

Adelaide Survivors Abreast Inc

POLICY AND PROCEDURE

Subject: Travel Expenses (ASA 01)
Issue No: 2 **Date of Issue: February 2020**

The aim of this policy is to promote and support the participation of members in dragon boat opportunities, apart from DBSA regattas. This will include a component of financial support, dependent upon ASA's financial status at such time as an opportunity arises for the participation in a dragon boating event.

The levels of support will be dependent upon the location of the event – intrastate, interstate, national and/or international.

For members to receive support from ASA to participate in an event other than a DBSA regatta, the acknowledgement of participation by the Committee is required. Written evidence of registration for events is required, as are other costs associated with such involvement.

If financially viable, support considered will be dependent upon:

- cost of registration of entry into said event
- number of members participating in said event
- opportunities to fundraise in assisting to meet financial assistance deemed appropriate by the Committee

Members are required to be a current and active member of ASA for a minimum of one racing season, and agree to remain with the club for a minimum of one racing season post event.

After such time each individual is eligible:

- for consideration to receive financial support in meeting registration costs of dragon boating events (refer*)
- to receive additional financial support, as deemed affordable by the Committee, up to a total decided upon at the relevant AGM on a 2-yearly basis (refer**)

Mannum committee to set total amount over a year-year time period

Each member's responsibility in receiving financial assistance is to be an active member of the club by:

- participating in training on a regular basis, eg at least once a week (lapses in training are acceptable if the coach is advised in advance, eg working commitments, health reasons)
- participating in regattas
- active involvement in various fundraising events including:
 - **Fundraising** – Bunnings BBQs (either being present or preparing onions), selling of Community Lottery tickets, Entertainment Books etc); and
 - **Community Participation** – eg Carols on the Lake and invitations from other community organisations
- responding to secretary's emails in relation to event/s in a prompt manner
- if involvement with ASA in an event requiring deposit, making such payment to ASA as deemed necessary upon acknowledgement of said involvement (this deposit will be a non-refundable deposit – refunded if the event is cancelled or numbers lack ability to attend – not change of mind as reason)
- responding to, if practical, DBSA requests for involvement in various activities promoting the sport and various workshops throughout the year.

Members will be made aware of opportunities by the Secretary in the form of an email.

Date of Review: April 2022

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Requests of interest are to be made known to the Secretary by the closing date given at time of correspondence.

The Committee has the option of inviting non-members' involvement in said opportunities if numbers of ASA members falls short.

It is up to the discretion of the Committee regarding financial support to non-members (as a rule non-members do NOT receive any financial support, but consideration may be given to registration fees if numbers are short of required number for entry into an event).

If a member has received less than the allocated financial assistance at the time of event (decided at the relevant AGM) in year one of a 2-year period, this member is entitled to additional financial assistance reaching a total of up to the decided amount in that 2-year period if participating in another approved event. ***

(Example: If \$500 deemed maximum amount over a 2-year period – if member requests say \$350 for event; in the following year member would be entitled to receive \$150 for another event. If not involved in another event in 2nd year, balance becomes null and void).

Note:

It is the aim of Adelaide Survivors Abreast Inc (ASA) to support local breast cancer organisations at time of participation in major dragon boating events, excluding DBSA regattas.

Members in receipt of said funds will be required to be involved in fundraising leading up to participation in approved events – supporting chosen organisations/services at such time of the event in question.

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Consideration will be given to financial support to registration fee of a dragon boat event, other than DBSA regattas, at time of request from member/s of ASA. There will be no set time-frame for expiry of such request/s.

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Every member will have the opportunity to access up to the maximum amount of financial support, (dependent upon finances and committee agreement at the time of request) for involvement in dragon boat related activities over a 2-year period. The Committee is responsible for allocating a maximum amount for a 2-year period, which can be reduced if financial status deems this necessary.

The 2-year period commences from the date of the first payment. If allocated amount has not been required, at the end of the 2-year period the balance of total allocation is forfeited.