



## **NWT TAEKWONDO Travel Assistance Policy**

- 1) This policy applies to tournaments selected by the Tournament Selection Committee.
- 2) The association will budget funds to assist athletes/teams/clubs meet travel costs.
- 3) The following process will be used
  - 1) Athletes/teams/clubs submit written requests no later than 7 days prior to a tournament. The following information is to be included in each request
    - Selected event name
    - Travel dates
    - Number of participants
    - Estimated travel costs
  - 2) The association provides athletes/teams/clubs with an estimate of assistance that may be provided.
  - 3) Not later than 10 days after the tournament athletes/teams/clubs submit a training camp report along with receipts for expenses incurred. The report and receipts will be based on meeting Sport North and audit requirements. Templates will be provided to all athletes/teams/clubs for their use. Upon approval of the report and receipts, the Association will issue cheque(s) to athletes/teams/clubs for the previously agreed amounts.
  - 4) Association issues cheques to athletes/teams/clubs
- 4) The following process will be used to determine the amounts of assistance available to athletes/teams/clubs.
  - 1) The amount of assistance that may be provided to athletes/teams/clubs will be determined by the association president or secretary treasurer in consultation with the athletes/teams/clubs.
  - 2) If there is no agreement in 4(1) assistance will be based on a simple percentage
- 5) The association will in no cases provide assistance beyond actual travel costs incurred.
- 6) The association will in no cases advance funds to athletes/teams/clubs