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# ADP Race Travel Policy

## Definitions:

**Tier 1 Race:** A multi-day race that requires travel. Ski Nationals, Western Canadian Championships, Canada Cup and World Junior Trials are defined as Tier 1 Races in this policy. Wax expenses and Head Coach travel expenses for up to two regional Tier 1 races (BC and Western Alberta) are included in regular ADP program fees. The travel expenses for Nationals, in any location, are not fully included and the funding for Nationals is described within this policy.

**Tier 2 Race:** BC Cups and BC Champs. Athletes can expect to have wax team and Head Coach support at these races. Wax expenses and Head Coach travel expenses to Tier 2 races are included in regular ADP program fees.

**Tier 3 Race:** Local races (Smithers) and Regional Northern Cup Races (Terrace - Prince George). Athletes can expect to have wax team and Head Coach support at these races. Wax expenses and Head Coach travel expenses to Tier 3 races are included in regular ADP program fees.

**NSDP:** Nordic Skills Development Program. Bunnies, Rabbits, ADP, Biathlon, Ski S'kool, Masters Performance and Masters Drop In.

**ADP:** Athlete Development Program. U10-U18

**Trip Lead Coach:** Coach (volunteer or paid) providing event leadership. This coach runs pre-race meetings and provides overall support for race logistics. Management of specific areas such as waxing or food support may be delegated as appropriate.

**CMT:** Coach Management Team

## Goals of this Policy:

To ensure our athletes are well supported at Tier 1, Tier 2 and Tier 3 races and to encourage athlete participation at all levels of racing.

To balance the Head Coach's commitments to all athletes.

To provide a sustainable commitment between NSDP and those athletes considering participation in away races.



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To optimize the time required by NSDP volunteers and employees to manage race trips.

**Preamble:**

As of 2023-24 we estimate the expenses to send our Head Coach to Nationals to be between \$3000-\$4000. This amount will vary depending on where in the country Nationals are held. Westerns and other regional Tier 1 races would generally cost less as they are shorter and usually require less expensive travel.

The Head Coach would be away for up to 1 week for these trips and will miss training sessions with athletes that are not traveling. Qualified fill in coaches will be sought to cover for the Head Coach while away.

The Head Coach is paid their regular salary by NSDP during their time on a race trip.

**Determining if Head Coach Attends:**

For any race, travel by the Head Coach to the race will require the committed attendance of at least three BV Nordic athletes. In the case of fewer confirmed athletes, the Head Coach will attempt to find support for these athletes with another club. If adequate support cannot be found, as determined by the Head Coach, the Head Coach may choose to travel to provide that support. The Head Coach, where circumstances require, may also delegate the Trip Lead Coach role to another suitably qualified and experienced coach, with approval from NSDP's CMT.

The Head Coach and CMT will be responsible for deciding which two regional Tier 1 races will receive NSDP funding, considering the level of athlete interest, location of the race, etc.

**Head Coach Race Travel Expenses:**

NSDP will maintain a yearly budget to cover the expense of the Head Coach traveling to all of the Tier 2 and Tier 3 races described above and up to two Tier 1 regional races. Annual travel costs will not exceed the pre established coach travel budget unless approved by the NSDP Director(s). It is expected that the Head Coach will attempt to coordinate travel plans with other coaches and parents to reduce costs whenever possible.

When the Head Coach attends Nationals, costs will be shared by NSDP and families of athletes attending. NSDP will cover the cost of the Head Coach's flight, or driving expenses if regional. All other organizing and Head Coach costs (accommodation, meals, onsite travel), and the management of these costs will be the responsibility of the families of athletes attending. At Nationals, plans for accommodation and meals to be provided to the Head Coach must be pre



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approved by the Head Coach and should meet the contractual standards. Upon request, these standards will be provided by the Head Coach to parent organizers. For example, the Head Coach is always provided with a private room during race travel.

The group of athletes attending Nationals, may opt to travel without the Head Coach, thereby avoiding the additional costs of supporting the head coach.

All Head Coach travel arrangements need to consider the standards found in the Head Coach contract.

### **Fundraising for Nationals:**

The fundraising for Nationals will be fully managed by the families of athletes attending and will be coordinated with other NSDP fundraising to minimize donor/fundraising fatigue. NSDP and the greater club have significant fundraising goals outside of fundraising for Nationals and achieving those goals should be the priority. In addition, the club has a sponsorship program with commitments from many local businesses for multi-year support. To avoid overasking from these businesses and potentially compromising this support, approaching local businesses should not be a consideration for Nationals fundraising.

Money raised by Nationals fundraising will first be applied towards the expense of sending the Head Coach. The fundraised money will be split evenly, a half portion used to reimburse NSDP for the Head Coach flight (or driving expense if regional) and a half portion used to evenly cover some of the attending athlete's portion of the Head Coach's travel expenses.

If the NSDP's portion of money raised through Nationals fundraising exceeds NSDP's expenses for sending the Head Coach, extra funds will be divided evenly between the attending athletes to be used towards their expenses.

### **Grants for Nationals:**

Grant money may be available which can help offset the Head Coach's travel expenses. Grant applications require NSDP Director approval.

As with the fundraising above, any grant money awarded will be split between NSDP and the attending athletes unless the grant has specific language about how the funds are to be used.

### **Management and Coordination at Nationals:**

Parents with athletes that will be attending Nationals **are** responsible for the following:



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- fundraising, including the collection and distribution of funds and reporting.
- booking accommodation for the head coach and all other club attendees.
- providing meals and onsite travel for the head coach for the duration of the trip
- coordinating plans with the Head Coach
- applying for grants associated with travel to Nationals, as approved by the NSDP Director(s)
- costs associated with sending wax equipment to Nationals.

These parents will provide the NSDP Director(s) with a record of money fundraised and granted.

Parents with athletes that will be attending Nationals **are not** responsible for the following:

- booking or the cost of the head coach's travel to Nationals

#### **Other Expenses:**

Athletes are responsible for all other expenses of attending races including :

- their own travel costs, accommodation, etc
- racing fees / reg fees

#### **Requiring Commitment for Tier 1 Races**

In early summer, the Head Coach will ask athletes and their families to commit to specific Tier 1 Races. This early commitment will :

- allow the parents time to plan and fundraise or apply for grants for Nationals.
- allow the Head Coach to determine which races they will attend
- allow parents to have a good sense of their share of Nationals expenses early
- allow the Head Coach and athletes to have lots of time to work towards race goals
- better chance at more affordable rates for airfare and accommodation

On September 1st, the Head Coach will tally commitments that have been received and make final decisions on which Tier 1 races to attend (including Nationals). As of September 1st, the Head Coach will be free to book transportation to Nationals at NSDP's expense if the criteria for attending has been met.

#### **Wax Equipment Transportation**



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Each fully supported race requires the transportation of wax equipment. Usually large pop-up tents, multiple bins, multiple pairs of test skis, wax tables, ski racks, etc. Generally, this task requires a pickup truck and requires arriving at the race early and staying until the end. The volunteer family that transports this equipment to a race will be reimbursed 50% of their overall fuel expenses for the return trip. These expenses will be submitted with receipts to the NSDP Director for arranging reimbursement.

### **Inclusivity**

There are grants within the community that may be able to help with a portion of an athlete's travel expenses.

### **Flexibility**

The intention of this policy is to be a guide. The Head Coach and NSDP Director(s) may find occasions where it makes sense for NSDP to slightly stray from this policy and may do so if they see fit. Reasons for deviating from this policy will be documented and communicated to ADP parents on a case by case basis.

### **Change Log**

<b>Date</b>	<b>Editor</b>	<b>Description</b>
December, 2023	Sarah Sacharoff (NSDP Director) Stephen Wickham (NSDP Director) Andrea Stapff (Head Coach) with feedback from ADP families	Initial Version
January, 2025	Sarah Sacharoff Adrienne Rosenberger	Added example of Head Coach Travel Contractual Standards