

BlackJack Skier Development Financial Management

- 1.1. Attending cross country ski races can be a costly endeavour for those living in Canada. For the BJ ski club this is especially true due to the level of skiing promoted by the club. Many athletes are competing at the provincial, national and North American (NorAm) levels. This means travel to the races, accommodation, local transportation, food and advanced ski waxing. The Skier Development program operates on a cost recovery basis for races. Skiers are expected to pay their share of the costs of attending a race or out of town training camp.
- 1.2. A budget for the racing year (typically May to April) will be prepared in April by the head coach or designate and presented to the Blackjack Skier Development committee and interested parents. The budget will include the proposed fee structure for the year with different categories of service. The reviewed budget will be presented to the Black Jack Board of Directors, with the support of the club treasurer, for approval. Once approved this budget defines the possible expenses to be incurred by the Skier Development program.
 - 1.2.1. At the finish of the competitive season, generally with finish of the national championships, and with final accounting, any surplus in the Skier Development account can be distributed based on needs at the time as decided by the BJ High Performance Committee. Possible examples that would be considered are; reduction of fees for following year, award of individual bursary, contribution to new equipment (van, wax supplies).
- 1.3. In the spring of each season the club treasurer will call a meeting with skier development to present the financial results to all affected people inside the skier development program
- 1.4. The costs of running the Skier Development Program are divided into two categories. Recoverable and non-recoverable. Recoverable expenses are charged to the Race Recovery Account

and then billed to athletes. Non-Recoverable costs are charged to the Skier Development account.

1.4.1. Non-Recoverable expenses include:

1.4.1.1. The Head Coach Costs. These would be expenses incurred by the event Head Coach during training camps, racing tours, day to day coaching duties and any other official function that the SDP participates in. These costs would include the Head Coach's equal share of meals and accommodation, transportation, and local transportation at events.

1.4.1.1.1. The term "Head Coach" would include the trip leader or Head Coach on any trip.

1.4.1.2. Team Van maintenance costs and non-event fuel costs

1.4.1.3. Waxing equipment

1.4.2. Recoverable expenses include:

1.4.2.1. Cost of accommodation, food and transportation when using the team organized services and not providing your own transportation and board. These expenses are attempted to be minimized by advance planning, group accommodations, volunteer prepared meals and respectful use of the accommodations.

1.4.2.2. Coaching and ski preparation. This includes wax and supplies consumed, transportation costs and the cost incurred by the support coach(es) traveling and living at the venue. These costs are attempted to be minimized by volunteerism and advanced planning.

1.4.2.3. Team Van fuel or mileage costs for the trip.

1.4.2.4. Labour costs for waxing services not provided by volunteers.

1.4.2.5. Waxing charges will consider the level of the skier and the relative cost of the waxes used.

1.4.2.6. Parents traveling with their athlete children and performing race support functions may have some of their expenses reimbursed and added to the recoverable costs. As a rule this is only considered

- on a provincial cup, national, or Noram level events, not Kootenay Cups. This will be clearly communicated ahead of the event based off a process of volunteer selection.
- 1.4.2.7. Parents of athletes using their own vehicles, as team transport when the van is full or not available, can claim gas expenses from the Race Recovery Account.
 - 1.4.2.8. Accommodation costs: Skiers who excuse themselves from an event, due to illness, that they have committed to will not be expected to pay a full share of the “reimbursable” costs of the trip. The attending athletes will cover the costs of the excused athlete(s) provided it is approved by the Head Coach. Efforts shall be made by all to minimize this cost.
 - 1.4.2.9. Skier(s) who don’t show up for an event will be billed a full share of the committed fixed costs (accommodation booking, additional vehicle costs, food purchased).
 - 1.4.2.10. Payment is due within 10 days of invoice receipt. Payments are to be made online using the “Pay Now” feature of the Club’s accounting system. Skiers with accounts in arrears will be placed on probation. This probation includes not being supported on trips until resolved.
 - 1.4.2.11. The invoices are prepared by volunteers based on the guidelines here, information available and direction of head coach. Questions should be directed to the parent liaison on the BJ High Performance committee for resolution within 1 month. Contact information will be on the invoice. The invoices are to be paid and disputes are noted and to be resolved within the one month time frame mentioned above. Holding back of funds will result in the skier being placed on probation as it impacts all others on the team and the volunteers.

- 1.4.2.12. At the beginning of the next season there may be a need for seed contributions to allow for a float on the race recovery account.
- 1.4.2.13. Claims for expenses shall be made by completing an expense claim form (Excel spread sheet). This form will be available from the Ski Team WEB site, SD coordinator, club treasurer or SD committee member. The completed claim along with copies of the receipts for the expenses (scan or photo) is to be emailed to the Black Jack club treasurer no more that 4 days following the event. This short turnaround time is needed to give the treasurer the time to apportion the recoverable costs to each athlete in a timely fashion. Mail completed forms to finances@skiblackjack.ca.