

Policy and Procedures on Releasing Money for Team Canada Expenses

Board Policy on Releasing Money for Team Canada expenses

The Board will not release any money for Team Canada expenses unless:

- a. The CSDF Treasurer has received accountings of all expenditures for the previous team;
- b. The Board has received and approved a budget for the current team from the Worlds Committee;
- c. The CSDF Treasurer has received the names and contact information of the participants and persons responsible for paying; and
- d. At least two members of the Worlds committee or Team Canada coaches have agreed in writing to the expenditure;
- e. For an invoice, the Board has received notice not less than 14 days before the invoice is due;
- f. For an expense, the Board has received notice no more than 60 days after the expense is incurred, and no less than 30 days before the end of the fiscal year.
- g. **Parents need to be told that tournament registration fees will not be paid until we have collected from everyone.**

The Board will not release more money than has been budgeted for the Team.

Should there be a change in the assumptions on which the Team budget is based, this must be communicated immediately to the Board, so that the Board can amend the budget accordingly.

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Procedures:

- The CSDF Board shall appoint a Board liaison each year to the World Schools Committee, at the same time that the new committee is appointed
- Fee for National Team Tryouts and Training Camp shall be communicated to the CSDF Board liaison at least 3 months (90 days) prior to the date of said event
- Fee for National Team Tryouts shall be communicated to all applicants at the time of providing the application.
- Prior to the new team tryouts each year, the Board liaison will start a new Google doc for the new year and share it with the World's Schools Committee Chair, the CSDF President and the CSDF Treasurer
- The World's Schools Committee Chair fills in all required information on the contact Tryout Sheet in the document
- The World's Committee Chair provides the budget for National Team tryouts and Training Camp on the Google Doc at least 60 days prior to when each even commences that year
- The treasurer should be provided the Google Doc information from the World's Committee Chair at least 45 days prior to when that year's tryouts and training camp commences
- Upon receipt of said information, the Treasurer shall invoice responsible parties at least 30 days prior to tryouts, and/or training camp, providing at least 14 business days for funds to reach the CSDF
- The CSDF Treasurer will be responsible for notifying the Board liaison when all funds have been collected
- The CSDF will only collect and pay out registration fees for team members; coaches and team manager. Anyone else wishing to be placed on our bill needs to do so on a case by case basis and it needs to be approved by the CSDF President
- Once it is determined which events or training camps students will be attending, the World's Committee Chair enters everything into Google doc.; the dates; attendees and the cost & currency.
- The CSDF Treasurer will be responsible for all conversions, factoring in wire fees, banking fees. Etc.
- The World's Committee Chair forwards to the CSDF Board liaison and the CSDF Treasurer, an invoice from tournament hosts showing the total amount and for whom, date due and who to make a payment to
- For each event, including Tryouts and Training Camp, the World's Committee Chair prepares a letter to parents regarding the event and the cost; the treasurer prepares the invoice at the same time
- We will no longer bill schools for payment, all billing will go directly to parents, they can then forward to their schools if needed
- **The letter with cost goes out to the parents, and is sent by the CSDF Treasurer or CSDF Board liaison and accompanied at that said time with a CSDF invoice**
- Parents need to be told that ***tournament registration fees will not be paid until we have collected from everyone***
- Paying by e-transfer is the easiest way to ensure this is done on time, if time permits, payment may be made by cheque
- Payment by cheque made out to the CSDF is to be sent to the CSDF and nowhere else. Sending it else where just slows down the process and we might miss payment deadlines
- A date deadline will be provided to parents, not a pay immediately, or as soon as you can
- When we are dealing with short deadlines, payment received needs to be entered quickly into Google docs so we know it is in
- Please make sure the CSDF President, CSDF Board liaison and Treasurer is cc'd on every email to parents, debaters, tournament organizers that indicate any form of costs, invoices, payments due, or dates of tournaments
- Coaches attending events will pay for their own costs, and then if budgeted to be covered by the CSDF shall submit an expense form (as per our policy regarding expenses) to the CSDF President, CSDF Board liaison and the CSDF treasurer for any budgeted reimbursement