



## 2019 Youth Club Track & Field & Cross Country Meet Assistance Grant Program

**Program Description:** The Youth Committee of USATF San Diego Imperial Association has dedicated funds for youth clubs in good standing to assist with meet expenses associated with hosting a youth track and field or cross country meet. Funding is for the 2019 competition year. Funds will be disbursed to teams hosting a meet based upon their stated need and availability of funds.

### **Program Guidelines:**

- Must be a designated youth club registered with USA Track and Field (USATF) by March 15, 2019.
- All coaches, club administrators, official or volunteers as designated by USATF to comply with background screening process for purposes of listing on the USATF Coaches Registry and Safe Sport List must be registered by March 15, 2019.
- Representation of at least one club member as USATF Officials.
- Representation on at least one of the Youth Committee's subcommittees.
- Active participation on the Youth Committee through attendance at a minimum of 5 regular or special Youth Committee Meetings during the 2019 calendar year to be eligible for consideration.
- A club must designate a minimum of ten (10) volunteers to the Run, Jump, & Throw Meets and Association Junior Olympic Championships to qualify for funds.

**Allowable Expenses:** (Copy to be provided to the Youth Committee Treasurer for verification purposes)

- Sanction Fees
- Insurance Fee(s)
- Facility Fee (to include janitorial/custodian and security)
- Meet Management to include Fully Automatic Timing, Online Registration Fee, Data & Meet Day Processing
- Awards
- Equipment not in the inventory of the Youth Committee

### **Program Expectations:**

- A club applying for funds may do so beginning March 1, 2019. An application form must be submitted to the Youth Treasurer at least 14 days prior to the need date.
- A club that is in non-compliance or found to be in non-compliance with all program guidelines will forfeit the opportunity to receive funds. In a case when funds were distributed and a club was found to be in non-compliance, the club will return any grant received within 5 days upon the request of the Youth Committee Treasurer. The club will not be eligible to apply for future grant opportunities of any kind issued by the Youth Committee for one (1) calendar year from the date of infraction.
- All receipts in which grant funds were authorized must be submitted to the Youth Committee Treasurer within 10 days of the conclusion of the track and field or cross country meet.



## 2019 Youth Club Track & Field & Cross Country Meet Assistance Grant Program Application Instructions

The following instructions govern the application and awarding process.

- The applicant is expected to read and adhere to guidelines and expectations of the Meet Assistance Grant Program prior to applying for a Youth Meet Assistance Grant.
- Upon determination of acceptance of the program guidelines, expectations and agreement with the allowable expenses, the youth club administrator or head coach may submit an application.
- The completed application along with documentation must be emailed to Jeanette Mena, the Youth Committee Treasurer. Jeanette's contact information is: [youthtreasurer@sandiego.usatf.org](mailto:youthtreasurer@sandiego.usatf.org).
- As a secondary notification, an applicant may elect to email to Jenee Peevy, the Youth Committee Secretary as a back-up. Jenee may be reached at [jpeevy@sdcoe.net](mailto:jpeevy@sdcoe.net). However, all applications must be emailed to the Youth Committee Treasurer for processing. The Youth Committee Secretary's primary role will be to facilitate communication with the treasurer should there be a delay in receipt, review or processing a submittal.
- An application may be submitted in advance of a meet or after a meet has concluded.
- A club sponsoring/hosting a one day track meet is eligible to receive up to \$800.00. A club sponsoring/hosting a two day track meet is eligible to receive up to \$1600.00. Clubs sponsoring a cross country meet will share funds proportionally. The total amount of funds designated for cross country is \$1,750.00. Clubs sponsoring/hosting a cross country meet may apply for a grant beginning July 1, 2018 provided the club meets established criteria.
- The Youth Treasurer or designee as named by the Youth Chair will process all applications as follows:
  - All applications shall be processed within two (2) calendar days upon receipt;
  - Upon review and approval, send via email, a copy of the processed application to the applicant;
  - Complete the Association's Expense/Reimbursement form on behalf of the applicant and forward to the Association Treasurer for disbursement of funds within three (3) calendar days of receipt of the application;
  - Maintain original copy of the application along with estimates, receipts or invoices; and
  - Report distributions or activity during the Treasurer's Report at Youth Committee Meetings.



# 2019 Youth Club Track & Field & Cross Country Meet Assistance Grant Program Application

Date: \_\_\_\_\_

Club Name: \_\_\_\_\_

Club Representative Name: \_\_\_\_\_

Club Representative Title: \_\_\_\_\_  
(Head Coach, Assistant Coach, Club Administrator, Official – Must have a current USATF Membership and cleared background)

Club Address (where checked to be mailed) \_\_\_\_\_

Grant will be used for the following expenses associated with hosting the following meet:

**Track and Field Meet**       **Cross Country Meet**  
(Club may apply for one track and one cross country grant per calendar year)

Name of Meet: \_\_\_\_\_

Date of Meet: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

Funds will be used for the following purpose. Check all that apply.  
(A contract or financial documentation must accompany application)

Sanction Fee    Insurance    Facility    Meet Management    Equipment    Awards

### Acknowledgement:

I understand the grant awarded by the Youth Committee is subject to my club’s compliance with all guidelines and expectations. I agree should my club be found to have not complied or violated any terms of the award then my club must return the full distributed the full grant amount and will not be eligible for future grant funds for a one year period.

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Date**

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**Youth Committee Treasurer’s Approval Section**

**Full Amount Approved**    **Partial Amount Approved**    **Denied**  
Amount \$ \_\_\_\_\_      Amount \$ \_\_\_\_\_

Date of Guideline Verification and Expense Documentation: \_\_\_\_\_

Date Status Notice Sent to Club: \_\_\_\_\_

Date Submitted to Association Treasurer for Disbursement: \_\_\_\_\_