

Capital Region Female Minor Hockey Association (CRFMHA)

Travel Subsidy Policy

Version 1.0

Approved - February 28, 2023

1. BACKGROUND

Recognizing that formal competition in female hockey requires a greater commitment to travel than is experienced in integrated (co-ed), attributable primarily to lower participation rates and less density of players, Capital Regional Female Minor Hockey Association (CRFMHA) intends to subsidise certain travel costs associated with **required** events.

This subsidy recognizes that female teams in Recreational (C) hockey will generally be required by our governing body, Vancouver Island Amateur Hockey Association (VIAHA), to participate in League play throughout our District (Vancouver Island).

It also recognizes that female teams in Competitive (A) hockey will generally be required to participate in "Interlock" play with other Competitive teams on the mainland, according to Terms of Reference agreed upon by Pacific Coast Amateur Hockey Association (PCAHA), VIAHA and CRFMHA.

The travel subsidy is intended to ease the fundraising commitment at the team level, but not completely replace it. Teams, players and families should not expect that subsidies will completely cover travel costs. No funds will be provided in advance of scheduled travel.

Availability of travel subsidies may vary from season to season depending on the success of external funding efforts by the Board of Directors (including grants, donations, sponsorship and fundraising). Travel costs are not a component of player registration fees and, therefore, travel subsidies are not funded through registration, nor are they guaranteed.

Distribution of funds from many grants, including the BC Community Gaming Grant, allows for funding of travel within British Columbia that is essential to the direct delivery of the approved program (e.g. League and Playoff games). However, use for travel that is social, recreational or invitational in nature is specifically prohibited (e.g. exhibition games or tournaments).

2. POLICY TERMS

- a. **Travel** - travel to venues outside the Capital Regional District (CRD). For further clarity, any travel strictly between points within the boundaries of CRFMHA, which correspond with the boundaries of CRD will not be considered for a travel subsidy, regardless of the distance travelled.
- b. **Subsidy** - an amount intended to partially support or defray expenses. There should be no expectation of full reimbursement of actual cost.
- c. **Members** - This policy applies equally to all CRFMHA Members, as defined in the Bylaws. Players/families residing outside CRD boundaries who are participating with a BC Hockey residential waiver are not eligible for travel subsidies except as set out in this policy. Specifically, travel from home/ residence outside CRD to any scheduled game, practice or event within CRD is not eligible.
- d. **Player** - A player who participated in the scheduled game or event and is recorded on the game sheet or eGameSheet (HiSport/Spordle Play) as a participant. Travel subsidy does not apply to players on the roster who did not participate or travel with the team for the scheduled game event, excluding any player who was injured or became ill after the travel began and before the team returned, with documentation of the same on the team's injury log and appropriately filed Return to Play documentation. For the purposes of subsidisation, parent-volunteers (coaches, managers, HCSP personnel and other team volunteers) are excluded from consideration.
- e. **Non-parent Head Coaches** - Whereas a team is required to have one Head Coach and that Head Coach for each team is selected or appointed by the Director of Coaching and approved by the Board of Directors, a non-parent Head Coach is eligible for inclusion in the travel subsidy. Parent head coaches and all other team staff (assistant coaches, manager, HCSP etc) are not eligible and should be considered for funding through team funds, unless specifically recruited and assigned by CRFMHA.
- f. **Affiliate Players** - Affiliate Players (APs) are included in consideration of subsidy for any game they participated in and are eligible for travel subsidy funds via the team they played for as an AP, not as individuals. Any player added to a roster through an emergency player relief request should receive the same consideration.
- g. **Eligible game or event** - The following games or events are eligible:

- i. VIAHA female recreational league or playoff games scheduled centrally by the District (and occasionally an associated exhibition game scheduled in tandem if scheduled by the District);
- ii. VIAHA Island League placement or exhibition games scheduled by the District;
- iii. VIAHA Female Competitive League games scheduled by the District;
- iv. PCAHA Interlock female competitive game scheduled according to the Terms of Reference; and
- v. BC Hockey Championship games are treated differently, as set out later in this policy.

U21 game(s) on the mainland may be considered eligible if planned in collaboration with CRFMHA and PCAHA.

Practices, exhibition games and tournaments arranged directly by the teams are categorically ineligible even if a permission letter from CRFMHA has been issued or an InterDistrict Travel form has been completed. InterBranch (interprovincial) and International games/events are ineligible, unless included within the PCAHA Interlock schedule.

- h. **Origin** - the standardised starting point for all travel calculations is the most central arena in the CRD, G. R. Pearkes Recreation Centre (GRP) - 3100 Tillicum Road, Victoria, BC.
- i. **Destination** - the address of the venue for the eligible game or event is the destination, regardless of the location of the hotel or other accommodation where a team might be staying.
- j. **Venue** - the arena where the game is played or the event is hosted.
- k. **Mileage** - Shall include the distance from the origin to the destination (and return). For instances when multiple games are played on the same trip, the distances between arenas can be added if the games are played at different venues. All other travel (i.e. to hotel, restaurants and other facilities near the venue) shall be considered as local travel from the Destination and is not eligible.
- l. **Mileage Rate** - An amount per eligible kilometre travelled for eligible games or events. A standardised Mileage Rate for subsidisation travel costs will be set by the Board of Directors annually during adjudication of requests for travel subsidies.
- m. **Per Diem** - A predetermined amount to subsidise food and any other costs in consideration of distance of travel and expected duration of trip. A standardised

Per Diem rate will be set by the Board of Directors annually during adjudication of requests for travel subsidies.

- n. **BC Ferries Passenger Fare** - Notwithstanding that some U13 Division players may still be 11 years old at the time of travel, the adult fare (12 years old and above) will be used as the basis for subsidisation of player's passenger fares. The subsidy amount may include up to 100% of the Passenger Fare for eligible players and non-parent Head-Coaches. If travelling with a discount for group travel, the subsidy will apply to this reduced fare. Parent/guardian fares and other team staff are not eligible for subsidy.
- o. **BC Ferries Vehicle Fare** - Up to 25% of the standard vehicle fare per player and non-parent Head Coach may be considered in the request, unless the team is travelling with group transportation (i.e. bus), in which case the group transportation fare is eligible. If the team travels as a group, there will be no consideration of additional individual player subsidies.
- p. **Accommodation** - A standardised nightly rate for subsidisation of hotel or accommodation costs will be set by the Board of Directors annually during adjudication of requests for travel subsidies.
- q. **Process:** The application for a travel subsidy or bursary can be completed on-line and only one application per game or event is necessary. It should be submitted only by the Team Manager. It must be completed in its entirety to be considered.
- r. **Application** - Excluding BC Hockey Championship events, teams may submit the completed application form for travel subsidy at any time through the course of the season and are encouraged to do so immediately after travel is completed. The application must include a PDF copy of the game sheet submitted to gamesheets@crfmha.ca or will be considered incomplete and ineligible. The application form will be on the CRFMHA website.
- s. **BC Hockey Championships** - Teams will receive a travel bursary from CRFMHA, which will include any funds received from external agencies such as VIAHA or other sources intended to support team participation in BC Hockey Championships. The amount of the bursary will consider the duration of the event and distance of travel. Teams should apply for the [BC Ferries Sport Experience Program](#) as ferry fares will not be included in CRFMHA subsidy for Championships. Subsidised air travel may be considered for distances of >800 km).

Guidelines for bursaries for BC Hockey Championship according to host District are:

- i. VIAHA (within CRD) - \$0
- ii. VIAHA (south of Nanaimo) - \$1000
- iii. VIAHA (Nanaimo and north) - \$2500
- iv. PCAHA - up to \$3500
- v. OMAHA - up to \$5000
- vi. Beyond OMAHA (East Kootenays; West Kootenays; North Central-Cariboo; North West; Peace River; Yukon) - For review by the Finance Committee and Board of Directors.

3. POLICY

- a. **Amount** - The Treasurer will review the financial position of the Association for the current fiscal year and recommend an overall amount for the travel subsidy. This amount will be reviewed by the Finance Committee and subject to approval by a minimum of 5 of 7 Finance Committee members, with the Chair voting only if necessary. If approved by the Finance Committee, distribution of the travel subsidy is subject to approval by the Board of Directors at the conclusion of the season.
- b. **Team Eligibility** - Travel subsidy will NOT be distributed to any team(s) that have:
 - i. not opened the Team Bank Account facilitated by CRFMHA;
 - ii. outstanding fines or financial penalties due to CRFMHA, VIAHA, or BC Hockey;
 - iii. been found to misrepresent their participation in League or Playoff games;
- c. **Travel** - All teams must report their travel for individual eligible games using forms available on the CRFMHA website.
- d. **Application Deadline** - All applications (including for BC Hockey Championships) must be submitted by 23:59 pm on the Monday following VIAHA Recreational Playoffs or will not be considered under any circumstances. Dates for VIAHA Recreational Playoffs are published on their website.
- e. **Notification** - All requests will be processed by the Board of Directors with notifications of Team Managers prior to March Break. After distribution to teams, all Association members will be notified that subsidies have been distributed.
- f. **Distribution** - Requests are submitted by teams, not individuals. Provided they meet eligibility criteria, teams will be issued a single payment from CRFMHA for any/all approved travel subsidies and teams will be responsible for equitable reallocation of funds within their own team membership. For clarity, it is intended

that these funds be redistributed to players/families who were subject to the costs of travel for eligible games or events.