



FINANCE POLICY

PURPOSE & APPLICATION

1. To facilitate the financial operations of the ASSA, this Policy describes the expenses for events and individuals that will be assumed by the ASSA. In the event that this policy conflicts or contradicts the Bylaws of ASSA, Policies of Swim Alberta the ASSA Bylaws and Swim Alberta Policies shall take precedence.

FEES

2. All fees inclusive of Club Affiliation, Swimmer and Coach registration will be set by the ASSA board at the Fall Board meeting and posted on the ASSA website. Fees will be determined through the following process:
 - a. **Coach Registration Fee -**
The ASSA Coach registration fee shall be set by the ASSA Board at the Fall Board Meeting and posted on the ASSA Website.
 - b. **Swimmer Registration Fee -**
The ASSA Swimmer registration fees shall be set by the ASSA Board for at the Fall Board Meeting and posted on the ASSA Website.

FEE PAYMENT

3. Through the affiliation agreement Swim Alberta collects all monies on behalf of the ASSA, the method of payment will be determined by Swim Alberta in accordance with Swim Alberta's financial policies.

FEE COLLECTION, ADMINISTRATION AND ALLOCATION

4. As per the Affiliation Agreement with Swim Alberta and the Service Agreement with Swim Alberta, Swim Alberta shall collect and deposit all membership fees on behalf of the ASSA as per the terms of those agreements and in alignment with financial policies and procedures as approved by Swim Alberta.

EVENTS

5. Meetings and events of the ASSA

a. The following list of items will be the financial responsibility of the ASSA:

- i. Meeting room rental at Provincial Championship Meets
- ii. Pool and room rental
- iii. ASSA Provincial Championship meet equipment and office supplies as listed in the Provincial Championship Equipment Policy
- iv. Medallions for places 1 to 3 in each event
- v. Ribbons for places 4 to 16
- vi. Trophies and Awards as outlined in the Provincial Championship Equipment Policy
- vii. Lunch for working Officials and Coaches
- viii. Any other expenses as presented in the budget and approved by the Board and the General Meeting.
- ix. Regional Championship Meets
The cost of Medallions and Ribbons will be covered according to the following schedule:
 - o Medallions - First (1) place to third (3) place
 - o Ribbons - Fourth (4th) place to sixth (6th) place for a 6 lane pool,
or
 - o Ribbons - Fourth (4th) place to eighth (8th) place for an 8 lane pool.

*Ribbons and medallions shall be ordered through the ASSA Office.

- x. All other costs shall be borne by the participating clubs and or Region, i.e.: food and hospitality, aggregate trophies (if any), etc

ALL STAR TEAM

6. The following list of items will be covered by the ASSA for hired coaches up to a maximum total of \$2000:
 - a. Honorariums:
 - i. Head Coach: \$300
 - ii. Assistant Coach(es): \$200
 - iii. Accommodation: basic rate of hotel to a maximum of \$150/night (including parking), when required, to attend the Alberta Age Group and Senior Provincials Long Course meet.
 - iv. Mileage: \$0.44 per kilometer for travel, or alternate travel expenses pre-approved by the ASSA President. To be eligible to claim mileage, the round trip travel distance must be a minimum of 50 km.
 - v. Meals: Maximum for each meal being \$15 for breakfast, \$20 for lunch and \$30 or supper to a maximum of \$65 per day.
 - b. Coaches are expected to travel together whenever possible.
 - c. Coaches are expected to share hotel rooms whenever possible.
 - d. Honorariums shall be paid when expenses are claimed.
 - e. To make a claim, coaches must submit to the ASSA Treasurer:
 - i. An expense claim detailing all incurred expenses.
 - ii. Accompanying receipts for ALL claimed items, except mileage.
 - f. Expense claims are subject to review and payment will be issued at the discretion of the ASSA Treasurer in accordance with this Policy.
 - g. Expense claims shall be submitted within 30 days of their incurrence.

CASINOS ASSIGNED TO ASSA

7. When working as a volunteer for ASSA at the ASSA assigned Casino individual volunteers shall be reimbursed according to the AGLC Volunteer Event Expenses guidelines.
8. Volunteers expenses for the Casino event may be paid from the ASSA Casino account

DIRECTORS

9. Director and Staff Expenses covered under this section shall be paid out of the ASSA General Account.
 - a. The following list of items will be covered by the ASSA for Directors and Staff except when attending a Casino hosted by the ASSA as a volunteer worker:
 - i. Accommodation: basic rate of hotel to a maximum of \$150/night (including parking), when required, to attend Board of Director, Executive Committee and/or Committee meetings.
 - ii. Mileage: \$0.49 per kilometer for travel, or alternate travel expenses preapproved by the ASSA President. To be eligible to claim mileage, the round trip travel distance must be a minimum of 50 km.
 - b. Meals: Maximum for each meal being \$15 for breakfast, \$20 for lunch and \$30 or supper to a maximum of \$65 per day.
 - c. No alcoholic beverages will be reimbursed.

OTHER EXPENSES:

10. Long distance telephone tolls and/or postage and similar expenses incurred while conducting ASSA business.
11. Any expense approved by the board for the betterment of the ASSA

PROVINCIALS

12. During the weekend of the Provincial Championship Meet the President, Officials Chair, and Provincial Meet Manager's accommodation and meals (as per 9A) will be covered for the entire meet.
13. To make a claim, Directors and Staff must submit to the ASSA Treasurer:
 - a. An expense claim detailing all incurred expenses
 - b. Accompanying receipts for ALL claimed items, except mileage.
 - c. For mileage claims, the starting location and destination for all trips.
14. Expense claims are subject to review and payment will be issued at the discretion of the ASSA Treasurer in accordance with this Policy.
15. Expense claims shall be submitted within 30 days of their incurrence.

OTHER

16. The costs of operating Head Office, as approved by the board.
17. The cost of completing an annual financial review of the ASSA's financial statements
18. The cost of producing and delivering Records Certificates.