

Paralyzed Veterans of America Central Florida Chapter

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 be role models for other persons with disabilities. In order to accomplish this effort

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

Sports will have a Director who will coordinate all sports programs of the chapter with the assistance of Associate Sports Coordinators appointed by the Chapter President. The Sports Director will serve as the Chairman of a Sports Committee (which will be made up of the Sports Director and the Associate Sports Coordinators). The Sports Committee will determine the direction of the Sports Program of the Chapter.

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. 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.

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.

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 days 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 in many different ways, but not limited to:

1. Attending a PVACF Board, Membership or Committee Meeting (These meetings 1 hour = 3 points)
2. Working on a PVACF Chapter Committee (These meetings 1 hour = 3 points)
3. Write a WIM article. 25 points
4. Attend a sports practice. 2 points per practice session
5. Volunteer at the PVACF chapter building or a chapter event. 1 point per volunteer hour.
Example: If a member volunteers at the PVACF chapter for 3 hours, they earn 3 points.
6. Points can also be accrued through fundraising. “\$20 in fundraising equals 1 point”.
Example: If a member finds a \$500 sponsor for the PVACF Golf Tournament, they earn 25 points. ($500 / 20 = 25$ points).
7. Volunteer at ANY VA Volunteer Services. 1 point per hour.
8. Volunteer at a VA CLC. 1 point per hour
9. Reach out to another member. 1 point per contact
10. Attend a chapter event or program. 10 points per event
11. Reach out to another veteran and invite the veteran to an event or program. 1 point per contact

Calculating Points

Points are based on a “100 Points = 100%” scale. Example: If a member has 50 points, they will be eligible for 50% funding.

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 adaptive sports events. The funding for National Veterans Wheelchair Games and the Winter Sports Clinic 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 adaptive sporting events, outside of the National Veterans Wheelchair Games and the Winter Sports Clinic.

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 and Executive Director and/or President 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 and Executive Director and/or President 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 the VA’s accepted reimbursement rate. **Food** reimbursement will be based on National PVA’s per diem rate for the location of the event.

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 and Executive Director and/or President. After the event, the first step is the athlete sends proper paperwork to Sports Director. Once reviewed, the Sports Director sends the paperwork to the Office Manager for submission to the Chapter Executive Director for approval for payment of reimbursement. 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) Submitting pictures to Sports Director (2) Submitting video to Sports Director (3) Write Article for Wheels In Motion. (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 and 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 ($\$2,160 \times 50\% = \$1,080$).

Request for PVACF Equipment Funding

Any member of PVACF can request that PVACF purchase sports equipment for the chapter. PVACF will retain ownership of the equipment but the equipment 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 requested through or by the Sports Director. (Second) The request must go from the Sports Director to the Executive Director. (Third) If the total amount requested is more than \$500, the request must be approved by the Board of Directors.

Request for “Adaptive” Organizational Sponsorship 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.

Written Approval Process:

(First) The process for requesting sponsorship 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

All “Adaptive” Organizational Sponsorship Funding comes out of PVACF general funds.

Approved 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
- 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 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 and equipment 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. A "Volunteer Hours / Points" Submission Form must be filled out for every practice and submitted to the PVACF front office within 30 days of 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 all chapter sponsored 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 and hours of

participation, (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 a year-end financial statement, a List of Significant Events, a Wheelchair Games Summary, Team Practice Data, a financial statement on Team Fundraisers, any measurable improvements in the program and Goals for the following year.

Documentation

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 Form

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.

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.