



**PARAGOLF ONTARIO**  
**POLICY MANUAL**

<b>MANUAL:</b> General Operations	<b>POLICY No:</b> 0201		
<b>SECTION:</b> Financial Management	<b>Pg. 1 of 3</b>		
<b>SUBJECT:</b> Member Financial Assistance	Implemented D / M / Y 01/01/13	Reviewed D / M / Y 27/08/17	Revised D / M / Y 27/08/17
<b>AUTHORITY BASE:</b>	Motion, Board of Management, Aug. 4, 2013		
<b>CROSS REFERENCES:</b>	Policy #0101, #0102		

**PURPOSE**

To provide clarity regarding the conditions under which ParaGolf Ontario (PGO) members may receive financial assistance for participation in officially sponsored/sanctioned events, as well provide and annual limit on the amount which the Association will spend on member expense reimbursement.

**POLICY**

The following conditions must be met in order for PGO members to receive financial assistance for attendance and participation in Association-sanctioned events.

1. The applicant must be an Ontario resident.
2. The applicant must be an amputee or otherwise challenged individual.
3. The applicant must **be** a lifetime member, or **must have been** a fully paid annual voting member for at least one full year. (Such membership will commence on the date of payment of membership dues.)
4. New members will receive a free golf game at the first tournament that they enter, in the year following one complete year of membership, or immediately, if s/he has signed up for lifetime membership.

**POLICY (cont.)**

5. Financial assistance for members who are eligible will be considered at one-hundred percent (100%) of actual, documented expenses for the following items:
  - a. event registration;
  - b. accommodation, to include only the night immediately preceding the first day of the tournament/event, the nights of the tournament (if more than a one-day event), and the night of the last day of the tournament/event (for example, for a two-day Saturday and Sunday tournament, a member would be entitled to reimbursement for Friday night, Saturday night and Sunday night);**
  - c. travel costs as stated in item #6, below;**
  - d. specialized equipment;
  - e. Scramble rounds, or other similar events, (if part of an organized, PGO-sanctioned event, and listed on the registration form of the event);**
  - f. training/coaching to a maximum of \$400.00 per year, for golf or other approved sports.

This funding is to be net of all other funding support, regardless of the source(s) of that funding support. There will be no assistance for the cost of meals, or clothing.

6. Transportation will be approved at one-hundred percent (100%) of actual mileage at \$.54/km **for the shortest, most direct route**, or one-hundred percent (100%) of economy air fare, whichever is less.
7. Approved expenses will be paid retroactively.
8. Application for assistance must be made to the Treasurer, on the approved form, and be accompanied by original receipts, no later than December 31 of the fiscal year in which the expenses were incurred. (NOTE: Fiscal year is January 1-December 31, as set by Executive Committee on September 20, 2012.) Expense reimbursement requests submitted after January 31 of the following year will not be paid.

9. Payment of expenses must be approved by the Board of Management, and will be based on the funds available (See item #12, below.
10. Re-imburement will be limited to \$5000.00 per person per annum.
11. In the event that the support cap (see item #12,below) must be imposed, the requested support to all members will be reduced on a *pro rata* basis.
- 12. Aggregate total funding payments to all members in any given fiscal year shall not exceed an amount that permits the retention of \$10,000 for that fiscal year.**

#### **PROCEDURE**

The following procedure will be used for handling member re-imburement requests.

1. Members will procure an expense re-imburement form from the PGO website, or from an official of the Association at an event.
2. The required information must be completed, and the form signed by the member, then submitted to the Treasurer, with original receipts/documentation for the expenses.
3. Once all requests for re-imburement have been received (by December 31 of the fiscal year in which the expenses were incurred), the Treasurer will determine the percent of each request that will be paid, depending upon the Association's net revenue for that fiscal year (see policy #5 and #12 above).
4. **Although members may submit for payment following each event, at the discretion of the Board of Management, the Treasurer may withhold payment until after the close of the fiscal year, in order to ensure fair and equitable treatment of all members, and compliance with item #12, of Policy #0201.**