

PVACF Sports Policies and Procedures

The purpose of Paralyzed Veterans of America Central Florida (PVACF) Sports is to improve physical health and wellness through physical activity, enhanced self-image through athletic competition with peers and non-disabled individuals and to allow the opportunity for our members to present a positive image and role models for other persons with disabilities.

An “**Annual Sports Budget**” should be submitted to PVACF Executive Director no later than July 1st of each year.

Documenting Reports

It is important for the Sports Director to document statistics for the Sports Program so they may measure effectiveness of the programs. The Sports Director uses a Daily or “Event Summary Report”, “Monthly Report” and “Annual Report” to document data and statistics.

An “**Event Summary Report**” is a report filed with the PVACF Front Office after every chapter-supported sports-related event. The “Event Summary Report” should include the Event Name, Event Date, Names of Participants, Cost of Event and any other important statistics like miles, scores, fish caught, bowling scores, shooting scores, etc... Event Reports are used to make Monthly Reports.

A “**Monthly Report**” is a report that is given to the PVACF Board of Directors in their monthly BOD meetings. It should be a compilation of the previous month’s Event Summary Reports. Monthly reports should contain: Total number of monthly Volunteer Hours, Total number of members and other attendees, and any other important statistics (like total number of miles ridden, total number of games played, total calories burned). Monthly Reports are used to make an “Annual Report”.

An “**Annual Report**” is a report that is submitted to the PVACF Executive Director to be included in the Chapter’s Annual Report. An Annual Report should include Total number of Volunteer Hours, Total number of organic members attended and any other important statistics (like total number of miles ridden, total number of games played, total calories burned, etc.)

Member Points

PVACF uses a “**Points**” system to help accrue points and use points to determine levels of sponsorship in supported sports events, sports equipment and other supported expenses. Points can be accrued based on “1 hour of volunteer time equals 1 point”. Example: If a member volunteers at the PVACF chapter for 3 hours, they earn 3 points. Points can also be accrued based on “\$20 in fundraising equals 1 point”. Example: If a member finds a \$500 sponsor for a PVACF Golf Tournament, they earn 25 points. ($\$500 / 20 = 25$ points). One point is equal to one percent of funding Support. Example: If a member volunteers at the PVACF office sorting a closet and they spend 3 hours doing so, they will earn 3 points. The same 3 points will increase your funding support by 3%.

Members must submit a “**Sports Points**” form no later than 30 days after volunteering. PVACF’s Front Office will receive, calculate and maintain points standings. Points are accrued on a Rolling Basis and points will no longer count towards reimbursement 365 after they were accrued. If an athlete uses points towards funding, the points will NOT be “removed”. The points an athlete earns will remain for 365 days from the day the athlete earned them.

Points can be accrued by volunteering in many different ways, but not limited to:

1. Attend a PVACF Board, Membership or Committee Meeting
(These meetings are 3x points. 1 hour = 3 points)
2. Work on a PVACF Chapter Committee
(These meetings are 3x points. 1 hour = 3 points)
3. Write a WIM article
4. Attend a sports practice
5. Volunteer at the PVACF chapter building or a chapter event
6. Volunteer at ANY VA Volunteer Services
7. Volunteer at a “Homeless Veterans Services” event
8. Volunteer at a VA CLC.
9. Reach out to another member.
10. Attend a chapter event or program
11. Reach out to another veteran and invite the veteran to an event or program.

Calculating Points

Points are based on a “100 Points = 100%” scale. Example: If a member has 50 points, they can request 50% of reimbursement of events and equipment.

Request for Funding

There are four types of financial reimbursement through PVACF Sports. They are Personal Reimbursement Funding, Personal Equipment Funding, PVACF Equipment Funding and Adaptive Organization Funding.

Personal Reimbursement Funding

Personal Reimbursement Funding is funding that helps the athlete attend local, regional and national events. The funding for National Veterans Wheelchair Games is NOT included in this section. The difference between a local, regional and national event is separated by (1) distance from registered address of athlete, (2) whether an overnight stay is required, (3) whether a PVACF BOD pre-approval is required and (4) whether there is a limit on the number of reimbursements the athlete can submit in a fiscal year.

A “**Local Event**” is: (1) less-than 75 miles each way, (2) does NOT require overnight stay. If the athlete chooses to stay overnight, they will NOT get reimbursed. If it is a multi-day event, it is considered a “regional” event. (3) does NOT require written BOD pre-approval, and (4) there is no limit on NUMBER of reimbursable events per fiscal year.

A “**Regional Event**” is: (1) more-than 75 miles each way, (2) does require overnight stay (Due to distance or multi-day event), (3) does NOT require written BOD pre-approval, (4) no limit on NUMBER of reimbursable Regional Events per year.

A “**National Event**” is: (1) more-than 75 miles each way, (2) does require overnight stay, (3) does require written BOD pre-approval and (4) there is no limit on NUMBER of reimbursable events per fiscal year.

Funding limits

There are Funding limits to the amount of financial sponsorship PVACF Sports will provide. Funding will be limited to up to \$2,000 per year, cumulative, as long as funds are available, for all local, regional and national sporting events, outside of the National Veterans Wheelchair Games.

Members and athletes may NOT receive funding from another person or organization for the same sponsorship received from PVACF. Example: An athlete goes to a competition that costs \$100. That athlete cannot receive \$100 from PVACF and \$20 from another organization. Total of all received sponsorship and funds for any given event cannot exceed total cost of the event. Example: An athlete goes to a competition that costs \$100. That athlete can receive \$80 from PVACF and \$20 from another person or organization.

The member or athlete MUST make PVACF aware in writing of supplemental funding from other persons or organizations for any (PVACF financially reimbursed) event. Members are encouraged to find and use funding from other organizations before considering chapter funding. However, members may not solicit donations using PVACF in a solicitation for themselves.

Other Qualifications:

A PVACF member requesting funding for sports events must be an ACTIVE member of PVACF. This means that the requesting athlete must (1) have a current membership with PVA Central Florida, (2) volunteer at least 10 hours per year, (3) attend at least ONE Board of Directors meeting per year.

The sport that is being considered for funding must be an “Approved Sport” listed below in the “Approved Sports” section. If an athlete would like to attend a sports event that is not listed in the “Approved Sports” section, they can request pre-approval through the Sports Director BEFORE attending (and possibly receive reimbursement for) the event. Reimbursement will be proportionate to the current percentage of points that member has on file. Example: A member requests reimbursement of \$100. They currently have 25 points. They will receive 25% of the \$100 requested for reimbursement.

What is covered (Dependent on “Local, “Regional” and “National” Requirements)

Expenses supported for funding can include, but not necessarily limited to (1) transportation, (2) lodging, food, (3) registration and (4) parking.

Transportation is reimbursed at the federally approved volunteer mileage reimbursement rate. Maximum mileage is based on classification of event. Reimbursement maximum is two-way travel (from home of record to location of event and back). MapQuest or some other form of documentation will be required. Special exceptions may be requested in writing by the athlete and approved by Sports Director prior to the event. If a member requests reimbursement for **lodging**, and they qualify, they will be reimbursed the amount on their receipt with a maximum lodging reimbursement based on PVACF’s current maximum reimbursement rate. **Food** reimbursement rate is based on National PVA’s current stipend rate for the location the event is being held. **Registration** for the competition or event is reimbursable. **Parking** at and during the event is reimbursable, but receipts are required.

What is NOT covered

Alcohol, gambling and tobacco products are NOT reimbursable

Process for reimbursement

The process for requesting reimbursement of sports event(s) is as follows. Before the event, the athlete must get written pre-approval from the Sports Director. After the event, the first step is the athlete sends proper paperwork to Sports Director. Once approved, the Sports Director sends the paperwork to the Chapter Executive Director for approval for payment of reimbursement. Original receipts or copy of original receipts must be attached to the reimbursement request at the time the request is submitted to the Sports Director.

Proof of participation must be provided before payment of reimbursement can be released. Proof can be one or more of the following: (1) Posting of pictures on chapter Facebook page at www.facebook.com/pvacf. This must be done by posting on your personal account, then linking it to PVACF account. (2) Posting live video on www.facebook.com/pvacf. This must be done by posting on your personal account, then linking it to PVACF account. (3) Write Article for Wheels In Motion. The article should be submitted to the Sports Director, then the Sports Director will forward it to the editor of the WIM. (4) Write an article for BOD.

Funding for these reimbursements comes out of Sports Budget.

Request for Personal Equipment Funding

Funding for personal sports equipment can be requested through PVACF. The equipment must be adaptive equipment used in the “approved Sports” list.

Written Approval Process

(First) Ask your local VA for funding for the adaptive sports equipment. (Second) Ask PVA National Service Officer for help. FINAL Steps are to ask PVACF for funding. The athlete must show written proof of previous steps. If you get denied by the VA, please

ask for written letter of denial to show PVACF. (Third) Sports Director. (Fourth) PVACF Executive Director. (Fifth) BOD. If the requested funding is less than \$500, request does NOT need to be pre-approved through BOD. If the request is more than \$500, request DOES need to go through PVACF BOD.

Funding limits

Funding for personal equipment is limited to 50% of the cost of the equipment. All funding for personal equipment comes through Chapter Funding.

Calculating Amount of Sponsorship

The amount of funding is calculated as follows:

Total Cost of Equipment (x) points on file for that athlete as a percentage (x) 50%.

Example: If an athlete wants to purchase equipment at a total cost of \$2,400, and the athlete has 90 points on file, the total funds requested is \$1,080 ($\$2,400 \times 90\% = \$2,160$) then ($\$2,160 \times 50\% = \$1,080$). The total amount requested is over \$500 so that request needs to be approved through PVACF Board of Directors. If that request is granted, the funding will come from PVACF general funds, not Sports budget.

Request for PVACF Equipment Funding

Any member of PVACF can request that PVACF purchase sports equipment for the chapter. This equipment will remain ownership of PVACF but can be loaned out to PVACF members for temporary use. The equipment must be adaptive equipment used in "approved Sports" list.

Written Approval Process

(First) the request must be started by or requested through the Sports Director. (Second) The request must go from the Sports Director to PVACF Executive Director. (Third) The request may need to go to PVACF Board of Directors. If the cost of the requested equipment is less than \$500, approval does NOT need to be pre-approved through BOD. If the total amount requested is more than \$500, the request DOES need to go through BOD.

Funding

All funding comes out of Chapter Funding.

Request for "Adaptive" Organizational Funding

An "Adaptive" Organization is a team that is not ran by or funded by PVACF Sports program but has at least one PVACF member on the team. A request for funding to an "Adaptive" team can be made by any active PVACF member. The request for funding of an "Adaptive" team must fulfill at least (one) chapter mandate.

Sponsoring Non-PVACF adaptive sports teams or events

Written Approval Process:

(First) The process for requesting funding for an "Adaptive" team or organization must start with a written request through the PVACF Sports Director. (Second) The Sports Director sends the approved request to PVACF Executive Director. (Third) The final step for approval MIGHT go to PVACF Board of Directors. If the amount requested

is less than \$500, approval does NOT need to go through BOD. If the amount requested is more than \$500, the request DOES need to be pre-approved through BOD.

Funding

If the amount requested is less than \$500, funding comes out of Sports Budget. If the amount requested is more than \$500, funding comes out of Chapter Funding.

Request for NON-Adaptive, NON-PVACF Funding

This is a request for funding that (1) is a team or event does NOT have a PVACF member participating. (2) Is NOT an "Adaptive" team or event. These requests should be directed to the Executive Director. This is not a Sports Request.

Approved Sports

NVWG Sports

- Air Rifle / Air Pistol
- Archery
- Basketball
- Billiards
- Boccia
- Bowling
- CrossFit
- Field Events (Shot Put, Discus, Javelin)
- Handcycling
- Power Lifting
- Racing (Track)
- Rugby (Quad)
- Slalom
- Swimming
- Tennis

Additional (Non-NVWG) Sports

- Fishing (Bass)
- Golf
- Hockey
- Hunting
- Kayaking
- Skiing (Snow and Water)
- Trap & Skeet Shooting
- Any others approved by the Board of Directors

Schedule of Events

Schedule of Events should be submitted as soon as possible to Sports Director. These events are important in the budgeting process. Events for the following year should be submitted before the annual budget is submitted.

National Veterans Wheelchair Games (NVWG)

Athlete Sponsorship

Athletes will be financially supported by PVACF based on the number of points (percentage) they have at the time the chapter makes a financial deposit for HOTEL and/or FLIGHT reservations. This date is usually approximately 2-3 months before the date of the Wheelchair Games. It is the SOLE responsibility of the athlete to make sure they have the points needed to attend the Wheelchair Games. If the athlete does not have 100% funding before the hotel and flight reservations are made, it is up to the athlete to pay for the remainder of the cost BEFORE PVACF makes the reservations. If the athlete reaches 100% funding before the Games, the athlete will be reimbursed after the Games are completed.

Athletes must participate in at least (3) sports competitions or events. Athletes must attend "Team Meetings". Athletes are encouraged to attend (and cheer on) other team members competitions. It is ultimately the athletes' responsibility to make sure they have the proper assistance for any given sport.

Coaches

Each coach will support 4-5 athletes per coach. Coaches will help remind athletes of upcoming events. Coaches will make sure all athletes have the appropriate physical help needed to compete. Example: A coach will assist a quad athlete (or find someone to help) with adjusting boccia ramp or bowling ramp. Coaches will make their best effort possible to attend ALL of their athletes' competitions. Coaches will try their best to record their athletes' competitions via photo or video and submit them to PVACF Sports Director. Funding for coaches will be determined by the BOD.

Team Practices

It is the responsibility of the athlete to practice their sport before competing in the NVWG. Athletes will earn points for practices in their respective sports. It will be calculated as if it were "Volunteer Hours". A "Volunteer Hours / Points" Submission Form must be filled out for every practice and submitted to the PVACF front office. Submission of "Volunteer Hours / Points" Form must be sent to PVACF front office no later than 30 days after the event or practice in order to receive points credit.

Safety and Personal Conduct

PVACF understands and encourages the importance of each individual athlete to be themselves at our chapter sports events. However, PVACF must require each athlete to conduct and compete in a way that does not impede on the safety and comfort of other athletes. Further explanation of PVACF Behavioral Policies and Procedures can be found in section 7 of "PVACF Policies and Procedures" manual. Each athlete is required to conform to widely accepted practices of safety and sportsmanship standards held by their particular sport's "National" governing bodies. Each athlete is required to observe and conform to the behavioral standards set by PVA National and PVA Central Florida Policies and Procedures manuals.

Reports

A “Monthly Report” should be submitted, by the Sports Director, each month to the PVACF Board of Directors. This report should contain (but not limited to) measurable data such as (1) Number of practices, (2) Number of miles ridden, (3) Number of volunteer hours, (4) significant upcoming practices or events.

An “Annual Report” should be submitted, by the Sports Director, no later than December 1 of every calendar year. The Annual Report should include an Annual Budget, List of Significant Events, Wheelchair Games Summary, Team Practice Data, Team Fundraisers, any measurable improvements in the program and Goals for the following year.

Documentation

“Event Summary” Report

An event Summary Report is a brief report from the Sports Director documenting information about (Chapter Sponsored) sports practices or events.

Personal Reimbursement Funding Form

A Personal Reimbursement Funding Form is a form that an active PVACF member can use to request reimbursement for an eligible, reimbursable sports event they attended.

Personal Equipment Funding Form

A Personal Equipment Funding Form is a form that an active PVACF member can submit to request funding for sports equipment that was denied by the VA. Submission of the Personal Equipment Form must be accompanied by a denial letter from the VA and a letter from the local National Service Officer stating you were denied the equipment.

PVACF Equipment Funding

PVACF Equipment Funding Form is a form the PVACF Sports Director can submit to request that the chapter purchase sports equipment. The purpose of the equipment is to loan out to PVACF chapter members. This equipment will remain the property of PVACF but will be used by PVACF members.

“Adaptive” Organizational Funding Form

“Adaptive” Organizational Funding Form is a form any member of PVACF can submit. The purpose of this form is to request PVACF help fund a team or event that is “Adaptive” in nature. The “team” or “Event” must contain at least one member of PVACF.

Non-PVACF Funding Request Form

Non-PVACF Funding Request Form is to request funding of a “Team” or “Event” that is NOT “Adaptive” and does NOT contain at least one PVACF Member. This is NOT a PVACF Sports request and should be given to PVACF Executive Director.

Volunteer Hours / Points submission Form

A “Volunteer Hours / Points” Submission Form is a form a PVACF member submits to the PVACF front office after they volunteer for a qualifying opportunity or sports practice or event. This form is used to help members document points for

future Sports-related funding and sponsorship. ALL hours and/or points must be submitted no more than 30 days after the event date.