



## DARWIN CYCLING CLUB - TRAVEL ASSISTANCE POLICY – V1.1

### Purpose:

To provide financial assistance for DCC members to attend interstate and international cycling events. DCC aims to:

- better understand the interstate and national events its members seek to attend; and
- provide an update via the Annual Report for all its members.

### Policy:

DCC encourages its members to travel to compete in interstate and international cycling events. DCC will provide financial assistance to its members when they travel outside of the Northern Territory.

### Procedure:

1. Complete and submit the 'Request for Travel Assistance' form – refer ATTACHMENT A or refer to the Darwin Cycling Club website. **All sections of the form must be completed to be eligible for assistance e.g. event report / experience and appropriate supporting documentation.**
2. The completed form must be emailed to DCC via [darwincyclingclub@gmail.com](mailto:darwincyclingclub@gmail.com) no later than 2 weeks after the completion of the event to be eligible for consideration.
3. Any funds payable will be paid directly into the applicant's nominated bank account (or responsible adult in the case of a junior member).

### Eligibility:

All financial Darwin Cycling Club members are eligible to apply for travel assistance for **Eligible Events** where the following criteria are met:

- The applicant is a current annual financial member of AusCycling and Darwin Cycling Club (this includes annual monthly payment memberships).
- The applicant normally resides in the Northern Territory.
- The applicant must have commenced / competed at the event. Refer to *Scope* for more information if event is cancelled.
- The applicant must wear Darwin Cycling Club kit (at a minimum DCC jersey) while competing in the event. This does not apply where the individual is competing in an **Eligible Event** which mandates the use of AUSCYCLING NT branded kit (or other official NT based kit).
- An applicant is only eligible to one payment under this policy per financial year.



### Scope:

- Payments will be capped at a maximum of \$250 per person per **Eligible Event**.
- In the unfortunate case of an event being cancelled no travel assistance will be paid. However, assistance may be paid in the event that the event is cancelled when there is less than 24 hours' notice from the advertised event start time.
- Payments may vary dependant on funding available for individual events and Darwin Cycling Club reserves the right to weight payments based on distances travelled.
- An event is categorised as the title event and includes all the discrete rides included in that event. For example, if the event consists of three rides over one week, only one application for financial assistance can be submitted.

### Eligible Events:

- AusCycling Masters Road National Championships
- AusCycling Junior Track National Championships
- SA & NT Junior State Track Cycling Championships

Darwin Cycling Club reserves the right to adjust the list of **Eligible Events** from time to time as required. The Policy will be reviewed at least once per year.

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<b>Review Schedule</b>	<b>Action Taken</b>
<i>Version 1 – November 2020</i>	Policy endorsed by DCC Management Committee
<i>Version 1.1 – May 2021</i>	Policy confirmed by DCC Management Committee. Added AusCycling Junior Track National Championships to Eligible Events.
<i>Version 2 – 1 July 2021</i>	
<i>Version 3 – 1 July 2022</i>	



**DCC Travel Assistance Request Form**

Please submit completed form to [darwincyclingclub@gmail.com](mailto:darwincyclingclub@gmail.com) within 14 days of the event.

<b>Full Name of DCC Member (applicant):</b>	
<b>AusCycling Membership Number:</b>	
<b>Annual DCC Member:</b> <i>(paid annual or monthly)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If you are not an annual DCC member you are not eligible for travel assistance under this policy. Consider signing up!
<b>Address:</b>	Unit / Street No:
	Street Name:
	City: State: NT Post Code:
<b>Eligible Event Name: (Tick relevant event)</b>	AusCycling Masters Road National Championships <input type="checkbox"/> SA & NT Junior State Track Cycling Championships <input type="checkbox"/> AusCycling Junior Track National Championships <input type="checkbox"/>
<b>Event Report / Review – to be published in Newsletter or Annual Report or FB Posts:</b>	



<b>Attachments:</b>	E.g. Supporting documentation of attendance / photos / registration	
	Attachment 1:	
	Attachment 2:	
<b>Bank Details:</b>	Name:	
	BSB:	Acct:
<b>Declaration of the Applicant / Parent of Applicant if under 18:</b>		
<ul style="list-style-type: none"><li><i>I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine.</i></li><li><i>I give Darwin Cycling Club permission to publish the Event Report (including photos) in Club publications / social media posts.</i></li></ul>		
<b>Name:</b>		
<b>Signature:</b>		<b>Date:</b>