

## 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 Google Doc with budgets 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; this will be provided via the Google Doc; and
- d. At least two members of the Worlds committee or Team Canada coaches have agreed in writing to the expenditures;
- 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 collected for the Team.

Should there be a change in the assumptions on which the Team Budget/Google Doc 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. This person is a voting member of the committee.
- The Worlds Officer is responsible for registering our teams for all international events.
- Fees for National Team Tryouts and Training Camp shall be communicated to the CSDF Treasurer at least 3 months (90 days) prior to the date of said event.
- Fees 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, a member of the current committee will start a new Google Doc for the new year and share it with the rest of the Worlds Committee, the CSDF President, and the CSDF Treasurer.
- The Worlds Committee fills in all required information on the contact Tryout Sheet in the document.
- The Worlds Committee provides the budget for National Team Tryouts and Training Camp on the Google Doc at least 60 days prior to when each event commences that year.
- The Google Doc information from the World's Committee should be updated 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 Worlds Committee when all funds have been collected.
- The CSDF will only collect and pay out registration fees for team members, coaches, and a 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 Worlds Committee enters everything into the Google Doc, including the dates, attendees, and the cost & currency.
- The CSDF Treasurer will be responsible for all conversions, factoring in wire fees, banking fees, etc.
- The Worlds Committee forwards to the CSDF President 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. All invoices must be made out to **Team Canada - Attention Canadian Student Debating Federation.**
- For each event, including Tryouts and Training Camp, the Worlds Committee Chair prepares a letter to parents regarding the event and the cost. The Treasurer prepares the invoice at the same time. The letter is forwarded to the Treasurer, who sends them both out.
- We will no longer bill schools for payment. All billing will go directly to parents, which they can then forward to their schools if needed.
- **The letter with costs goes out to the parents. It is sent by the CSDF Treasurer or the CSDF President 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 elsewhere 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, payments received need to be entered quickly into Google Docs so we know it is in.
- Please make sure the CSDF President, and Treasurer is cc'd on every email to parents, debaters, and 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 and the original receipts (as per our policy regarding expenses) to the CSDF President and the CSDF Treasurer for any budgeted reimbursement.