

### **Athletics Reimbursements Policy Overview:**

The Athletics reimbursement policy is intended to assist science students with the costs associated with participating in health and wellness activities. The goal of this policy is to remove barriers that prevent students from participating in these activities.

#### **A) Team reimbursements:**

A.1) The entirety of registration costs for team intramural events except for Ice Hockey will be subsidized up to a maximum of \$100 dollars/team per semester. Teams must consist of a majority (minimum 6 players or 60% of members) of science students.

A.2) Intramural teams do not need to submit a fee assessment form prior to registration, however the teams must list **ISSS-Science** as the intramural unit in order to receive reimbursement.

A.3) For paired intramural events both students must be in science to receive the reimbursed amount.

#### **B) Ice Hockey Teams:**

B.1) Up to 50% of the registration costs of Ice Hockey will be subsidized. All teams must consist of a majority (min 12 players or 60 percent of team members) of science students. Hockey teams must register under the **"ISSS-SCIENCE"** unit and receive a signature form from the Director of Athletics on their registration form before submission to be eligible for reimbursement.

#### **C) Conduct:**

C.1) ALL teams must keep themselves in "good standing" in accordance with Recreation Services Intramural League rules. It is the teams responsibility to know the rules of the leagues and abide by them. For questions regarding intramural details please contact the sport-specific staff member listed on the Recreation Services website.

#### **D) Individual reimbursements:**

D.1) The costs of individual Recreation services wellness classes, intramurals and other fitness and healthy lifestyle opportunities may be subsidized up to 50% of total costs to a maximum of \$50/person per academic year (Sept-April).

D.2) A fee assessment form must be completed in advance of registration. The activity must be approved by the Director of Athletics and VP Programming before registration. If approved the individual will register and then follow the necessary steps of reimbursement.

D.3) All decisions of approval with accompanying amount will be made within 72 hours of fee assessment submission.

D.4) Students who are registered with an ISSS intramural team are eligible for the full individual reimbursement amount.

D.5) Decisions of approval will state whether or not the activity has been approved for subsidy and the exact amount that will be subsidized if the individual registers and follows the necessary reimbursement steps.

D.6) Final decisions on subsidy amounts rests with VPP depending on the amount of funds available for reimbursement at the time of submission.

D.7) Decisions for each fee assessment submission are final.

#### **E) Fee Assessment Form:**

E.1) The fee assessment form is available on the ISSS website and in the ISSS office. The requires you to provide a detailed breakdown of costs along with a link/proof of the amount of money that the activity costs as well as a brief statement of how the activity benefits you in your goals for health and wellness.

E.2) A sample fee assessment form is attached. Please note the fee assessment change is subject to changes without notice and the most updated version will always be available on the ISSS website and in the ISSS office. It is the responsibility of the individual(s) submitting the claim to use the most up-to-date form.

**F) Steps to receive reimbursement:**

F.1) Send an e-mail to the director of athletics: [athletics@iss.ca](mailto:athletics@iss.ca) which includes a copy of your receipt that indicates your name and the amount paid. The e-mail must also include a screenshot of your beartracks which can prove that you are a student in the faculty of science.

F.2) For intramural teams a team roster must also be submitted with name of each player and their faculty.

F.3) You will receive an e-mail from the director athletics within 7 days when the cheque is ready for pick-up. Cheques can be picked up from the ISSS office during regular office hours.

F.4) For intramural sports at the end of the season the team captain is to send an e-mail to the director of athletics, [athletics@iss.ca](mailto:athletics@iss.ca) with the teams overall standings. This is done so we may keep a record of our intramural unit points.

Please note Individual reimbursements follow Step 1 only. The activity still must be pre-approved.

**G) Other Important Points:**

G.1) 60% of each year's allocated funds for athletics reimbursements will be set aside for claims in the first semester (Sept-December).

G.2) 40% of each year's funds will be allocated to reimbursements in the second semester.

Funds not used in the first semester will be transferred to the total amount available during the second semester.

G.3) Students who have graduated from the faculty of science will not have their intramural membership fee reimbursed. They are still eligible to participate on ISSS teams.

**H) Spring/Summer Policy:**

H.1) If there is a surplus remaining from the fall and winter semester allotted athletics reimbursements amounts then the surplus will be allotted for spring/summer reimbursements from June 1st-July31st of the year. All activities must take place during the summer months (May-August) and a fee assessment form must be completed for ALL claims prior to their acceptance.

H.2) An announcement will be made on the ISSS website/social media if this option will be available by May 15th.

**Disclaimer**

Funds for this program are limited and reimbursements will only be administered while funds last, therefore reimbursements through this policy are not guaranteed. This system operates on a first-come-first-serve basis.

All final decisions are at the discretion of the Director of Athletics and the VP Programming.