



Orkney Athletic and Running Club (OARC)  
SCIO SC051316  
Travel Assistance for Athletes

**Purpose:**

- To reduce financial barriers related to living in a remote and rural location by assisting Club athletes to travel from Orkney to attend competitions, training/development sessions and events run by scottishathletics.

**Detail:**

# Individual athletes will initially be restricted to a total of five claims per calendar year comprising of any combination of the following:

- Regional Events:..... £25.00 per athlete, per trip
- National Events organised by scottishathletics:..... £50.00 per athlete, per trip
- International competitions / trips representing OARC,  
Orkney or Scotland \*\* .....£100.00 per athlete, per trip

# The Board may consider further payments over and above this criteria depending on the circumstances of the Club and athlete at the time of the claim

\*\* This excludes the International Island Games which, due to the varying costs, are considered separately by the Board in the lead up to each event.

**Criteria:**

- Annual OARC membership fee must be paid in full for the season
- Athlete has support of Club coach to attend the event (where applicable)
- Athlete to submit a completed application form in advance of the date of travel\*
- Athlete must be fully or partially self-funding the trip i.e. funding from another source (e.g. sponsor, scottishathletics) should not have been awarded to cover the full costs
- Athletes are entitled to claim one payment per trip (multiple trips can be claimed on one application form)
- Evidence of attendance at each event must be provided e.g. copy of event results
- Athlete must adhere to the OARC Code of Conduct at all times when representing the Club
- Assistance cannot be claimed for OARC Club trips or events held in Orkney

\* The Board understands that on some occasions it may not be possible to make an advance claim. Retrospective / late applications will be accepted and considered on an individual basis.

**Process:**

- Completed application forms should be sent to the Club Treasurer (details below)
- An acknowledgment will be sent advising if the application has been accepted or whether further details are required.
- Accepted applications will be held on file until evidence of attendance has been provided, at which time payment of the agreed sum will be made by bank transfer.
- Evidence should be emailed to the Treasurer within 14 days of the event.
- If there are any changes to the application details and / or an athlete is no longer attending an event the Treasurer should be notified as soon as possible.



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**APPLICATION FORM**

<b>Athlete Name:</b>	
<b>Athlete DOB:</b>	
<b>Contact email:</b>	
<b>Contact phone no:</b>	
<b>Coach Name:</b> <i>(if applicable)</i>	
<b><u>If athlete is under the age of 18:</u></b> <b>Parent / Guardian name, email and phone number:</b>	

**Details of the trip:**

<b>Event attending:</b> <i>(incl. title of event, dates &amp; location)</i>	
<b>If attending a competition provide detail of entries:</b> <i>(e.g. U15 HJ, SEN 1500m, U20 SP)</i>	

**Bank Details for payment:**

<b>Bank Name:</b>	<b>Sort Code:</b>
<b>Account Name:</b>	<b>Account Number:</b>

<b>Athlete Signature*:</b>	
<b>Parent / Guardian Signature*:</b> <i>(if athlete is under the age of 18)</i>	
<b>Date:</b>	

\* *Electronic signatures are acceptable*

<b>To be completed by Treasurer</b>	Date Received:	Acknowledgment sent:
	Coach approval checked:	Date evidence rec'd:
	Total number of claims checked: Y / N	Total amount due:
	Accepted: Y / N	Date payment made:
	Referred to the Board: Y / N	