

Squash PEI Travel Policy

Effective Date: November 4, 2025

Approved By: Squash PEI Board of Directors

Reviewed Annually

1. Purpose

The purpose of this policy is to provide guidelines for travel-related support offered by Squash PEI to athletes, coaches, and officials representing the province at high-profile or regional tournaments. As a not-for-profit organization, Squash PEI is committed to promoting competitive play and supporting athletes' development, especially junior athletes, while ensuring responsible use of limited funding. In applying this policy, the Board aims to assist as many athletes as possible by offering partial support rather than allocating full support to one individual.

2. Eligibility for Travel Assistance

Travel funding may be available, *depending on budget and funds availability*, to the following groups:

- **Adult athletes, officials, & coaches** representing PEI at high-profile tournaments (e.g., national championships and international tournaments)
- **Junior athletes** participating in national-level events or international tournaments. Adults must submit interest for funding on behalf of child under 18.

3. Types of Eligible Expenses

Funding, if approved, may be used to offset the following costs:

- **Tournament registration fees**
- **Accommodations during the tournament**
- **Other travel-related costs** (e.g., transportation) on a case-by-case basis

*Note: Funding is **not guaranteed** and is reviewed based on available budget and merit of the request.*

4. Application Process

To be considered for travel assistance, athletes must:

- Submit a **Funding Application Form** to Squash PEI **at least four weeks prior** to the start of the event
- Include details of the tournament, estimated costs, and any other funding sources
- Be a **member in good standing** of Squash PEI and actively participating in local events to progress the sport.

Applications are to be submitted to:

Squash PEI Board of Directors

Email: squashpei@gmail.com

5. Approval and Reimbursement

- All applications will be reviewed by the Board or a designated committee.
- Applicants will receive an estimate of anticipated funding – not guaranteed.
- Applicants will pay for their own travel expenses associated with the event.
- Athletes must submit a copy of receipts no later than 10 business days after the event for reimbursement.
- Failure to submit receipts within the defined timeframe will result in a forfeiture of any estimated funding for the current event.

6. Priority Consideration

Priority will be given to:

- Junior athletes attending sanctioned high-level national or international events
- Athletes who have actively participated in Squash PEI events, programs, and volunteer initiatives
- Applicants who demonstrate financial need

7. Accountability

Squash PEI expects all recipients of travel funding to:

- Represent PEI with professionalism and good sportsmanship
- Abide by the **Squash Canada Code of Conduct**

8. Policy Review

This policy will be reviewed annually by the Board of Directors and revised as needed to reflect available funding, organizational priorities, and athlete needs.