

# **Western Rugby Union**

## **Format for Western Program Directors to Request Budget Allocation and to Report on Events**

**Approved by the Western Board on 08/04/02**

### **Preamble**

The Western Rugby Union provides significant funding for squads representing the West to participate in training and selection events, matches, and in USA Rugby competitions. As the number of squads increases, the West is compelled to formalize the process for requesting funding and for reporting the results on funded activities. Further, our dues-paying members are justifiably asking for more information on where their dues monies are being spent.

### **Funding Requests**

The Western Treasurer will announce a schedule for the submission of funding requests. All program directors, managers, and coaches will be informed of the schedule for submission, the review cycle, the approval cycle, and when funds will become available.

Requests for funding must include specifics on each event for which funds are being requested. Specifics include: event, location, purpose of the event, opposition if a match is part of the event, and the numbers of players and staff who will be invited to participate. The proposed budget for each event should include, as a minimum, specific details regarding travel, accommodations, meals, equipment, local travel, facility costs, and any other anticipated expenses.

Requests for funding that cover several events may also be requested. For example, a set of jerseys may be requested for the season or a series of matches.

Failure to submit a detailed budget request may cause the entire request to be placed on hold until all shortcomings are rectified. Failure to correct identified shortcomings or answer other questions raised in the review cycle may cause the request, in whole or in part, to be rejected.

### **Event Reporting**

It is imperative that the Western membership receive prompt and complete reports on events on which Western funds have been spent. Program directors, or their designee, are required to submit a written report for all squad activities within fourteen days of completion. Failure to do so may jeopardize disbursement of funds for future events, and/or result in changes in the administrators of the program.

Reports must be sent electronically to the Western administrative office in Colorado Springs. The report may be an email or attached to an email as a Word or WordPerfect document. No other word processing formats are acceptable.

The report must include the name of the event, the name and contact information of the submitter, the name of the squad, any match results, the names of the players (and their club affiliation) who participated in the event, an analysis of whether the event achieved the expectations and purposes for which it was held, some comment about what was learned from the event, and suggestions for improvements.

### **Request for Additional Funding**

Program directors may request additional funding above the level approved in the annual Western Rugby Union budget. The Western administrative office must receive such requests at least one month before the event for which the additional funds are being requested. The request must be submitted electronically either as an email or a file attached to an email. The file must be in Word or WordPerfect format. The request must clearly state the circumstances that require the additional funds. Re-asking for funds that were turned down during the budget cycle will NOT be considered.

The Western office will forward the request for additional funding to the Western Executive Committee for consideration. A decision will be reached within one week from receipt of the request.