

Lake Superior Biathlon  
17-230 Frederica St. West  
Thunder Bay, ON P7E 3W2

## **FINANCIAL SUPPORT POLICY**

Ref: AGCO Lottery Licensing Policy Manual - 2.7.4(C) Amateur Sport Organization, 4360E (2017/10)

### Introduction

Lake Superior Biathlon Club (LSB) offers a number of programs for athletes of all ages. Revenues to support these programs are generated from program fees, race support fees, and fundraising activities. These revenues are allocated towards the following in priority sequence

- Operational costs of core and recreational programs
- Purchases and maintenance expenses of facilities, and of training and safety equipment,
- Approve Training and safety course for coaches and support staff; and
- Athlete's qualified travel expenses as per AGCO policies

### Club Revenues Sources

#### a. Program Fees

LSB offers various recreational and competitive programs. Program Fees associated to each of the program offered and takes into account variables, such as the number of sessions offered, inflation, price of consumables, etc. It is the responsibility of the Board of Directors to determine program fees and publish them by September 01 of the current calendar year.

#### b. Race Support Fees

LSB invoices its club athletes an equal portion of qualified expenses incurred by the club coaches and/or supporting member(s) in order to properly support the club athletes during racing events. Qualified expenses are outlined in the AGCO policy and summarized below.

#### c. Product Sales

From time to time, the Club will make available to its Members and the general public products, such as club apparel, to generate revenues.

#### d. Fundraising

From time to time, as designated by the Board of Directors, club Members are asked to participate in activities for the purpose to generate funds to support club activities and operational costs. Athletes, or a member of their immediate family must attend, at a minimum, 3-5 such activities as detailed in this policy.

City of Thunder Bay issues Lake Superior Biathlon, on a yearly basis, a lottery license for the purpose of raising funds toward the support U18 youth sports programs. When the club Members volunteers their

time in assisting Superior Shores Gaming in supporting their bingo activities, a portion of their monthly revenues is donated to Lake Superior Biathlon.

e. Corporate or Individual Sponsorship

From time-to-time, corporate or individual will provide monetary donation(s) to put towards operations and/or program costs. LSB will make great effort to recognize such donations by acknowledging them throughout our public events and social media pages.

## Funding Support

As fundraising activity accounts as our largest revenue source, LSB encourages all members to actively participate in this effort. And in doing so, LSB will recognize its members be means of subsidies/discounts towards their racing support and athlete travel costs.

### 1. Eligibility

a. Youth Athletes

Athletes who are 17 years of age or younger, registered in the club's Biathlon Bears, Biathlon Bear Racers or core competitive programs, and who hold racing license under Biathlon Ontario for the current training/competition year are eligible to receive discounts towards their racing support fees and athletes travel subsidies only with funds earned under the lottery license as described in the AGCO policies.

b. IBU Athletes

Athletes who are 18 years of age and older, registered in any of the competitive core programs and who holds a racing license under Biathlon Ontario for the current training/competition year are eligible for race support discount and athlete travel subsidies (dependent on available club funding).

c. Recreational and Masters athletes

Recreational and Masters athletes who are 13 years of age and older, registered in any of the recreational/Masters programs and holds a recreational license under Biathlon Ontario are not eligible for athlete travel subsidies.

More specifically:

a. Coaches

- i. Be registered member of Lake Superior Biathlon and licensed as coach with Biathlon Canada.
- ii. Have a valid Police Record Check and Vulnerable Sector Screening on file.
- iii. Must hold at a minimum hold NCCP Biathlon Trainer (Community Silver) Level or higher; and completed the Making Head Way NCCP, and Safe Sport modules.
- iv. Be designated by the Board of Directors as coach for an approved event.
- v. Confirm that they accept the role of coach and agree to support athletes during the designated approved event.
- vi. Commit to actively participate in club fundraising activities

- b. IBU Athletes
  - i. Be 18 years of age or older
  - ii. Be registered and paid up in a full in one of the clubs competitive program.
  - iii. Actively participates in scheduled training practices.
  - iv. Must not be carded under the Ontario Athlete Assistance Program (OAAP) or receive funding from other assistance programs. Athletes may apply for funding to the Board once their allocated funds from other sources have been depleted.
  - v. Commit to participate in club fundraising activities; and
  - vi. Acquired the appropriate amount of volunteer credits for current training and/competition year
  
- c. Youth Athletes
  - i. Be 17 years of age or younger
  - ii. Be registered and paid up in a full in one of the clubs competitive or biathlon bears programs.
  - iii. Actively participate in scheduled training practices.
  - iv. Must not be carded under the Ontario Athlete Assistance Program (OAAP) or receive funding from other assistance programs. Athletes may apply for funding to the Board once their allocated funds from other sources have been depleted.
  - v. Depending on age and nature of activity, he/she or immediate family member commits to participate in club fundraising activities
  
- d. Recreational Athlete or Masters
  - i. Be 13 years of age or older
  - ii. Be registered and paid up in a full in one of the clubs recreational or Masters programs.
  - iii. Actively participate in scheduled training practices.
  - iv. Depending on age and nature of activity, he/she or immediate family member commits to participate in club fundraising activities
  
- e. Athlete Support members
  - i. Be registered member of Lake Superior Biathlon
  - ii. Have a valid Police Record Check and Vulnerable Sector Screening on file.
  - iii. Be designated by the Board of Directors as coach for an approved event.
  - iv. Confirm that they accept the role of support member and agree to support athletes during the designated approved event.
  - v. Be tasked and supervised by the designated coach for the event.

## **2. Volunteer Credits**

Volunteer credits are earned by supporting LSB in its operations including but not limited hosting of non-racing events, fundraising, coaching, club administration, etc. Volunteer credits can be earned ONLY for volunteer activities approved by LSB's Board of Directors. It is the responsibility of club member to ensure they have communicated to the club's Volunteer Coordinator when they have completed a credit. Examples of volunteer activities to earn credits are but not limited to the following:

<b>Volunteer Activities</b>	<b>Credit Value</b>
Superior Shores Gaming Volunteer	1 credit per shift
LSB Board Member	3 credit per fiscal year
Volunteer Coordinator	3 credit per collection period
Other volunteer opportunities as approve by Board of Directors	1 credit per occurrence. Max 3 per collection period

Volunteering towards racing events hosted by LSB is not eligible for volunteer credits as it is LSB's expectation that all members will support these activities as a whole.

a. Credit Accumulation

In support of the club as a whole, an athlete, or their immediate family member, are encourage to complete the base amount of volunteer credits.

<b>Program</b>	<b>Base volunteer credits needed</b>
Core Competitive Programs	5 credits
Biathlon Bears/Biathlon Bear Racers	3 credits
Recreational/Masters programs	3 credits

b. Collection period

The accumulation of credits begin on the 01 Apr to 31 Mar of the calendar year. Example is 01 Apr 2019 – 31 Mar 2020. Credits can only be earned with the current collection period and are non-transferable to subsequent years.

**3. Funding Support Level**

Once the volunteer based credits have been earned, an athlete qualifies to receive racing support fee discounts and travel support subsidies. Earned credits are on a per household basis, and are non-transferable to other club members without the consent of the Board of Directors.

The level of subsidy or discount received is at the discretion of the Board of Directors, and is dependent on the level of funds available to support this policy, the program in which the athlete is registered to, and the club's current financial commitments.

<b>Accumulated Credit</b>	<b>Core Programs</b>	<b>Biathlon Bears/Racers</b>	<b>Recreational/Masters</b>
10 or above	50%	20%	20%
9	41%	18%	18%
8	33%	15%	15%
7	25%	13%	13%
6	16%	8%	8%
5	10%	5%	5%

At the end of each competition season, an athlete may apply for travel funding support by making a request to the Board of Directors and submitting an itemized list of expenses along with original receipts. The itemized list and receipts need to be submitted to the Club's Treasurer no later than April

30th of the competition year. Invoice issued by LSB to its athletes are not eligible for athletes support subsidy.

For coaches and support staff whom have been designated by the Board of Director to work/assist at an approved event only need to submit an itemized list of expenses and original receipts to the treasure for reimbursement.

#### **4. Approved Events**

Once the competition lists have been published by different venues, the Board of Directors will publish a list of approved racing events in which athlete travel support will be granted, and where invoices will be issued when events are supported by LSB.

Prior to the approval of the racing events, coaches should consult with their athletes to determine the races to which they will travel. In order to meet training objectives, certain races or events may be picked at the Club's discretion for group participation.

Every effort will be made to see that each athlete travels to at least the minimum number of races to meet the LTAD development requirements.

#### **5. Qualifying Expenses**

Qualifying expenses are as described in AGCO policies and are described as follows:

- a. Coaches and Support Members
  - i. Accommodations
  - ii. Transportation <sup>1</sup>
  - iii. Meals (to a maximum of \$60/day)
  - iv. Other qualifying expenses to support athletes during event.
  - v. Professional Development and safety course, webinars, and workshops with prior approval from the Board
  - vi. Cost associated to police record check and/or vulnerable sector screening
  
- b. Athletes
  - i. Accommodations based on establishment room occupancy
  - ii. Transportation including baggage claim of 3 pieces of luggage within airline respected weight limits <sup>1</sup>
  - iii. Race Entry Fees
  - iv. Racing support fees when support is provided by division or another qualified coach

#### **6. Accounting/Bookkeeping Entries**

- a. Youth Athletes (17 and Under)

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<sup>1</sup> Purchased Rewards Program Points can be submitted at comparable market value and a receipt must be presented as the same day quote as day of redemption.

Funds to support youth athletes are to be withdrawn only from designated LSB Lottery Account as per the AGCO policies set by the lottery license.

b. IBU Athletes (18+)

Funds to support all other athletes will be on a case by case basis designated by the Board of Directors and only if the funds are available from the LSB General account to support this policy without affecting normal operations of the club.

Coaches and Support Staff

Fund allocation from either the LSB General account or LSB Lottery account for the reimbursement of qualifying expenses to the coaches and support staff will be based on the ratio of athletes and youth athletes attending the approved event.

c. Priority of fund

Allocation of funds is prioritized as follows:

- i. Coaches
- ii. Support Staff
- iii. Youth Athletes
- iv. Other Athletes

## Policy Administration

### 1. Policy Review

The Board of Director is tasked to review this policy on an annual basis, and make amendments as needed.

### 2. Policy Succession

This policy supersedes the *Fundraising and Travel Support Policy*, last revised on 17 June 2016.

### 3. Policy Revision

This policy may not be revised or amended without approval of the Board of Directors.

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| a. Original   | 09 Sep 2019                                  |
| b. Revision 1 | 27 Sep 2019, fixed typos                     |
| c. Revision 2 | 10 Apr 2020, added Athlete Support Member    |
| d. Revision 3 | 05 May 2020, added PRC/VSS approved expense. |