



**PARAGOLF ONTARIO**  
**POLICY MANUAL**

<b>MANUAL:</b> General Operations	<b>POLICY No:</b> 0201		
<b>SECTION:</b> Financial Management	<b>Pg. 1 of 4</b>		
<b>SUBJECT:</b> Member Financial Assistance	Implemented D / M / Y 01/04/13	Reviewed D / M / Y 11/04/22	Revised D / M / Y 11/04/22
<b>AUTHORITY BASE:</b>	Motion, Board of Management, Aug. 4, 2013		
<b>CROSS REFERENCES:</b>	By-Laws Article 2, Policy #0101, #0102		

**PURPOSE** To provide clarity regarding the conditions under which ParaGolf Ontario (PGO) members may receive financial assistance for participation in officially sponsored/sanctioned **golf** events, as well as provide an annual limit on the amount which the Association will spend on member expense reimbursement.

**UMBRELLA POLICY** All provisions of this policy will be subject to periodic review and amendment, at the discretion of the Board of Management, and in keeping with the By-Laws of PGO.

**POLICY** The following conditions must be met in order for PGO members to receive financial assistance for attendance and participation in Association-sanctioned events.

1. The applicant must be an Ontario resident.
2. The applicant must be an amputee or otherwise challenged individual.
3. The applicant must be a lifetime member, or must have been a fully paid annual voting member for at least one full year. (Such membership will commence on the date of payment of membership dues.)
4. New members will receive a free golf game at the first tournament that they enter, in the year following one complete year of membership, or immediately, if s/he has signed up for lifetime membership.
5. Subject to item #7, below, athlete financial assistance will be limited to golf and golf-related events.
- 6. Members must have participated in at least two (2) of PGO's own tournaments in order to receive any financial assistance for participation in other organizations' tournaments/events.**

**POLICY (cont)**

7. Subject to the provisions of this policy, amputees and other physically challenged individuals who are CURRENT PGO members will continue to be eligible for financial assistance for participation in PGO-sanctioned sports other than golf. (This amendment pre-dates 2018.)
8. Financial assistance for members who are eligible will be considered at one-hundred percent (100%) of actual, documented (i.e., receipts) expenses:
  - a. Event registration;
  - b. Accommodation, to a maximum of \$150.00 CAD per night, excluding taxes, or the rate set by the tournament host hotel; may include only the night immediately preceding the first day of the tournament/event, the night(s) of the tournament (if more than a one-day event), and the night of the last day of the tournament/event (for example, for a two-day Saturday and Sunday tournament, a member would be entitled to request reimbursement for Friday night, Saturday night and Sunday night);
  - c. Travel costs as stated in item #9, below;
  - d. Specialized equipment;
  - e. Scramble rounds, or other similar events, (if part of an organized, PGO-sanctioned event, and listed on the registration form of the event);
  - f. Training/coaching to a maximum of \$400.00 per year, for golf.

This funding is to be net of all other funding support, regardless of the source(s) of that funding support. There will be no assistance for the cost of meals, or clothing.

9. Transportation will be approved at fifty percent (50%) of actual round-trip mileage at \$.54/km for the shortest, most direct route, or one-hundred percent (100%) of economy air fare, whichever is less. Mileage to and from training events/sessions is excluded.
  - a. A member who transports one or more other members to/from a PGO sanctioned event may claim 100% of actual round-trip mileage.
10. At the discretion of the Board, approved expenses may be paid retroactively.
11. Application for assistance must be made to the Treasurer, on the approved form, and be accompanied by receipts, no later than **October 15** of the fiscal year in which the expenses were incurred. (NOTE: Fiscal year is January 1-

December 31, as set by Executive Committee on September 20, 2012.) Expense reimbursement requests submitted after **November 1** of the fiscal year will not be paid.

12. Payment of expenses must be approved by the Board of Management, and will be based on the funds available (See item #16, below.)
13. Re-imbusement will be limited to \$3500.00 per person per annum.
14. If it should occur that a member is REQUIRED by the training or sporting event sponsor to pre-pay all or a portion of his/her registration fee during the current fiscal period, s/he may request reimbursement up to the amount allowed under Policy #0201, within that fiscal period, even though the actual event will occur in a future fiscal period. Subject to approval by the Board of Management, s/he may be reimbursed for all or a portion of the pre-paid amount, within the allowed maximum. However, s/he will not be further reimbursed for the same event in any subsequent fiscal period. All other provisions and restrictions of Policy #0201 will apply.

In the event that item #16 of Policy #0201 must be invoked, that member's other event expense reimbursement may be reduced in an amount that will provide for equitable distribution of reimbursement funds among all members.

15. In the event that the support cap (see item #16, below) must be imposed, the requested support to all members will be reduced on a *pro rata* basis.
16. Aggregate total funding payments to all members in any given fiscal year shall not exceed an amount that permits the retention of \$10,000 for that fiscal year.
17. All PGO sponsored tournaments/events are considered "PGO Sanctioned" events. In addition, the PGO Board of Management may choose to sanction other events for member financial assistance on an event-by-event basis.
18. Financial assistance for participation in any event/tournament other than those directly sponsored by PGO or approved by the Board of Management must be approved in advance by the Board. In addition, all out-of-province events must be approved in advance by the Town of Oakville. Otherwise, no financial assistance will be provided.

**PROCEDURE**

The following procedure will be used for handling member re-imbursement requests.

1. Members will procure an expense re-imbursement form from the PGO website, or from an official of the Association at an event.
2. The required information must be completed, and the form signed by the member, then submitted to the Treasurer, with original receipts/documentation for the expenses.
3. Once all requests for re-imbursement have been received (by **October 15** of the fiscal year in which the expenses were incurred), the Treasurer will determine the percent of each request that will be paid, depending upon the Association's net revenue for that fiscal year (see policy #15 and #16 above).
4. Although members may submit for payment following each event, at the discretion of the Board of Management, the Treasurer may withhold payment until after the close of the fiscal year, in order to ensure fair and equitable treatment of all members, and compliance with item #15 and #16, of Policy #0201.
5. Members who wish to participate in events/tournaments that have not been sanctioned by the Board of Management will contact the Treasurer prior to registering for the event.