

KnoxVelo Reimbursement Policy

Purpose

To provide a framework for which members of KnoxVelo may receive reimbursement of funds spent in furtherance of the club's purpose. All members of KnoxVelo, who have paid their membership dues and have had their membership application accepted, are potentially eligible for reimbursement under this policy. Further eligibility requirements are described below.

Reimbursement Availability

A member, who meets the requirements for reimbursement, is eligible for the following for the calendar year:

1. A coupon code entitling the member to an entry at no cost to certain Race Day Events (RDE) bicycle rides. For 2023, these rides are: Oak Ridge Cycling Classic, Ride the Plains, Tour de Rocky Top, Barley's Cycling Classic, and Lick Skillet Scramble; and
2. Up to \$125 annually for reimbursement of entry or registration fees for other organized cycling events, including, but not limited to: races, fondos, "gravel grinders," charity rides, or clinics; **OR**
3. Up to \$125 annually for reimbursement of the current KnoxVelo jersey or kit.
4. The \$125 is a hard limit and may be reached by any combination of kit reimbursement or event reimbursement. The RDE coupon codes do not count toward this limit.
5. A member who is serving on the Board of Directors is additionally eligible for reimbursement of the annual membership fee for calendar year(s) on which he/she serves a term, in recognition of the hours of service required of these positions.
6. Extra reimbursements may be available to facilitate group activities which foster team building. Such reimbursements must be presented to a club officer in advance and are subject to approval from the Board of Directors. The \$125 annual cap does not apply to these special situations.

Eligibility requirements:

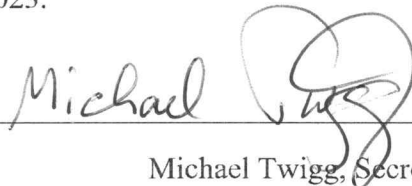
1. The member must be a member of the club prior to the event for which he/she is seeking reimbursement (no retroactivity of the benefit).
2. The member must wear the current KnoxVelo jersey at the event for which he/she is seeking reimbursement.
3. The member must participate in the event. A failure to attend or to start the event removes eligibility; a failure to finish does not.
4. The member must post a picture of him/herself wearing the jersey at the event to the Facebook KnoxVelo Team Forum within 7 calendar days of the event date, with basic details of the name, date, and place of the event. Selfies are acceptable and the member is discouraged from attempting photography that puts him/herself or others at risk;

however, social media content to promote the club is highly valued. Cross-posting for promotional purposes is highly encouraged.

5. The member must earn at least one volunteer credit prior to the end of the calendar year. Volunteer credits may be earned by the following, which is not an exhaustive list. Members seeking a volunteer credit through an activity not listed below should obtain prior approval from the Board of Directors.
 - a. Assist in planning or executing a club event (e.g., holiday party or securing a speaker for a club meeting)
 - b. Plan and assist in a KnoxVelo Club bicycle ride, by picking a date, time, and route and advertising the ride to provide reasonable notice to club members. Assistance on the ride may be accomplished by serving as a ride leader, a ride sweeper, or a “captain” who helps ensure a cohesive and enjoyable ride for the group
 - c. Volunteer at local events for which KnoxVelo has an association. For 2023, these events include: the USA Cycling Pro National Championships, the Tennessee Paracycling Open, and the Secret City Half-Marathon
6. In the event that KnoxVelo promotes a cycling race (or race series) in the calendar year, the member is required to serve one volunteer shift on one of the event days, or serve on the planning committee. This requirement is **in addition** to the requirements detailed in 5 above.
7. After completion of the volunteer credit, the member must complete a reimbursement application and submit it to the KnoxVelo treasurer. The treasurer, and Board of Directors, if necessary, will approve or deny the application.
8. The reimbursement check will only be provided to the member in-person at a club event.
9. Submission of fraudulent reimbursement applications will require the member to repay the club any funds disbursed on his/her behalf and is grounds for expulsion from the club.
10. The Board of Directors reserves the right to modify this policy at any time.

Certification of Secretary

The undersigned certifies that he is the Secretary of the Corporation and that the above Policy was duly adopted by the Board on the 15 of April, 2023.



Michael Twigg, Secretary