

## Cross Country Ontario

### Financial Management and Provision of Financial Support

#### Preamble

1. Cross Country Ontario (CCO) needs to establish or clarify a number of policies to guide its financial activities and its provision of financial support for various purposes. These follows below:

#### Funding for NCCP Coaching and Officials Certification

2. Policies to support Coaching Certification are covered under covered under the Coaching and Officials' page.
3. Regarding attendance at Officials' Certification courses, participants must provide notice in writing of intent to participate in an officials course relevant to their district (Level 1&2) and to CCO (level 3 and up).
4. CCO supports officials' course costs based on shared funding as outlined below:
  - **Level 1** costs are to be born by the participant and/or club - with no CCO financial support.
  - **Level 2** training is provided by CCO, and costs are to be born on a shared basis (one-third each) between the individual or club, the District, and CCO.
  - **Level 3** training is provided by CCC, and costs are to be born on a shared basis (one-third each) between the individual or club, the District, and CCO.
  - **Level 4 and 5:** CCC provides the courses and CCO will pay a portion of the expenses (50%) on a cost sharing basis.
  - 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

5. This provision applies to such situations as travel by CCO Board Members or employees to Annual General Meetings; authorized travel to meet with Ministry officials; or travel by club members to attend Officials' courses (Level 2 and above).
6. Compensation for use of private auto vehicle will be paid at the rate of (15) cents per kilometer. Where it is reasonable that participants travel together it will be expected to do so. Where participants do travel together 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 (documented).

7. Food costs will be paid based on itemized documentation up to a maximum of \$30 per day. When accommodation and food is provided in institutional settings, this amount may be reduced. Requests for reimbursement of expenses must be submitted to CCO on the approved form and must be submitted within 14 days of the completion of an event.

### **Recognition of Special Achievement or Contributions**

8. The Board may set aside funds for post-season 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.

### **Other Financial Management Matters**

9. The fiscal year for CCO runs from July 1 to June 30.
10. The financial position of CCO will be reported to the Board on a monthly basis from October to June 30. These reports will include a balance sheet and a revenue/expenditure statement.
11. CCO will purchase and hold the Ontario Championship medals. The host club will purchase the medals from CCO and will be responsible for the provision of the ribbons.
12. CCO has committed to financially support the NTDC in Thunder Bay. An equivalent of 20% of the annual grant (core) funding from Ontario's Ministry of Health Promotion will be used for this purpose and will be forwarded as received from the Ministry.