

Guidelines - Labrador Sport Travel Subsidy Program

The Government of Newfoundland and Labrador recognizes that the cost of air and ground transportation between Labrador and the island portion of the province continues to be prohibitive to Labrador athletes and teams.

The Labrador Sport Travel Subsidy (LSTS) Program provides support for sport travel to provincial competitions, provincial training camps and Canada Games team selections, training and competitions. The program also provides support for coach and official development, and subsidizes the cost of hosting provincial minor championships in Labrador.

Who can apply?

Only provincially sanctioned teams and individual athletes 18 years or younger, as of the travel date, may apply for a Team or Individual Travel subsidy. The only exemption to the age restriction are Special Olympic athletes. Invitational tournaments and any School Sports Newfoundland and Labrador (SSNL) school competitions are generally not eligible for this subsidy. In circumstances where SSNL does not cover an invitational or school competition, eligibility for funding will be considered on a case by case basis.

What sports are eligible to receive the LSTS?

All sports sanctioned by a provincial governing body are eligible for funding.

What is the maximum subsidy available?

Team Travel

Team travel is defined as having more than two athletes traveling to a maximum dollar value depending on your point of departure. Teams will be funded up to 75% of travel costs to a maximum of the following amounts:

Central Labrador	\$5,500
Labrador West	\$6,000
Churchill Falls	\$6,000
North Coast of Labrador	\$6,000

Should a team not choose to fly, a gas subsidy up to a maximum of \$2,000 is available pending submission of gas receipts. To accommodate fiscal year end of March 31st, teams/individuals should arrange travel no later than March 15th of any given year. Upon April 1st, normal travel arrangements may resume.

Individual Travel

Individuals attending a provincial competition or who have been identified by their Provincial Sport Organization (via their technical staff) for participation in a

Provincial Team or Canada Games Team program may attend the provincial competition or provincial team try-outs at 75% of the cost of their ticket. If an athlete falls under the Team travel subsidy, they are still eligible for 4 additional individual trips up to a maximum of 75% of the cost of their ticket, for a total of 5 trips annually. Where an individual has been identified in more than one sport, he/she is still eligible for full team and individual coverage with this Program.

Coach and Official Development Travel

This subsidy supports officials and coaches from Labrador to attend an approved Provincial/National Coaching Certification Program. This includes travel within Labrador, to the Island portion of the Province and outside the Province if a similarly recognized Program is not offered within the Province. Subsidies up to 75% of the cost of airfare (up to a maximum of \$750) will be awarded to any coach or official looking to advance their qualifications that will in turn serve the athletes of the region.

Provincial Hosting Travel and Training Development

Minor sport associations within Labrador are eligible to receive a \$7,500 subsidy to assist teams and officials traveling to a Labrador Provincial Sport Championship or any Labrador provincial training camp it is hosting. No association will be eligible for more than one grant in a fiscal year.

Interested associations should notify the Labrador Affairs Secretariat at least two months in advance of the proposed dates of the championship.

The subsidy will be awarded to the host association and it is the association's responsibility to split the subsidy equally between all teams or officials traveling to attend the champions.

Procedures - Labrador Sport Travel Subsidy Program

Team:

1. Teams will contact the Labrador Affairs Secretariat (LAS) to request the Team Travel subsidy. Teams are required to give the following information via email:
 - Names of Individuals traveling
 - Purpose of travel
 - Date of travel
 - Sport being utilized and name of competition
 - Travel Agency or Airline being utilized
 - Location of sporting event
 - Documentation verifying proof of the event
2. LAS will confirm eligibility and notify the team of an approved subsidy with an authorization number. The designated travel agency or airline will be copied to indicate approved travel with the associated authorization number.
3. The teams are only required to pay 25% of the cost of the tickets, including service fees, up to the maximum amount subsidized in the guidelines. Upon reaching the maximum subsidy, the teams are responsible for any remaining costs of travel.
4. The travel agency will submit an invoice to LAS for the 75% of eligible costs of the ticket. The invoice must clearly identify the name of all persons traveling, the total cost of the tickets, the portion paid by the team and authorization number.
5. LAS will review the invoice and confirm the approved funding via authorization number and then forward to LAS administration for processing.
6. Payment is generally issued within 21 days of approval.

Individual Athletes

1. Individuals will contact LAS to request a travel subsidy. Individuals are required to give the following information via email:
 - Name of Individual traveling
 - Purpose of travel
 - Date of travel
 - Sport being utilized and name of competition
 - Travel Agency or Airline being utilized
 - Location of sporting event

- Documentation verifying proof of the event
2. LAS will confirm eligibility and notify the individual of the approved subsidy with an authorization number. The designated travel agency or airline will be copied to indicate approved travel via the associated authorization number.
 3. The individual is only required to pay 25% of the cost of the ticket, including service fees, up to the maximum amount subsidized in the guidelines. Upon reaching the maximum subsidy, the individual will be responsible for any remaining costs of travel.
 4. The travel agency will submit an invoice to LAS for the 75% of eligible costs of the ticket. The invoice must clearly identify the name of the person traveling, the total cost of the ticket, the portion paid by the individual, and the authorization number.
 5. LAS will review the invoice and confirm the approved funding via authorization number and then forward to LAS administration for processing.
 6. Payment is generally issued within 21 days of approval.

Coach and Official Development

1. The coach/official contacts LAS to request Coach and Officials Development Travel subsidy. Individuals are required to give the following information via email:
 - Name of Individual traveling
 - Purpose of travel
 - Date of travel
 - Sport being utilized and name of competition
 - Travel Agency or Airline being utilized
 - Location of sporting event
 - Documentation verifying proof of the event
2. LAS confirms eligibility and notifies coach/official of approved subsidy with an authorization number. The designated travel agency or Airline will be cc'd to indicate approved travel with the associated authorization number.
3. The coach/official is only required to pay 25% of the cost of the ticket, including service fees, up to the maximum fee subsidized in the guidelines. Upon reaching the maximum subsidy, the individual will be responsible for any remaining costs of travel.
4. The travel agency submits the invoice to LAS for the remaining 75% of the ticket. The invoice must clearly identify the name of the person traveling, the

total cost of the ticket, the portion paid by the coach/official and the authorization number.

5. LAS will review the invoice and confirm the approved funding via authorization number and then forward to LAS administration for processing.
6. Payment is generally issued within 21 days of approval.

Provincial Hosting Travel and Training Development

1. The Host Association contacts LAS to request Provincial Host Travel and Training Development subsidy and identifies teams and officials that will be participating in the event.
2. LAS confirms eligibility and notifies the Association of the approved subsidy. The Association must indicate and identify any travel agency that will assist in team travel. Through an authorization number, the designated travel agency or airline will be copied to indicate the approved travel amounts.
3. It is the Host Association's responsibility to disburse the funds to all teams/officials traveling to the event. Receipts for applicable hosting expenses must be submitted to Labrador Affairs Secretariat within one month of the event completion. Future requests will not be considered if applicants are not compliant with this program.
4. LAS forwards the approval letter to the applicant and begins processing the subsidy.
5. Payment is generally issued within 21 days of approval.
6. It is the responsibility of the Association to notify participating teams that the travel subsidy is available at the designated travel agency for their use at the event.

For more information please contact:

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