published on the Lappe website in the document that also lists program fees. Athletes will be responsible for 100% of all their personal costs including but not limited to travel, transportation, accommodation, and banquet.

### **Club Reimbursement of Athlete Costs at Events:** (based on eligibility and availability of club funds)

Club funding is available for:

- Youth Training members on a case by case basis
- Development Team members for Youth Championships and potential for National Championships (on a case by case basis determined by the Head Coach and the Board)
- Race Team members for ages 18 and under, and ages 19-23 registered in 3 full time University or College courses. Funding for 'Winter Intake' athletes will be determined on a case-by-case basis.

The Club will reimburse each eligible athlete up to 50% of that athlete's portion of the costs associated with the coach's(es') costs. Once, all eligible club athletes have been considered for funding for the coach(es), the club will reimburse each eligible athlete up to 50% of his/her personal costs for travel, transportation, accommodation, and registration fees.

**Eligibility for Club Funding:**

Funding to cover a portion of athlete personal costs for travel, transportation, accommodation and registration as well as a portion of the costs for coach(es) will be available, funds permitting, only for athletes who meet all of the criteria below:

1. Athlete must be a member in good standing of the Club and enrolled in one of its programs;
2. Athlete must be under 18 or, if enrolled in post-secondary education with a minimum course load equivalent to 3 full-time full year courses, under 23;
3. Athlete (or a family member) must provide volunteer hours to, at a minimum, satisfy the volunteer bond plus any bingo and race volunteer requirements.

**Accounting and Reimbursement:**

Statement of accounts will be produced for each athlete on February 28 and April 30. This will include costs associated with coach support and wax charges for events up to February 15 and April 15, respectively. Athletes not eligible for club reimbursement are required to pay any outstanding balance within 10 days of receipt of statements.

In order to be considered for reimbursement for athletes' personal costs, athletes must produce a statement of expenses **with receipts**:

1. by February 28 for events up to February 15;
2. by April 30 for events between February 15 and April 15.

Club reimbursement of Athlete Costs at Events, for eligible athletes, will be finalized no later than May 31 of the same year.