

Cross Country Ski Ontario

Financial Management and Provision of Financial Support

Preamble

The following provides guidelines for the provision of financial support for various activities associated with Cross Country Ski Ontario and its operations. Please see the Support of Coaching Development Policy for details regarding Coaching Development financial support.

Funding for Officials Training and Certification

Attendance at Officials' Level 1, 2 and 3 certification courses is to be arranged through the Ontario Officials Chair, or District Officials Chair, whichever is most appropriate. XCSO supports officials' course costs based on shared funding as outlined below:

- **Level 1** course costs are to be borne by the participant and/or club - with no XCSO financial support.
- **Level 2 & 3** courses are provided by XCSO, and costs are to be borne on a shared basis (one-third each) between the individual or club, the District, and XCSO.
- **Technical Delegate, FIS Licensed TD and FIS Licensed TD Candidates** courses are provided by CCC in conjunction with the USSA. XCSO will work with the Districts to determine an equitable sharing of incurred expenses by those attending Level 4, 5, and Technical Delegate expenses given the following guidelines:
 - i. CCC and XCSO are the main beneficiaries of officials training at this level, with moderate benefits at the District and local level
 - ii. XCSO will strive to ensure participants of officials training at this level will not incur out of pocket expenses.

This financial support also applies to travel and related costs associated with taking officials' courses (see Subsidization of Event/Course costs, below)

Subsidization of Event/Course Costs

Travel by members of the XCSO Board of Directors and official committees and employees on approved travel will be compensated based on Ministry of Tourism Culture and Sport guidelines.

- Compensation for use of a private vehicle will be paid at the rate of 40 cents per kilometer. 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 up to a maximum of \$40 per day (\$8.75 breakfast, \$11.25 lunch, \$20.00 dinner). When food is provided at an event/meeting, the per diem will be reduced accordingly.
- Requests for reimbursement of expenses must be submitted to XCSO on the approved form and must be submitted within 14 days of the completion of an event.

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.

Additional Financial Management Information

1. The fiscal year for XCSO runs from April 1 to March 31.
2. 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.
3. 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.
4. Signing Authority:
 - Cheques require two signatures
 - Electronic Fund Transfers/Email transfers are permitted and must be approved by XCSO Treasurer or Chair in writing (via email)
5. XCSO commits to financially support the NDC Thunder Bay. An equivalent of a minimum of 20% of the annual base funding from Ontario's Ministry of Tourism, Culture & Sport will be used for this purpose and will be forwarded as received from the Ministry.