



**Orkney Athletic and Running Club (OARC)
SCIO SC051316**

Travel Assistance for Athletes

(reviewed and updated 20/03/24 – with all criteria applicable to applications received since 01/01/24)

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 that comply with UK Athletics (UKA) rules.

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; National Events; Half Marathon / Marathon / Endurance events
..... £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 (online applications can be made via the OARC website)*
- 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

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

Details of the trip:

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

Bank Details for payment:

Bank Name:	Sort Code:
Account Name:	Account Number:

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

* *Electronic signatures are acceptable*

To be completed by Treasurer	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	