

Black Jack Skier Development Program: Financial Management Policy

- 1.1. Attending cross country ski races incurs costs not associated with regular programming. This includes travel to races, accommodation, local transportation, food, and advanced ski waxing. The Black Jack Skier Development Program (BJSDP) operates on a cost recovery basis for races. Skiers are responsible for paying their share of the costs of attending a race or out of town training camp.

The costs of running the BJSDP are divided into two categories: *Recoverable expenses* and *non-Recoverable expenses*.

- 1.2. Recoverable expenses are billed to athletes, with the calculated value based on trip actuals. A minimum of 10 paying athletes are used to determine costs, with BJSDP covering the remainder as needed. This is to support those races where fewer than 10 athletes attend so that costs can be mitigated.

1.2.1. Recoverable expenses include:

- 1.2.1.1. Cost of accommodation, food, and transportation, when using the team organized services. These expenses are attempted to be minimized by advance planning, group accommodations, volunteer prepared meals, and respectful use of the accommodations. Skiers providing their own transportation and board are not included in this recoverable expense.
- 1.2.1.2. Coaching and ski preparation. This includes wax and supplies consumed, transportation costs, and costs incurred by the support coach(es) traveling and living at the venue. These expenses are attempted to be minimized by volunteerism and advanced planning.
- 1.2.1.3. Team Van fuel or mileage costs for the trip.
- 1.2.1.4. Labour costs for waxing services not provided by volunteers.
- 1.2.1.5. Waxing charges. These will consider the level of the skier and the relative cost of the waxes used.
- 1.2.1.6. Required Race support and associated covered costs. These will be determined pre-trip by the Head Coach or Trip Lead. This support will be based on the level of competition, volunteer support available, number of athletes attending, and other associated factors. Parents of athletes will not generally have expenses covered unless they are fulfilling a key designated support role.
- 1.2.1.7. Gas expenses for parents of athletes using their own vehicles as team transport, when the van is full or not available.
- 1.2.1.8. Trip costs: Any costs associated with a skier that is unable to travel due to illness will be managed on a pre trip basis. Efforts shall be made by all to minimize this cost.

- 1.2.2. A skier who does not show up for an event will be billed a full share of the committed fixed cost, including accommodation booking, additional vehicle costs, and food purchased.

- 1.2.3. Payment of Recoverable expenses is due within 10 days of invoice receipt. Skiers with accounts in arrears will be placed on probation. Skiers on probation will not receive trip support.
 - 1.2.4. Invoices for Recoverable expenses are prepared by volunteers based on the guidelines here and the direction of the head coach. Questions should be directed to the parent liaison on the BJSDP Committee for resolution within one month. Contact information will be on the invoice. Invoices are to be paid with disputes noted and resolved within the one-month time frame mentioned above. Holding back of funds will result in the skier being placed on probation as this impacts all team members and volunteers.
 - 1.2.5. At the beginning of the following season, there may be a need for seed contributions to allow for a float for BJSDP operations.
 - 1.2.6. Claims for Recoverable expenses shall be made by completing a *BJSDP Expense Claim Form*. This form will be available on the Black Jack Ski Club webpage (www.skiblackjack.ca/sdp-policies-forms) or from the Club Treasurer or a BJSDP Committee member. The completed form along with copies of the receipts for the expenses (scan or photo) is to be emailed to the BJSDP Chair no more than 4 days following the event. This short turnaround time is needed to give the Club Treasurer time to apportion the recoverable costs to each athlete in a timely fashion. Mail completed forms to sdhpc12@gmail.com.
- 1.3. Non-Recoverable expenses are covered by the BJSDP.
 - 1.3.1. Non-Recoverable expenses include:
 - 1.3.1.1. Head Coach Costs. These are expenses incurred by the Event Head Coach during training camps, racing tours, day to day coaching duties, and any other official function that the BJSDP participates in. These costs include the Head Coach's equal share of meals, accommodation, transportation to and from events, and local transportation at events.
 - 1.3.1.1.1. The term "Head Coach" includes the Trip Lead or Event Head Coach on any trip.
 - 1.3.1.2. Team Van maintenance costs and non-event fuel costs.
 - 1.3.1.3. Waxing equipment.
 - 1.4. At the conclusion of the competitive season, generally with the finish of the national championships, and with final accounting, any surplus funds can be distributed based on needs at the time as decided by the BJSDP Committee. Possible examples that would be considered: award of individual bursary or contribution to new equipment (van, trailer, wax supplies, skis, testing equipment).
 - 1.5. At the AGM, the Club Treasurer presents the financial results to all affected people inside the BJSDP.