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TOPIC	Registration Fee Policy	Page 1 of 1
Effective date	September 2014	LAST UPDATED

The annual registration fee of \$20.00 is to be paid at the time an athlete registers in the program calendar year, which is September 1st through August 31st inclusive.

Additional fees are charged to offset facility expenses for the following sports:

\$50.00	Swimming
\$50.00	Golf
\$50.00	Curling

Any athlete who requires financial assistance can contact the Executive to request the fees be waived.

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Informal competitions or games between two Locals

For such events, the expenses are to be covered by the individuals, except for the cost of registration and transportation, as long as it is pre-approved by the Executive.

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All requests for purchases/expenditure reimbursement require pre-approval from the Executive. There will be no exceptions.

Once the request for purchase/expense has been approved, please follow the instructions below to obtain reimbursement.

Cheque Requests and Claiming Expenses

There are generally two ways that expenses are paid out:

1. Coach or Head Coach pays for expenses and requests reimbursement from Treasurer:
 - Submit Reimbursement Request Form (copy attached or click on link: [REQUISITION FOR PAYMENT FORM.pdf](#) The Reimbursement Request Form must be signed off by the Head Coach, Treasurer, or Local Coordinator and filled out properly. Improperly filled out forms will delay reimbursement.
 - Attach all receipts or invoices supporting the amount claimed.
 - Please submit within 15 days after the event or purchase in question.
2. Head Coach sends invoice to Treasurer who then directly pays the supplier:
 - Include invoice and explanation of the amount (Treasurer will then allocate it to the appropriate program.)
 - Examples include (but are not limited to): travel charges, event registration, uniforms, equipment, fees, supplies, etc.

Expense Claim Forms

All expense claims must include a completed expense claim form.

Forms must be accompanied by the original receipt for each item listed. For reimbursement of items charged to personal credit cards, the credit card receipt must be included as well as the itemized receipt.

Restaurant receipts attached to expense claims must include an itemized food list along with the total including tip.

If approval has been granted to participate in an event or a tournament and advance funds are required, at least two weeks' notice to the Treasurer is required for advance payment.

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Receipts for Meals

Receipts are required for all expenses, including meals.

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Equipment Requests

Two quotes are required when new equipment or uniforms are required. Please submit the quotes to the Executive at least one month prior to when the equipment/uniforms are required.