

Cross Country Ski Ontario

Financial Management and Provision of Financial Support

Preamble

The following provides guidelines for the provision of financial support for activities and practices associated with Cross Country Ski Ontario and its operations.

Financial Management Information

- The fiscal year for XCSO runs from April 1 to March 31.
- The financial position of XCSO will be reported to the Board on a monthly basis. These reports will include a balance sheet and a revenue/expenditure statement.
- An annual budget will be developed with input from the High Performance, Para-Nordic Committees and the directors with program responsibility. The budget will be approved by the Board of Directors no later than October 31.

Signing Authority

Cheques

- Cheques require two signatures.
- All amounts in excess of \$5,000 will be paid by cheque whenever possible.

Electronic Fund Transfers/Email Transfers/Direct Deposits

- The Executive Director will have the delegated authority to approve and process regular payroll payments.
- The Executive Director will have the delegated authority to approve reimbursements and/or supplier payments up to \$1,000.
- Exception of payments to himself/herself which require approval by the Treasurer or Chair.
- The Executive Director and the Treasurer or Chair will have the delegated authority to approve reimbursements and/or supplier payments up to \$5,000.
- The Executive Director with both the Treasurer and Chair will have the delegated authority to approve electronic payments over \$5000 (international wire transfers, direct deposit payments) on a case by case basis where payment by cheque is not practical.

Travel

Travel by members of the XCSO Board of Directors and official committees and employees on approved travel will be compensated based on the following principles and the Government of Ontario travel expense rates found in the travel expense tab of [Financial Schedule](#)

- Compensation for use of a private vehicle will be paid per kilometre. Where it is reasonable that participants travel together it will be expected they do so, in which case mileage will only be paid to the driver of the vehicle. When participants travel with groups (teams etc) who are individually paying for travel costs of the vehicle no subsidy will be paid unless the participant is assessed at the same rate as the individuals in the vehicle. Alternatively, reimbursement of vehicle rental with associated gas receipts may be acceptable.
- Food costs will be paid based on itemized documentation. When food is provided at an event/meeting, the per diem will be reduced accordingly. The cost of alcoholic beverages will not be reimbursed on an actual cost basis.
- The majority of accommodation requirements will be for conferences and meetings and will be coordinated by the provincial office. The principles which govern accommodations are as follows:
 - Shared accommodation where possible and if each party is comfortable with such arrangement.
 - Best rate or group rate as a selected hotel if applicable.
 - Occupancy from the night of or prior to the first official meeting, through to the night before the last official meeting. Exceptions will be made when departure travel is unavailable for the last day of meetings.
- Requests for reimbursement of expenses must be submitted to XCSO on the [approved expense claim form](#) and must be submitted within 14 days of the completion of an event.

NTDC Thunder Bay

XCSO commits to financially support the NTDC Thunder Bay. An equivalent of a minimum of 15% of the Ontario Amateur Sport Funding from Ontario's Ministry of Tourism, Culture & Sport will be used for this purpose and will be forwarded as received from the Ministry.

Recognition of Special Achievement or Contributions

The Board may set aside funds for recognition for outstanding contributions and/or achievements in cross country skiing. The amount to be spent will be at the discretion of the Board. The Board will set a process for selecting recipients.

Donations

- Nominal service fees to transact donations through the XCSO or Sport4Ontario platform will be deducted from the Donation amount.
- These fees can include fees from paypal, e-transfers, cheques, platform costs, XCSO administration fees.
- The XCSO board may on a case by case basis waive these fees.

Coaching Development and Certification

XCSO supports coaching development courses based on the following guidelines:

1. Coaching workshop fees are paid by coaches or clubs. Districts and clubs should strive to be economical and efficient by using local Learning Facilitators if available, and by other measures (e.g. billeting of LFs; providing club facilities at no cost as training venues).
2. The XCSO Coaching Development Coordinator will work proactively with clubs and Districts to assess their course needs to ensure cost effectiveness.
3. XCSO works proactively to ensure adequate Learning Facilitators (LF) are trained in each District. LF expenses are covered as above travel rates.

Course costs & LF Honoraria are reviewed annually and can be found in the Coaches tab of the [XCSO Financial Schedule](#)

Officials Training and Certification

XCSO will work proactively with clubs and Districts to assess their officials' course needs to ensure cost effectiveness. XCSO supports officials courses based on the following guidelines:

1. Nordiq Canada and XCSO are the main beneficiaries of officials training at the Level 2, 3 and Technical Delegate, with moderate benefits at the District and local level.
2. XCSO will strive to ensure participants of officials training will not incur out of pocket expenses.
3. Financial support also applies to travel and related costs associated with taking officials' courses as per travel rates.
4. XCSO works proactively to ensure adequate Course Conductors are trained in each District to reduce or eliminate travel expenses. Level 2 may be offered in a webinar/virtual setting to allow for training officials in remote areas or to allow for officials from various parts of the province to attend.

XCSO supports officials' course costs, Course Conductors and Technical Delegate in the Officials tab of the [XCSO Financial Schedule](#).