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Policy 2015-25

Tier Athlete Funding

	AUTHORIZED BY	Council yi səx ^w k ^w ina?məm
	EFFECTIVE DATE	2018-04-01
	DEPARTMENT	Community Services, Membership Services
	REVIEW DUE DATE	2021-04-01

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Revision History		
Entry ID		Total Number of Pages 13
Date	Revision	Changes
2015-11-10	2015-25.01	Conversion of Recreation Funding Policy 10522 approved by Council on 2012-05-22. Policy drafting commenced with review and terminology updates.
2016-05-29	2015-25.02	Approved by Resolution of Council #160524-03 on May 24, 2016.
2016-08-04	2015-25.02	Approved and signed August 4, 2016 by the Director of Operations.
2016-04-04	2015-25.03	Minor revision as a result of the approval of P2015-16 and Level 1 funding transferred out based on that approval effective April 1, 2018.



Tier Athlete Funding

1. Policy

Council/yi səx^{wk}winaʔməḡm is committed to creating a healthy, strong and vibrant community through providing resources that promote physical, mental, emotional, and spiritual wellbeing. Tier athlete funding is intended to help make participation in sports activities more affordable for Members who wish to improve their health and wellness, obtain athletic scholarships, or pursue athletic careers through such activities.

2. Purpose

The purpose of this policy is to outline the financial support that is available to Westbank First Nation (WFN) Members for participation in sports activities, along with the criteria, funding limits, and eligibility requirements.

3. Scope

This policy is a minor revision to Policy 2015-25 Recreation Funding approved by Council Resolution #160524-03 on May 24, 2016 and signed by the Director of Operations on August 4, 2016 and effective April 1, 2018.

This policy applies to WFN Members and WFN employees who are responsible for administering this policy.

Eligible Members can apply for and receive funding under each level of funding within each Fiscal Year. In this policy, all references to funds are in Canadian funds.

a) Tier Athlete Funding Levels

Tier Athlete funding is available through the following levels;

- i. Level 1 – Registration fees for participation in an organized sporting event; and
- ii. Level 2 – Skilled competitive athlete.

b) Level 1 Funding - Participation in Organized Sporting Events

- i. A Member who registers and participates in one or more organized sporting events where participation is not based completely on selection due to skill level is eligible to receive up to two hundred dollars (\$200.00) in each Fiscal Year in Tier Athlete, Level 1 funding, for payment of registration fees.
- ii. Funding is on a reimbursement basis only, except in accordance with Section 3.b)iii. of this policy.



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- iii. WFN may pay the registration fee(s) for Minors who participate in organized sporting events directly to the organization(s) sponsoring the sporting event(s), in accordance with Section 3.b)i. of this policy.
 - iv. Requests for reimbursement, or advance payment in accordance with Section 3.b)iii. of this policy, must include;
 - 1) Receipts for purchases and a completed Tier Athlete, Level 1 Funding Application form (Appendix A) along with receipts for purchases; or
 - 2) Registration information for requests under Section 3.b)iii. of this policy.
- c) Level 2 Funding – Skilled Competitive Athlete**
- i. A Member who participates in tiered athletic programs or events for which participants are selected through a competitive process, based on skill level, to engage in sporting activities at a representative or higher level, are eligible to receive up to one thousand two hundred dollars (\$1,200.00) in each Fiscal Year in Tier Athlete, Level 2 funding, based on a maximum of four hundred dollars (\$400.00) per program or event.
 - ii. Eligible expenses include;
 - 1) Registration fees,
 - 2) Training camp fees,
 - 3) One-on-one coaching sessions; and
 - 4) Travel to, and accommodation at, tiered athletic programs or events.
 - iii. Funding is on a reimbursement basis only, except in accordance with Section 3.c)iv. of this policy.
 - iv. WFN will pay up to a maximum of two hundred dollars (\$200.00) in registration fee(s) for a Member who is a Minor who is eligible for Level 2 funding. Payment will be made directly to the organization(s) sponsoring the sporting event(s).
 - v. Requests for reimbursement, or advance payment in accordance with Section 3.c)iv. of this policy must include;
 - 1) A completed Tier Athlete, Level 2 Funding Application form (Appendix B) and receipts for purchases; or



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- 2) Registration information for requests under Section 3.c)iv. of this policy.
 - vi. A Member who is a professional athlete and who receives payment for participation in their sport is ineligible for Tier Athlete, Level 2 funding.
 - vii. A Member who receives Tier Athlete, Level 2 funding must give back to the community in some manner, not limited to an expression of appreciation in the WFN newsletter, community service, or a brief presentation at a Membership meeting on the activity for which they were funded pursuant to this policy. The failure to follow through on this requirement jeopardizes a Member's future applications for Tier Athlete, Level 2 funding.
- d) Application Submission Deadlines**
- i. The submission deadline for advance payment requests under Section 3.c)iii. of this policy is March 31st of each year.
 - ii. The submission deadline for reimbursement requests for purchases made in the previous fiscal year is April 30th of each year.

4. Definitions

"Applicant" means a Member who makes a formal application under the provisions of this policy.

"Fiscal Year" means a period beginning April 1st and ending March 31st of the following calendar year.

"Minor" means a person under the age of nineteen (19) years old and is therefore considered to have not reached the age of majority in British Columbia. For the purpose of this policy, this includes from birth to nineteen (19) years of age. On the day a person turns nineteen (19) years old, a person ceases to be a Minor.

5. Responsibilities

- a) Council is responsible for establishing an annual budget and setting aside funds in order to ensure the commitment to this policy, on a best efforts basis, as part of the annual WFN budgeting process.
- b) The Membership Services Manager is responsible for;
 - i. Receiving, reviewing, and making decisions on, Tier Athlete funding applications in accordance with the provisions of this policy,

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- ii.** Notifying the Applicant if any item on their Tier Athlete funding application is declined,
 - iii.** Arranging for payment to be made to the organization(s) sponsoring the sporting event(s) in accordance with Section 3.b)iii. and 3.c)iv. of this policy,
 - iv.** Forwarding reimbursement requests for eligible items on Tier Athlete funding applications to the Financial Services for processing,
 - v.** Monitoring Tier Athlete funding amounts approved for each Member in accordance with the funding limits specified in this policy,
 - vi.** Ensuring that Applicants who receive Tier Athlete, Level 2 funding give back to the community in accordance with Section 3.c)vii. of this policy; and
 - vii.** Preparing, and providing to Council, the Fiscal Year Tier Athlete Funding Annual Report (Appendix C) by May 31st of each year.
- c)** The Finance Department is responsible for processing reimbursement requests in accordance with Section 5.b)iv. of this policy.
- d)** Applicants are responsible for submitting the appropriate completed Tier Athlete Funding Application (Appendix A or Appendix B) and receipts, as applicable, in accordance with the provisions of this policy, to the Membership Services Manager.
- e)** Applicants who receive Tier Athlete, Level 2 funding are responsible for giving back to the community in accordance with Section 3.c)vii. of this policy.

6. Monitoring and Reporting

- a)** The Membership Services Manager will provide Council with a Fiscal Year Tier Athlete Funding Annual Report (Appendix C) no later than May 31st of each year.
- b)** Athletes who receive Tier Athlete, Level 2 funding will give back to the community in accordance with Section 3.c)vii. of this policy.



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7. Approval

Council/yi səx^wk^wina?məm approved by way of a Resolution of Council #160524-03 on the 24th day of May, 2016 and the Director of Operations signed and approved on the 4th day of August, 2016.


Pat Fosbery, Director of Operations/səx^wk^wuləm k'el yʕayʕae Date *Aug 4/2016*



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8. References and Related Authorities

[Westbank First Nation Self-Government Agreement](#)

[Westbank First Nation Constitution](#)

[Westbank First Nation Strategic Plan 2016-2019](#)

9. Attachments

Appendix A – Tier Athlete, Level 1 Funding Application

Appendix B – Tier Athlete, Level 2 Funding Application

Appendix C – Tier Athlete Funding Annual Repo



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Appendix A – Tier Athlete, Level 1 Funding Application (Page 2)

Payment		
<i>For reimbursement</i> , please make cheque payable to:		
Please select method of cheque delivery:		
<input type="checkbox"/> Pick up at Community Services	<input type="checkbox"/> Pick up at WFN Government Building	<input type="checkbox"/> Mail (print address below)
<i>For advance payment</i> under section 3.b)iii. of Policy 2015-25 Tier Athlete Funding, please make payment to:		
Contact Information and Signature of Applicant		
Name (Please print):		Phone #:
Signature:		Date:
Submission of Application		
Submit application to the Membership Services Manager along with receipts for all purchases or registration information for advance payment requests.		
Application Submission Deadlines		
<ul style="list-style-type: none"> The submission deadline for advance payment requests is March 31 of each year. The submission deadline for reimbursement requests for purchases made in the previous fiscal year is April 30 of each year. 		
For more information, contact the Membership Services Manager at 250-768-0227.		
Policy 2015-25 Appendix A (Last Revised: 2017 December) LF# Page 2 of 2		



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Appendix B – Tier Athlete, Level 2 Funding Application (Page 2)

Payment	
<i>For reimbursement</i> , please make cheque payable to:	
Please select method of cheque delivery:	
<input type="checkbox"/> Pick up at Community Services	<input type="checkbox"/> Pick up at WFN Government Building
<input type="checkbox"/> Mail (print address below)	
<i>For advance payment</i> under section 3.b)iii. of Policy 2015-25 Tier Athlete Funding, please make payment to:	
Contribution Back to the Community	
I plan to do the following to express my appreciation to the community for the opportunity to receive this funding:	
<input type="checkbox"/> A thank you in the WFN newsletter <input type="checkbox"/> A brief presentation at a Membership meeting <input type="checkbox"/> Community service (<i>Please specify</i>)	
<input type="checkbox"/> Other (<i>Please specify</i>) /	
Contact Information and Signature of Applicant	
Name (Please print):	Phone #:
Signature:	Date:
Submission of Application	
Submit application to the Membership Services Manager along with receipts for all purchases or registration information for advance payment requests.	
Application Submission Deadlines <ul style="list-style-type: none"> The submission deadline for advance payment requests is March 31 of each year. The submission deadline for reimbursement requests for purchases made in the previous fiscal year is April 30 of each year. 	
For more information, contact the Membership Services Manager at 250-768-0227.	
For Office Use Only	
Method of giving back to the community:	Date:




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Appendix C – Tier Athlete Funding Annual Report



Tier Athlete Funding Annual Report

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Reporting Year

Total \$ Reimbursed This Fiscal Year

To be completed by Membership Services, reviewed by Chief Saskatoon Berry Committee/ilmix'am siya? and submitted to Council/yi sax'k'ina?m'am each year by May 31 of each year

(e.g. 2014.15 2015.16 2016.17) →	Previous Year	Previous Year	Current Year
A. Total Tier Athlete Funding applications submitted.			
1) Total Level 1 submissions			
2) Total Level 2 submissions			
B. Total amount of Tier Athlete Funding reimbursed			
1) Total amount of Level 1 funding approved			
2) Total amount of Level 2 funding approved			
C. Total WFN Members approved for funding and reimbursed.			
1) Average amount of funding reimbursed per WFN Member.			

Did all WFN Members who received Level 2 Funding follow through on their obligation to give back to the community in some way? Yes No

Additional comments for Council/yi sax'k'ina?m'am information:

Membership Services Manager Signature & Date:

Chief Saskatoon Berry Committee/ilmix'am siya?
Chair Signature & Date: