



## **NT Badminton Association Travel Funding Policy**

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### **Background**

Each year, NT Badminton Association Inc. (NTBA) applies for and receives funding from the NT Government (NTG) as part of the *Peak Sport & Recreation Organisations* program. NTBA is awarded funding for specific programs under the following headings:

- Improving your Facility
- Developing your Community
- Planning your Pathway
- Building your Capacity
- Managing your Business

NTBA is required to report on the progress of these programs against agreed Key Performance Indicators (KPIs). In 2006/7, NTBA received \$20,000 for the above programs. Funding for *Planning your Pathway* is used to reimburse the travel costs for players competing in badminton competitions in Australia.

Usually, sporting associations in the Northern Territory utilise this particular funding to send NT representative teams to their national championships, ie the equivalent of the Ede Clendinnen shield. However, NTG has advised that acquittal of grant funds in this category is at the discretion of the NTBA Committee, where it can be demonstrated that expenditure contributes to the development of the sport in the Northern Territory.

In 2006/7, NTBA was allocated a total of \$6,000 in the *Planning your Pathway* category.

### **Purpose**

The purpose of this policy document is to allow members to be clear of funding well ahead of events (and ensure appropriate planning) and clarify the funding priorities of the NTBA when financially assisting players and coaches/managers with travel costs. Specifically, NTBA will only reimburse players who are fully paid members of either the Darwin or Alice Springs

Badminton Clubs (prior to purchasing tickets) for travel costs related to participating in badminton championships and competitions situated more than 200 km from their place of residence and within Australia. Players must contact the NTBA President, Secretary or Treasurer of their intention to travel to an event and be reimbursed (prior to the purchase of tickets) to ensure that funding will be provided.

The assistance will cover only those costs associated with travel to and from the event (eg vehicle costs, bus fare or air fare) and team entry fees. It will not cover accommodation, food or local travel expenses undertaken during the course of the tournament unless the NTBA Committee has agreed to fund the proposed costs.

### **Funding Allocation**

Reflecting a prioritisation that the NTBA Committee considers appropriate, the funds for competitions will be provisioned as follows:

45% of grant > the *Nationals* (Ede Clendinnen Shield & Australian Closed Championships)

25% of grant > Junior Competitions (outside the NT)

30% of grant > NT Open (for Alice Springs-based players) and Alice Springs Open (for Darwin-based players)

Junior players are defined as being aged 19 years or under at the time of competition.

Given that in 2006/7 NTBA was provided a total of \$6,000 for the *Planning your Pathway* category, the allocations in 2006/7 will be:

\$2,700 for the *Nationals*

\$1,500 for Junior Competitions

\$1,800 for NT Open/Alice Springs Open

### **Reimbursements**

#### Nationals (Ede Clendinnen Shield & Australian Closed Championships)

Senior players will be initially provisioned 85% of their travel costs and juniors 100% of their travel costs. If the total of the initial provisions is:

- less than the allocation, then players will be reimbursed the initial provisions and surplus funds are transferred to the budget for junior competitions.
- greater than the allocation, then players' reimbursements are proportionally reduced until total of provisions equals the allocation.

The coach and/or manager will be appointed by the NTBA Committee to support the Nationals Team attending the event and will be reimbursed 100% of their travel costs.

The following examples of travel reimbursement assume the total grant is \$6,000 (the actual case for 2006/7). Therefore, the *Nationals* allocation is 45% of \$6,000, ie **\$2,700**.

*Example 1:* four senior players and two juniors travel to the Nationals; senior travel costs were \$400 each (\$1,600) and junior travel costs were \$400 each (\$800) (\$2,400 total costs). In this instance, the senior and junior players would be refunded \$340 (85%) and \$400 (100%), respectively. Reimbursements totalled \$2,400 and so \$300 (\$2,700 - \$2,400) is transferred to budget for junior competitions.

*Example 2:* seven senior players and two juniors travel to the Nationals; senior travel costs were \$450 each (\$3,150) and junior travel costs were \$450 each (\$900) (\$4,050 total costs). In this instance, the senior and junior players would be refunded \$288 (64%) and \$356 (79%), respectively. Reimbursements totalled \$2,727 and so there are no funds to transfer to budget for junior competitions.

### Junior Competitions

The purpose of funding junior players to these (national) competitions is to develop the skills of junior players. This would include the under 17s (June Bevan) and under 19s (CP Maddern), and other events at the NTBA committee's discretion.

#### *Players*

Players will be initially provisioned 85% of their travel costs in June of each year. If total of initial provisions as at 31<sup>st</sup> May of each year is:

- less than the allocation, then players will be reimbursed the initial provisions and surplus funds are transferred to the budget for NT Open/Alice Springs Open.
- greater than the allocation, then players' reimbursements are proportionally reduced until total of provisions equals the allocation.

#### *Managers*

All junior travelling groups will be accompanied by a team manager appointed by the NTBA Committee. The person shall be 21 years or older and considered by the NTBA committee to be a suitable candidate. Non-playing juniors team managers will be reimbursed 100% for travel and accommodation costs. If the manager is also playing in the attended tournament they will be considered a player and subject to the same rules as specified in elsewhere.

### NT Open/Alice Springs Open Competitions

In May/June of each year, the Alice Springs Badminton Club will determine the level of interest Alice Springs players have in travelling to Darwin to attend the NT Open in August. Players will be initially provisioned 80% of their travel costs. If total of initial provisions is:

- less than the allocation, then players will be reimbursed the initial provisions and surplus funds are transferred to the budget for Darwin players wishing to attend the Alice Springs Open in the following year.
- greater than the allocation, then players' reimbursements are proportionally reduced until total of provisions equals the allocation.

In February of each year, NTBA Committee will determine the level of interest in Darwin players attending the Alice Springs Open in May. Players will be initially provisioned 80% of their travel costs. If total of initial provisions is:

- less than the allocation, then players will be reimbursed the initial provisions and surplus funds are transferred to the budget for junior players wishing to participate in national competitions.
- greater than the allocation, then players' reimbursements are proportionally reduced until total of provisions equals the allocation.

## **Claiming Expenses**

To enter a claim for reimbursement, please use document PD004.1 which is the Expense Reimbursement Claim Form, available at NTBA website (<http://www.ntbadminton.org.au>) or on request from a member of the NTBA Committee.

## **Notes**

To minimise the out-of-pocket expenses of players, NTBA strongly encourages players assess fundraising options. NTBA will help to organise and make it as successful as possible.

The NTBA *cannot* guarantee 100% reimbursement for playing participants and as such, fundraising is expressly encouraged by the NTBA. Junior team managers are exempt to this rule.

Any player receiving funding from the NTBA must be a paid financial member of the NTBA.

Players are required to advise the NTBA Committee in advance of their intention to participate in an event and be reimbursed.

The above grant allocation and reimbursement assumptions are guidelines only, and so the NTBA Committee reserves the right to use its discretion at all times.