



Champions of the Channel Travel Subsidy Policy

Policy number	009	Version	0.1
Drafted by	Josh McCleery	Approved by RCSA Board on	12/11/2024
Responsible person	Executive Officer	Scheduled review date	1/08/2025

Overview

The purpose of this policy is to provide financial assistance to official Champions of the Channel competitors to cover eligible travel expenses incurred when attending designated events or activities associated with the Rottneest Channel Champions of the Channel Event. The maximum annual event budget for the subsidy is capped at AUD \$10,000.

Purpose

To be eligible for the travel subsidy, individuals must meet the following criteria:

- Must be entered in the current Champion of the Channel Event hosted by the Rottneest Channel Swim Association (RCSA).
- Travel must be for the purpose of attending the official Champion of the Channel Event, award ceremonies, or promotional activities as approved by the RCSA.
- Competitors must apply for the subsidy at least 60 days prior to the travel date.

Eligible Expenses

The following travel-related expenses are eligible for reimbursement:

- **Airfare:** Economy class fare for domestic and international flights.
- **Accommodation:** Standard accommodation costs (up to 4-star) for the duration of the event or activity, up to a maximum of 3 nights unless otherwise approved.
- **Ground Transportation:** Public transport, rideshare, or taxi services directly associated with the travel to and from the event or activity.

Non-Eligible Expenses

Expenses that are not covered under this subsidy include:

- Personal travel or leisure activities not directly related to the approved event.
- Upgrades to business or first-class flights.
- Luxury accommodation exceeding 4-star ratings.
- Alcohol or meal-related expenses.

Subsidy Limits and Allocation

Subsidies will be allocated at the sole discretion of the Rottneest Channel Swim Association (RCSA) Board. While all eligible applicants will be considered, preference will be given to participants who demonstrate the potential to significantly enhance the exposure, profile, and prestige of the event. This may include, but is not limited to, high-performance athletes, well-known public figures, or individuals with a strong media presence who can positively impact the visibility of the Rottneest Channel Swim on a local, national, or international scale.

The Board intends to allocate subsidies with consideration for gender diversity, aiming to support both male and female applicants whenever suitable candidates from each gender are available.

The Board reserves the right to prioritise applicants based on their ability to contribute to the promotion and reputation of the event, ensuring the best use of available resources to further the objectives of the RCSA. All decisions made by the Board are final and are not subject to appeal.

The total available event budget for the travel subsidy program is AUD \$10,000 per annum. Subsidies will be allocated as follows:

- A maximum of AUD \$2,000 per international competitor per trip, inclusive of all eligible expenses.
- A maximum of AUD \$1,000 per interstate competitor per trip, inclusive of all eligible expenses.
- Competitors may only apply for a subsidy once per event, unless otherwise approved by the RCSA.

Application and Reimbursement Process

- **Application:** Champions must submit a Travel Subsidy Application by the 1st of January the year of the Champions of the Channel Event in which they are entered.
- **Approval:** The RCSA will review and approve applications by 31st January the year of the Champions of the Channel Event, based on eligibility and budget availability.
- **Receipts and Documentation:** Competitors must submit original receipts and documentation of all expenses incurred within 14 days post-travel for reimbursement.
- **Reimbursement:** Approved reimbursements will be processed within 30 days after submission of all required documentation.

Terms and Conditions

- The RCSA reserves the right to reject or amend applications that do not meet the eligibility requirements or exceed budget constraints.
- In cases where the approved travel subsidy exceeds the allocated AUD \$10,000 budget, the RCSA may defer or reduce payments to ensure compliance with the overall budget cap.
- Champions are responsible for making their own travel arrangements and securing any necessary travel insurance.

Policies can be established or altered only by the Committee. **Procedures** may be altered by the Executive Officer.

- As a condition of receiving the travel subsidy, Champions are expected to engage in pre-race and post-race promotional activities. These activities include but are not limited to attending media events, participating in interviews, and being present at award ceremonies. Failure to participate in these promotional activities may result in forfeiture of the subsidy.

Policy Review

This policy will be reviewed annually to ensure it remains aligned with the objectives of the Rottnest Channel Swim Association and within budgetary constraints.

Authorisation



[Kirsty Bellombra \(Nov 15, 2024 14:28 GMT+8\)](#)

Kirsty Bellombra
RCSA President
Rottnest Channel Swim Association



Champions of the Channel Travel Subsidy Procedure

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Overview

This procedure outlines the steps for applying, assessing, and allocating travel subsidies under the **Champions of the Channel Travel Subsidy Policy**. It provides clear guidelines for applicants and ensures transparency in the approval process by the Rottneest Channel Swim Association (RCSA) Board.

Application Process

The following steps must be followed by Champions of the Channel when applying for the travel subsidy:

Submission Deadline

- All applications for travel subsidies must be submitted by **1st January** of the year in which the applicant is competing in the RCSA Champions of the Channel event.

Application Form

- Applicants must complete the **RCSA Travel Subsidy Application Form**, providing detailed information about their intended travel, including:
 - Purpose of travel and connection to an RCSA event
 - Breakdown of estimated travel costs (airfare, accommodation, ground transportation)
 - Supporting documentation (e.g., travel itinerary, quotes, or receipts where available)
 - Include best performance in the last 12 months
 - Introductory paragraph of who you are and what you have achieved in OWS

Submission

- Completed applications and supporting documents must be submitted to the RCSA either via email or online submission through the designated portal by **11:59 PM AWST, 1st January** of the event year.

Assessment and Approval Process

Board Review

- The RCSA Board will review all eligible applications in accordance with the **Travel Subsidy Policy**. Priority will be given to applicants who can demonstrate their potential to enhance the exposure, profile, and prestige of the Rottneest Channel Swim.

Discretionary Allocation

- Subsidies will be allocated at the discretion of the RCSA Board, favouring applicants who are likely to provide substantial promotional benefits to the event through media engagement, ambassadorial roles, or outstanding competitive performance.

Budget and Fund Allocation

- The Board will allocate subsidies based on the availability of funds, with a maximum annual budget of **AUD \$10,000**. No individual applicant will receive more than **AUD \$2,000** per international travel subsidy and AUD \$1,000 per interstate/intrastate.

Notification and Disbursement

Notification of Decision

- All applicants will be notified of the Board's decision by **31st January** of the event year. Notifications will be sent via email, and successful applicants will receive confirmation of the approved subsidy amount.

Disbursement of Funds

- Approved travel subsidies will be reimbursed upon submission of original receipts and supporting documentation within **14 days** of travel completion. Reimbursements will be processed within **30 days** of receiving the required documentation.

Post-Travel Requirements

Documentation Submission

- Must attend pre and post event promotions (briefing day)

- After the travel is completed, recipients must submit all required documentation, including:
 - Original receipts for eligible expenses (airfare, accommodation, etc.)
 - A brief report summarising their participation in the event and any media, promotional, or ambassadorial activities carried out.

Reporting Deadline

- Documentation must be submitted no later than **14 days** after the completion of travel.

General Conditions

- **Non-Compliance:** Failure to comply with the submission deadlines or provide required documentation may result in forfeiture of the subsidy.
- **Board Discretion:** The RCSA Board reserves the right to decline applications or reduce subsidy amounts if deemed necessary to remain within the allocated budget or for any other reason in line with the subsidy's objectives.
- **Final Decision:** All decisions made by the Board are final and cannot be appealed.

Authorisation



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Kirsty Bellombra
RCSA President
Rottnest Channel Swim Association



Rottnest Channel Swim Association (RCSA) – Travel Subsidy Application Form

Champions of the Channel Travel Subsidy Application

Please complete all sections of this form and submit it, along with any required supporting documents, by **1st January** of the year in which you are participating in the event. Incomplete or late applications will not be considered.

1. Applicant Information

- **Full Name:**
- **Date of Birth:**
- **Email Address:**
- **Phone Number:**
- **Postal Address:**

2. Purpose of Travel

- Please describe the purpose of your travel and its connection to your participation in the event:
(Include information on how your involvement will contribute to the exposure and prestige of the Champions of the Channel event)

3. Travel Itinerary and Estimated Costs

- **Departure Date:**
- **Return Date:**
- **Departure Location:**
- **Destination:**

Estimated Travel Expenses:

Expense Category	Estimated Cost (AUD)
Airfare (Economy)	
Accommodation (up to 3 nights)	
Ground Transportation	

Other (specify):	
Total Estimated Cost	

4. Supporting Documentation

Please attach the following documents:

- **Travel Itinerary** (flight or accommodation booking confirmations if available)
- **Quotes/Receipts** for estimated expenses (e.g., flights, accommodation)
- Any additional information to support your application (optional)

5. Applicant Declaration

I, the undersigned, confirm that the information provided in this application is accurate and true to the best of my knowledge. I understand that the Rottnest Channel Swim Association (RCSA) Board will allocate travel subsidies at its discretion, and the decision is final. I agree to comply with the terms of the Travel Subsidy Policy, including the timely submission of receipts and reports post-travel.

- **Signature:**
- **Date:**

6. Submission

Please submit this completed form and all supporting documents by **1st January** to

Email: query@rotnestchannelswim.com.au

For questions regarding the travel subsidy application, please contact

Email: query@rotnestchannelswim.com.au