



# Alberta Racquetball Association

## ATHLETE FUNDING POLICY

Policy Established: October 16, 2017

Policy Last Revised: August 20, 2022

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### Policy Objectives

The purpose of this policy is to provide a framework for the distribution of athlete funds. It endeavors to reduce case-by-case decisions by the Board of Directors and provide clear requirements for Alberta athletes. The policy will outline general requirements, as well as specific details for the three types of funding that the ARA offers:

- High Performance - Domestic
- High Performance - International
- Alberta Junior & Open Provincial Teams

### Definitions

**Certified provincial coach:** A Coaching Association of Canada (CAC) - certified racquetball instructor. Coaches of junior athletes seeking funding must be, at a minimum, certified Racquetball Competition Introduction-level coaches. Coaches of Open-level athletes must be certified Racquetball Competition Development-level coaches.

**Extraordinary circumstances:** Extraordinary circumstances include but are not limited to injury, illness, death in the immediate family and acts of nature.

### Athlete Funding Policy

This funding is intended to support athletes who are seriously committed to improving their performance beyond a provincial level through intense training, technical development, and elite-level competition.

### Eligibility Requirements

To be eligible for funding from the ARA, athletes must meet the following eligibility requirements:

- Athletes are required to be able to produce a valid Alberta Health card;
- Athletes are required to be a member in good standing of the Association for a minimum of one year;
- Athletes are required to compete in at least two (2) ARA-sanctioned tournaments during the current season, one of which must be the ARA's Provincial Championships, one of which must be outside the athlete's home city. If applicable, the Provincial Championships can fulfill the out-of-town requirement.
- Athletes must be involved in a training schedule approved by a certified provincial coach;
- Athletes must provide a letter of reference from their coach along with the application form;

- Athletes are encouraged to attend the Association's Annual General Meeting;
- Athletes must sign and adhere to the Association's Code of Conduct.
- Athletes must be a member in good standing of Racquetball Canada and, whereby the athlete is a member of the Canadian National Elite Team, the Canadian National Development Team, or the Junior National team, the athlete must be following all team requirements.

## **Funding**

- Funding amounts will be dependent on the number of athletes selected, the amount of funding available, and may vary from year to year.
- All funds received by an athlete must be used for direct competition costs: travel, accommodations, meals, and entry fees.
- Funds received by athletes may not be used towards expenses incurred by attending family members, regardless of the age of the athlete.
- 50% of funds will be delivered to athletes by e-transfer upon approval of the funding application.
- Upon completion of the season athletes have 30 days to submit their Travel Expense Report and all required receipts, to the Association for reimbursement.
- Athletes must adhere to the ARA's Travel and Expense Reimbursement Policy regarding allowable expenses and limits.
- Athletes will receive their funding amount or the sum of their allowable expenses, whichever is less.
- No funding amount is guaranteed. All funding is subject to availability and approval from the Alberta Racquetball Association's Board of Directors and its applicable funding bodies.

## **Progress & Reporting**

- The Executive Director or a Board representative will monitor the progress of those athletes who have received funding to ensure that they comply with the conditions of the funding.
- The Executive Director or a Board representative will advise the Board of any problems and will ensure that follow-up reports are completed in consultation with the referencing coach.

## **Cancellations**

The Board reserves the right to cancel an athlete's funding or request that funding is returned to the Association at any time should the athlete:

- Have made any false statements on their application;
- Not abide by the conditions of the funding;
- Not meet the competition requirements; or
- Breach the code of conduct agreement.

## Restrictions & Exceptions

- Whereby an athlete does not have access to a certified provincial coach, a trained provincial coach may be accepted in their stead. Athletes must notify the ARA of such an instance and receive approval for this variation.
- Special consideration may also be given to athletes who qualify for international competitions where they would represent Canada that conflict with the date(s) of the Provincial Championships.
- The Board recognizes that an athlete may miss an event due to Injury or Extraordinary Circumstances. It is the athlete's responsibility to provide the Board with all documentation to support their claim within 30 days of the missed event.
- Credit for missed events is given solely at the discretion of the Board.
- The Board reserves the right to evaluate and/or fund applicants that do not meet the Eligibility Criteria on a case-by-case basis.

## Conflicts of Interest

If any Board member or a member of their immediate family has applied for athlete assistance, that Board member is disqualified from the selection and ranking of applications and may not vote on any question in that regard.

## Insurance

Athletes must be a member in good standing of the Alberta Racquetball Association and Racquetball Canada, to be insured at the Provincial Championships and National events. In these cases, players are covered during their matches. The ARA does not provide insurance coverage for athletes traveling to or from national or international events.

In the case of travel to/from National events, that is not arranged as group travel by the ARA, Athletes will be covered for air travel cancellation insurance if it is purchased at the time of reservation.

## Conduct

- All funded athletes must represent Alberta and the Association in a professional manner and adhere to the Code of Conduct and Ethics of the Association. Any player not adhering to these guidelines shall be disciplined and returned home at the additional cost to the athlete. Receipt of their funding will be at the discretion of the Board.
- Any athlete or coach that is receiving funding to attend an event from the Association shall not coach against an Alberta athlete at that event.

## FUNDING FOR High Performance - Domestic

The purpose of the High Performance - Domestic funding is to assist open-level or

development athletes in competing at Racquetball Canada's Winter & Fall Selection events and Nationals.

### **Eligibility Requirements**

To be eligible for High Performance - Domestic funding, athletes must meet the ARA's Team Alberta Selection Criteria.

### **Procedure**

- Applications for Athlete Funding will be distributed in September, to Athletes who qualified for Team Alberta, through the Team Selection Criteria and submitted to the Provincial Head Coach.
- Athletes must submit their applications on or before September 30<sup>th</sup>.
- The application must include estimated expenses for each event the Athlete plans to attend in the season.
- Following the deadline for applications, and on the recommendations of the Provincial Head Coach, the Board will meet and review all applications.
- Applications will ONLY be accepted if all eligibility requirements are met and supplemental documentation has been provided.
- Upon Board approval, recipients will be notified by the Provincial Head Coach.

### **Team Size**

- Team size may vary and is solely dependent upon the number of eligible applicants

### **Allocation of Funds**

- Funding amounts per Athlete will be dependent on budget and number of eligible applicants.

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## **FUNDING FOR High Performance - International**

The purpose of the High Performance - International funding is to assist open-level or development athletes in competing at international events.

### **Eligibility Requirements**

To be eligible for High Performance - International funding, athletes must meet Team Alberta Selection Criteria.

To qualify for international funding, Junior Athletes must have competed in the Provincial Championships and been assessed by the Provincial Head Coach on whose recommendation the Board will make selections.

## Procedure

- Applications for Athlete Funding will be distributed in September, to Athletes who qualified for Team Alberta, through the Team Selection Criteria.
- Athletes must submit their applications to the ARA on or before September 30<sup>th</sup>.
- Applications will be scanned and then sent to the Provincial Head Coach for review and recommendations to the Board of Directors.
- The application must include estimated expenses for each event the Athlete plans to attend in the season.
- Following the deadline for applications, and on the recommendations of the Provincial Head Coach, the Board will meet, review all applications, and assess funding allocations
- Applications will ONLY be accepted if all eligibility requirements are met, and supplemental documentation has been provided.
- Upon Board approval, the Provincial Head Coach will be advised, and recipients will be notified.

## Team Size

- Team size may vary and is solely dependent upon the number of eligible applicants

## Allocation of Funds

- Funding amounts per Athlete will be dependent on budget and number of eligible applicants.

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## **FUNDING FOR Alberta Junior & Open Provincial Teams**

Each season, elite teams of athletes will be selected to represent Alberta at the Junior National Racquetball Championships and National Racquetball Championships. The Junior Provincial Team will consist of the top junior athletes in each age bracket. The Open Provincial Team will consist of the top open-level athletes in Alberta. These athletes will receive funding assistance from the ARA to compete based on eligibility requirements and tournament results.

## **Eligibility Requirements**

To be considered for a Provincial Team, athletes must meet the ARA's Team Selection Criteria for athlete funding as well as the eligibility requirements specific to the Junior & Open Provincial Teams.

### **Junior Team:**

- Athletes must attend the Provincial Championships or have a letter of exemption approved by the Board of Directors prior to the event.
- Athletes must attend Provincial Team training camps

### **Open Team:**

- Athletes must meet the Team Alberta Selection Criteria

## **Procedure**

### **Junior Team:**

- All players who win their junior age divisions at Provincials will be recommended to the Board for the Junior Provincial Team.
- A junior training camp with a Board-approved format will be held, either in conjunction with Provincials or as a separate event. All players wishing to make the Junior Provincial Team must attend.
- The Junior Provincial Team Coach, in consideration with attending players' coaches, will recommend to the Board additional athletes who meet the eligibility requirements for the Junior Provincial Team based on their training camp results, training schedule, results at provincials, and their ability to assist the Junior Provincial Team at the Junior National Championships.

### **Open Team:**

- Athletes must meet the Team Alberta Selection Criteria

## **Team Size**

### **Junior Team:**

- The Board will select, upon the availability of funding, a team comprised of up to eight (8) athletes from the junior age divisions (U12-U18)
- Up to four (4) additional athletes from younger age brackets may also be selected for the team as development athletes. The Board, based upon recommendations from the Provincial am Coach, will select these athletes based on skill level, participation in provincial tournaments, and their ability to assist the Junior Provincial Team at the Junior National Championships.
- The Board reserves the right to limit its selection of athletes for the Junior Alberta Team. This may be the case in instances where an athlete wins their division by default, or it is deemed that their skill level does not meet the level of the Junior National Championships. These decisions are to be made in consultation with the Provincial Team Coach.
- Additional junior athletes may be selected to the Development Team at the discretion of the Board and in consultation with the Provincial Coach.

## **Open Team:**

- Up to the top four men & top four women will be selected to represent Alberta at the National Championships.
- If less than four athletes of one gender qualify, additional eligible athletes of the other gender may be chosen to fill the team.
- Additional open athletes may be selected to the Development Team at the discretion of the Board and in consultation with the Provincial Coach.
  - The Board will meet and review applications on a continual basis.
  - Applications not received in September must be received a minimum of 6 weeks prior to the event in question.
  - Applications will be assessed not only on the athlete's training and competition goals.
  - Upon Board approval, recipients will be notified.

## **Allocation of Funds**

- Funding amounts per athlete will be dependent on budget and available funds, for the season.
- 50% of approved funds will be delivered by e-transfer at the beginning of the competition season. The balance of 50% will be provided at the completion of the season and, upon submission of all required receipts for airline tickets, hotel rooms etc.