**Detroit Metro Skating Council**

**Grant Policy for Individuals Attending Schools, Seminars, etc to Achieve Appointments and Maintain Appointments**

**Revised October 2021**

One of the purposes of the DMSC is to foster national and international amateur competition in figure skating, and to promote the advancement of figure skating in the Detroit metropolitan area. To this end, DMSC may provide assistance to individuals who are members of DMSC Member Clubs, who are working to achieve or advance their Official Appointments.

Grants under this policy are limited to the annual budget established by the council. The council also sponsors class/seminars directly and through member clubs, induvial grants will not be granted for attendance at these sponsored activities. The activity must be sanctioned by UF Figure Skating.

**Application Process**

* The Individual must be a member in good standing of a current Member Club of the Council
* Individual should submit an application to the council prior to the activity. It should be presented at a regular schedule meeting of the council. If a meeting is not scheduled before the activity it should still be submitted to the Metro Council President.
* After the activity the reimbursement form along with a US Figure Skating expense sheet must be submitted to the Metro Council Treasure, for presentation at the next council meeting. Include a statement of all reimbursements received from other groups.
* For Seminars and Classes a Certificate or statement of attendance must be attached.
* For Regional, Sectional National and Tech Account Level 2 and 3 a confirmation of achieving the targeted appointment must be attached. (for some appointments they only occur at Governing Council so reimbursement may be delayed)
* The request will be evaluated at the next scheduled meeting and a determination will be made.

**Expenses Covered**

* Travel
* Housing
* Registration fees and materials
* Food

Expenses for individuals may get covered in many ways other than this grant. Some of these include, Home Club, acting as an official for part of an event (i.e. Judging Regional Non Qual while trialing the Qualifying events.) etc. Only expenses not covered by another group will be eligible for reimbursement.

**Expense reimbursement Guidelines;**

* Seminars and classes
	+ Up to $150
	+ All seminars and classes needed to achieve or maintain an appointment.
* Regional
	+ Up to $450
	+ Must be required for Next Appointment
	+ Must be by Invite
	+ Examples
		- Music Coordinator – Going to Regional as a trainee
		- Announcer – TBD ( Currently being rewritten by announcing committees)
		- Accountant – Clerking at Regional
		- Technical accountant – Level 2 training class
		- Judge – Trialing Regionals (Advanced and accelerated once, Standard twice)
		- Referee – No training requirements other than schools
		- Tech Panel – No training requirements other than schools
* Sectional
	+ Up to $450
	+ Must be required for Next Appointment
	+ Must be by Invite
	+ Examples
		- Music Coordinator – No new requirement for Sectional
		- Announcer - TBD ( Currently being rewritten by announcing committees)
		- Accountant – Clerking at Sectional
		- Technical accountant – No new requirement for sectional
		- Judge – Trialing at Sectionals (Advanced and accelerated once, Standard twice)
		- Referee – No training requirements other than schools
		- Tech Panel – No training requirements other than schools
* National
	+ Up to $1,000
	+ Must be required for Next Appointment
	+ Must be by Invite
	+ Examples
		- Music Coordinator – Going to National or International as a trainee, requires going twice
		- Announcer - TBD ( Currently being rewritten by announcing committees)
		- Accountant – Clerking at Nationals
		- Technical accountant – Level 3 training class
		- Judge – Trialing at Nationals (Advanced and accelerated once, Standard twice)
		- Referee – No training requirements other than schools
		- Tech Panel – No training requirements other than schools