

## 2014 KnoxVelo Reimbursement Policy

This KnoxVelo Reimbursement Policy is effective January 1, 2014. The policy is subject to change without notice by the officers due to a lack of funding or other discretionary reasons.

### 1. Membership

- 1.1. \$23 annual membership fee (effective for calendar year January 1 – December 31).
- 1.2. Club membership is open to anyone who is interested in riding bikes with others and promoting cycling in Knoxville and the surrounding communities.
- 1.3. Reimbursement of entry fees and other race/ride related expenses are available for members who volunteer their time to help promote cycling as a representative of KnoxVelo. A minimum of 3 volunteer credits per year are required to become eligible for reimbursement.
- 1.4. Volunteer credits can be accrued by helping out with race events (corner marshals, registration table, holder at TT events, etc.). Volunteer credits can also be acquired by helping other organizations with their events such as VIBES (riding tandem with a blind person), Knoxville Marathon rolling marshal, etc. Additional volunteer credit opportunities will be posted to the KnoxVelo Yahoo group and/or knoxvelo.org and/or KnoxVelo Facebook page as they arise throughout the year.
- 1.5. KnoxVelo kit must be worn at races/rides to qualify for reimbursement. New kit orders are placed in the fall of each year. Cedar Bluff Cycles also has kits available in their store.

### 2. Reimbursements

- 2.1. Entry Fees
  - 2.1.1. Reimbursement will be up to \$30 for TBRA/USAC entry fees (late fees are not reimbursable). Reimbursement is for any TBRA/USAC event including mid-week USAC sanctioned training races such as the KnoxVelo criterium series. Two-event omniums reimbursable up to \$55. Three-event omniums reimbursable up to \$80.
    - 2.1.1.1. Racers competing in two different categories of the same event, e.g. racing as a Cat 3 in one criterium and then racing as a Master later in the day at the same criterium event may be reimbursed only for the first race fee entry. Thus if the entry fee for the first race was \$35 and the entry fee for the second race was \$10, then the racer may be reimbursed \$30 based upon §2.1.1; and if the entry fee for the first race was \$25 and the entry fee for the second race was \$10, then the racer may be reimbursed \$25 based upon §2.1.1.
  - 2.1.2. Reimbursement will be up to \$50 for USAC national championship event entry fees (late fees are not reimbursable).
  - 2.1.3. Other event entry fees such as triathlons, other non-TBRA/USAC sanctioned races (e.g., Hill of Truth), century rides, and charity events (e.g., Tour de Cure) that begin and end in the state of Tennessee are reimbursable up to \$25 (late fees are not reimbursable). A maximum of five such entry fees will be reimbursed in any calendar year.
- 2.2. Travel Expenses

- 2.2.1. Actual gas expenses to an out of town USAC event are reimbursed in full (up to \$60) provided that at least two KnoxVelo members are traveling together in the same vehicle.
- 2.2.2. Actual hotel expenses to an out of town USAC event are reimbursed in full (up to \$70 per night) provided that at least two KnoxVelo members are sharing the room.
- 2.3. Kit Reimbursement
  - 2.3.1. Team members who have competed in at least 10 USAC weekend “competitive” races qualify for a \$75 reimbursement towards the purchase of a kit for the following season. A 3-event omnium (road race, time trial, criterium) counts as 3 events; All mid-week events, whether USAC permitted as non-competitive or competitive, do NOT qualify to be counted for kit reimbursement. Only one race per discipline per day will count towards the 10 events (e.g., a Masters crit or CX race and a Cat 3 crit or CX race in the same day would count for 1 not 2 kit reimbursement credits). The reimbursement request should include a list of the 10 competitive events.
  - 2.3.2. Team members who have competed in at least 20 USAC weekend “competitive” races qualify for a \$150 reimbursement towards the purchase of a kit for the following season. See §2.3.1 for definition of qualifying races.
  - 2.3.3. A Junior/U23 who has accumulated 3 volunteer credits may request full reimbursement for one KnoxVelo kit.
- 2.4. There will be a \$750 annual limit on reimbursement per team member (kits are not included in the \$750 limit).

### **3. Extra Reimbursements**

- 3.1. Members are encouraged to facilitate activities which foster team building and the mentoring of new/junior members.
- 3.2. A member must seek approval of an activity and related expense prior to incurring the cost.
- 3.3. If under \$50, the member will need only one officer to approve it. If above \$50, at least two officers must approve the activity and related expense.
- 3.4. A maximum of \$200 in any month would apply, unless exception is granted by all officers.
- 3.5. These activities and expenditures are encouraged throughout the entire year.
- 3.6. The officer(s) should evaluate the activity giving consideration to the spirit of team building and the mentoring of new/junior riders.
- 3.7. The officer(s) should consider overall club expenditures for the year and available club funding.
- 3.8. The officer(s) granting approval should promptly inform other officers of approvals granted so that the monthly maximum is not exceeded.
- 3.9. Reimbursements made under the Extra Reimbursement Policy are not subject to the annual limits for Team Members.

### **4. Other Guidelines**

- 4.1. Any member requesting reimbursement must accumulate three or more volunteer credits. Checks may be issued for those who have two of their three required credits, if they have signed up for/committed to an event that is late in the season.
- 4.2. No reimbursement will be made for late fees, "DQ" (Disqualified), or "DNF" (Did Not Finish). Exception: DNF entry fees can be reimbursed if the DNF is due to mechanical failure or due to being pulled out by an official after being lapped. ~~No reimbursement will be made to a rider who was pulled out of a race by a race official for a rules violation.~~
- 4.3. KnoxVelo jerseys must be worn at all events to be eligible for reimbursement. TBAR and State Champions are exempt if wearing the state champion jersey.
- 4.4. KnoxVelo membership fees must be submitted to the treasurer prior to reimbursement of events.
- 4.5. Members have 60 days from the date of the event to claim reimbursement.
- 4.6. Reimbursement checks may be claimed at KnoxVelo meetings.
  - 4.6.1. All reimbursement requests must be submitted to treasurer via email or in person prior to Knoxvelo meetings for distribution at meeting. If reimbursement request is presented at the meeting, then the reimbursement will be distributed at the following meeting or mailed if a self-addressed envelope is provided with request.
  - 4.6.2. Supporting documentation must be submitted with reimbursement request including race flyer, results, receipts, etc. It is the responsibility of the racer to provide timely and adequate information for reimbursement.