



MSABC CLUB & COACH SUPPORT FUND

Extended through 2021-22 Season

APPLICATION

SECTION 1 – Information for the Applicant(s)

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.

At the 2021 AGM, held on June 15, the MSABC membership approved extending the MSABC Club & Coach Support Fund through the 2021-22 swim season.

Fund Details

- Funds will be provided as direct financial support to MSABC affiliated clubs, teams, and their registered coaches 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).
- Applications will be accepted for consideration only once from each individual club or coach; each type of expense will only be considered for reimbursement once per club or coach; clubs and coaches are expected to plan and budget accordingly for these types of expenses beyond the first year of incurrence.
- The MSABC Club and Coach Support Fund will cease at the end of the 2021-22 swim season on August 31, 2022.
- Support funds will only be available via submission of a formal written application to MSABC:
 - Electronic submission (i.e., via email) of completed applications is preferred – email to the attention of Dale Robinson, MSABC Treasurer, at treasurer@msabc.ca.
 - Hardcopy, snail mailed applications will be accepted, if required/preferred – email Dale Robinson for snail mail address.
- The application will require full itemization and provision of proof of expenses incurred, 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.



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- A subcommittee of the MSABC Board, which includes the Treasurer and Vice President as a minimum, will review all submitted applications and make recommendations to the wider MSABC Board, who will then be responsible for making all final funding decisions.
 - 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 accepted during the two following application periods:
 - 2021-22 Initial Application Period – prior to December 31, 2021.
Review of applications received will occur starting January 1, 2022, with all funding approval decisions being made no later than January 31, 2022; approved funds will be distributed no later than February 15, 2022.
 - 2021-22 Secondary Application Period – after January 1, to no later than June 30, 2022.
Review of applications and funding decisions will occur on an as received, first-come-first-serve basis; approved funds will be distributed within two weeks of approval of an application by the MSABC Board of Directors.
Once all funds in the Club & Coach Support Fund have been disbursed, no additional funds will be made available, and all subsequently received applications will be declined.
 - Funds may be distributed electronic (EFT) – please contact Dale Robinson, MSABC Treasurer, at treasurer@msabc.ca to arrange this should it be preferred (but 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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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):	

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 Club & Coach Support Fund.

Please attach a copy of proof of payment with your application (no funds will be approved without).

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 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.