



MSABC 2020-21 CLUB & COACH SUPPORT FUND

TERMS OF REFERENCE

1. PURPOSE & SCOPE OF FUND

1.1 Background

At the 2020 AGM, held on November 7, the MSABC membership approved the proposed 2020-21 budget, which included a \$20,000 extraordinary expense line item intended for provision of financial assistance to MSABC affiliated clubs and their registered coaches for unplanned transitional costs associated with adhering to Swim BC and SNC registration and coaching requirements. It was agreed that the MSABC Board of Directors would be responsible for determining the details of how the assistance fund would be administered and distributed.

1.2 Fund Details

- Funds will be provided as direct financial support to MSABC affiliated clubs and/or registered coaches of affiliated clubs in the form of grants; MSABC will neither expect nor require repayment.
- Distributed funds are intended and expected to be used to help offset unforeseen registration and coaching costs related to meeting Swim BC and/or SNC registration and/or coaching requirements that have been incurred since the start of the 2019-20 swim season (i.e., since September 1, 2019).
- Funds will be available on a one-time basis only; clubs and coaches are expected to plan and budget accordingly for these types of expenses going forward.
- Funds will be available and distributed during the 2020-21 swim season only, which ends August 31, 2021.
- Assistance funds will only be available via submission of formal written application to the MSABC Board of Directors.
 - Electronic submission (i.e., via email) of completed applications is preferred – email to the attention of Dale Robinson, MSABC Treasurer, at treasurer@msabc.ca.
 - Paper applications will be accepted, if required – email Dale Robinson for snail mail address to send completed applications to.
- The application will require itemization and proof of incurred expenses, a brief justification for the need for financial assistance, and concise details of how funds need to be distributed (e.g., combined distribution or individual distribution to both the club and coaches, depending on what is required/preferred).
- Incomplete applications will be disregarded and therefore not considered for funding by the MSABC Board of Directors.
- Applications will be accepted from any MSABC affiliated club and/or registered coach of an MSABC affiliated club, either separately or together as a singular co-application.
 - Co-applications are encouraged as much as possible and appropriate to simply the work required by the MSABC Board of Directors to process applications and make funding decisions.
- A subcommittee of the MSABC Board, consisting of four Board members – Treasurer, Vice President, and two Directors at Large – will review all submitted applications and make recommendations to the wider MSABC Board, who will be responsible for making all final funding decisions.



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- The MSABC Board of Directors will make all funding decisions based on assessment of need and will do so in a fair and equitable manner.
- The MSABC Board of Directors reserves the right to reject any expense or application should the Board deem them to be inappropriate or outside the scope and intention of this fund.
- Applications are expected and assumed to be truthful and based on a legitimate need for financial assistance; clubs with access to other offsetting revenue sources or well-funded contingency reserves are encouraged to “sit this one out” to help ensure monies from this fund are made available and distributed to clubs and coaches that do not have access to such resources.
- Applications will be received and reviewed during the following application periods:
 - Initial Application Period – applications must be received by MSABC on or before April 30, 2021. Received applications will be reviewed and decisions made by mid-to-late May, with approved distribution cheques forwarded by snail mail on or before May 31, 2021.
 - Secondary Application Period – will be launched only if there are funds still available after the Initial Application Period. Applications must be received by MSABC on or before June 30, 2021. Received application will be reviewed and decisions made by mid-to-late July, with approved distribution cheques forwarded by snail mail on or before July 31, 2021.
 - Distribution of monies may be able to be accommodated via email money transfer – please contact Dale Robinson, MSABC Treasurer, at treasurer@msabc.ca to make arrangements should this option be preferred (may not be available for all cases).
- Examples of eligible unforeseen expenses to claim are, but not necessarily limited to, the following:
 - annual Swim BC Masters club registrations fees,
 - annual Swim BC Masters coach registration fees,
 - coaching course registration fees that provide a club’s coach or coaches to meet minimum Masters coaching qualifications as required by Swim BC or SNC, and/or
 - costs incurred to incorporate a club as a society under the BC Societies Act, the preferred structure for MSABC affiliated clubs.
- The Treasurer will compile and present a report to the MSABC Membership at the 2022 MSABC AGM that details the total amount of money distributed under the Fund.
- Any questions or concerns regarding this fund or the application can be sent to Dale Robinson, MSABC Treasurer, at treasurer@msabc.ca.



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2. APPLICATION PROCESS

2.1 Application Details

- Application process needs to be simple and straightforward, so not to be overly imposing for volunteer boards of clubs or busy coaches to complete, or for the MSABC Board of Directors to review and make funding decisions on.
- The application will have 4 sections:
 - *Section 1 – Information for the Applicant(s)*
Include the 'Purpose and Scope' text from above.
 - *Section 2 – Name of Applicant(s)*
Identify the club and/or coaches that are submitting the application/co-application.
 - *Section 3 – Itemization of Incurred Expenses*
Proof of payment for each required as backup documentation attached to application; coaches should also include proof of coaching course registration and/or successful completion of said certification courses
 - *Section 4 – Justification/Declaration of Need for Financial Assistance*
To allow applicants an opportunity to demonstrate a need for the assistance
 - *Section 5 – Distribution Cheque(s) Details*
To allow applicants to provide details of who disbursement cheques are to be drawn up – i.e., for instances where it is desired to have disbursement cheques provide to both a club and to an individual coach or coaches (via a co-application)

2.2 Application

- Application attached below.



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APPLICATION

SECTION 1 – Information for the Applicant(s)

Background

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- The MSABC Board of Directors will make all funding decisions based on assessment of need and will do so in a fair and equitable manner.



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- The MSABC Board of Directors reserves the right to reject any expense or application should the Board deem them to be inappropriate or outside the scope and intention of this fund.
 - Applications are expected and assumed to be truthful and based on a legitimate need for financial assistance; clubs with access to other offsetting revenue sources or well-funded contingency reserves are encouraged to “sit this one out” to help ensure monies from this fund are made available and distributed to clubs and coaches that do not have access to such resources.
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SECTION 2 – Name of Applicant(s)

Please use this section to identify all applicants.

Note: co-applications from MSABC affiliated clubs and their coaches are encouraged as much as possible (see above).

Name of MSABC affiliated club:	
Name of coach(es) (if applicable):	



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SECTION 3 – Itemization of Incurred Expenses

Please use this section to list all incurred expenses that you would like to have considered for reimbursement through the MSABC 2020-21 Club & Coach Support Fund, providing both a brief description and dollar amount.

Proof of payment should be included with the application (no funds will be disbursed without proof of payment).

Note: The MSABC Board of Directors will fairly and equitably review all applications and expense claims, but reserves the right, at its sole discretion, to reject or deem any expense as inappropriate or outside the scope and intention of this fund.



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SECTION 4 – Justification/Declaration of Need for Financial Assistance

Please use this section to provide some brief details of why you are applying for financial assistance under the MSABC 2020-21 Club & Coach Support Fund.

Note: The MSABC Board of Directors will make all funding decisions based on a demonstrated need for financial assistance. Incomplete applications will be disregarded and therefore not considered for funding.



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SECTION 5 – Distribution Cheque(s) Details

Please use this section to provide details to MSABC of how you would like the distribution cheques to be drawn up.

DISTRIBUTION CHEQUE #1:

Pay to the order of:	
Email and phone number of contact person:	
Mailing address:	

DISTRIBUTION CHEQUE #2 (if needed):

Pay to the order of:	
Email and phone number of contact person:	
Mailing address:	

DISTRIBUTION CHEQUE #3 (if needed):

Pay to the order of:	
Email and phone number of contact person:	
Mailing address:	

Please add additional pages, if required.