

FUNDING POLICY

International Travel Assistance for NZ Representatives

1. PURPOSE

The purpose of this policy is to provide a guideline for Lake City club members in applying to the Executive Committee for travel subsidies to attend International athletics events as a New Zealand representative. Specifically the purpose of this funding assistance is to help club members participate in the sport at the highest age-group levels possible.

2. THE APPLICATION

The application to the Committee must be in writing and posted to the Club at PO Box 2136, Rotorua, and contain the following information;

- 2.1. The event you have qualified for, how you qualified, and a letter from Athletics New Zealand or another appropriate organization acknowledging that you are part of the New Zealand team.
- 2.2. An undertaking that you will be attending the event and the full details of the event.
- 2.3. A detailed list of the costs involved from a registered travel agent or Athletics New Zealand.
- 2.4. Your intentions for funding the trip and how much you are applying for.
- 2.5. A paragraph summarizing your contribution to the club over the last 12 months.

3. QUALIFYING CRITERIA

- 3.1. You must be traveling as part of a New Zealand Team.
- 3.2. You must have been a financial member of the club for at least 12 months.
- 3.3. You must agree to and provide details of how you intend to contribute to the club in the next 12 months.
- 3.4. The application should be made at least 3 months prior to travel, where possible.

4. IF YOU ARE SUCCESSFUL

- 4.1. You must agree to return the funding if you do not attend the event.
- 4.2. You must wear the club uniform at publicity photos and mention you are a Lake City club member in any media articles.
- 4.3. After you return you should provide the Executive with feedback such as a summary of your trip, your results, and any further training or coaching you may be planning or looking for next.
- 4.4. Accept any other conditions that the executive requires.

5. HOW THE SUBSIDIES ARE ASSESSED

The application will be presented and discussed at the next Executive meeting after the request is received. The Executive is entitled to request more information and if more information is required, the application will be deferred until the next Executive meeting. In general, the Executive will use the following as a basis in its assessment;

- 5.1. The merit of the qualification
- 5.2. The level of support and funding you have received from other sources.
- 5.3. The contribution you have made to the club.
- 5.4. The amount applied for in relation to the total cost of the trip, and your efforts to fund raise and obtain other sponsorship.

The Executive's decision is final and there is no appeal process in respect of the application. No successful application for funding shall be used as a precedent for other funding applied for by either the same or other members. Each application will be considered solely on its own merits.