



## 2017 Individual Travel Stipend Program (Track & Field)

**Purpose:** The purpose of the USATF-NJ Travel Stipend Program (this “ Program”) is to assist USATF-NJ members that are open or master athletes (“Athletes”) with travel expenses related to their competition in a Qualifying Meet, as defined below. Any Athlete may apply for an Individual Travel Stipend. **No Athlete shall receive an Individual Travel Stipend unless he or she has a) satisfied ALL of the Qualifying Criteria set forth below and b) submits an Application and receipts in accordance with the instructions herein.**

**Program Budget:** The Board of Trustees approves the annual program budget and individual travel stipend limits based upon a recommendation from the Budget and Finance Committee as part of the annual budget approval process. The 2017 Fiscal Year amounts are as follows:

- **Aggregate Travel Stipend Program Budget:** \$2,500.
- **Individual Travel Stipend:** **The expected Individual Travel Stipend is expected to be \$250 per Qualifying Meet. A maximum of 2 Individual Travel Stipends may be awarded to an Athlete for the current fiscal year.**

If the number of eligible applicants exceeds the Program Budget for the current fiscal year, the amount of each Individual Travel Stipend awarded may be reduced on a pro-rata basis. If the aggregate amount of Individual Stipends is less than the Program Budget for the current fiscal year, the USATF-NJ Track & Field Committees (“T&F Committees”), in their sole discretion, may award additional funds to Athletes in excess of the expected Individual Travel Stipend amount.

**Qualifying Criteria:** These qualifying criteria will be updated from time to time by the T&F Committees, subject to Board approval. **In order to qualify for an Individual Travel Stipend, the Athlete must satisfy ALL of the following:**

1. The Athlete must be an athlete member of USATF-NJ in good standing from at least the date of the Athlete’s competition in the Qualifying Meet through the end of the current fiscal year;
2. The Athlete must participate in a USATF-NJ Track & Field Championship (or receive approval for, and complete the requirements of Alternative Participation discussed below) during the current fiscal year;
  - **Alternative Participation (Undue Hardship Requests):** If an Athlete is unable to compete in an USATF-NJ Track & Field Championship due to exigent circumstances, the Athlete may submit an undue hardship request to the T&F Committees who, **in their sole discretion, may** permit an Athlete to substitute competition through an alternative means, including, but not limited to:
    - o Conducting a clinic in the Athlete’s event area at a site provided by the Athlete, USATF or USATF-NJ. (If the Athlete is under the age of 18, he/she may satisfy this requirement if their coach presents at a USATF clinic on their behalf);
    - o Providing volunteer services, in the manner and form approved by the T&F

Committees, to USATF-NJ.

3. The Athlete must have achieved the Performance Qualifications (set forth below) during the current fiscal year;
4. The Athlete must actually compete in the Qualifying Meet for which reimbursement is requested; and
5. The Athlete cannot be a professional athlete.

**Performance Qualifications:**

- **Open Athletes:** Qualify for a USATF Open or Junior National Track and Field Championship or Youth Olympic or TeamUSA World Qualifying Meet
- **Masters Athletes:**
  - o Achieve an age-graded 90% or better performance in a track and field event; or
  - o Achieve an age-graded 85% or better performance in a track and field event AND achieve a top three place performance in an individual event at the Qualifying Meet for which the Individual Travel Stipend is sought.

**Qualifying Meets:** Meets which an Individual Travel Stipend may be awarded\*:

- USATF Open or Junior National Track and Field Championship
- Youth Olympic or TeamUSA World Qualifying Meet
- USATF Masters National Track and Field Championship or WMA Championship track and field meet.

\*Note: Club championships are not eligible for Individual Travel Stipends.

**Submitting An Application & Receipts:** The Athlete must submit an Application, together with original receipts demonstrating expenses incurred, to the T&F Committees within 30 days of the date that the Athlete competes in an event at the Qualifying Meet. Applications and receipts shall be submitted to the T&F Committees via email to:

[stipends@newjersey.usatf.org](mailto:stipends@newjersey.usatf.org). If the Athlete is unable email such information, he or she shall mail it to the following address:

USATF-NJ  
Attention: Track and Field Committees – Stipend Requests  
150 River Road Suite N-3  
Montville, NJ 07045

**Note: Only ATHLETES may apply for, and receive, a stipend under this program. Clubs or others third parties shall not be eligible to, directly or indirectly, receive reimbursement of expenses for qualifying athletes.** In no event shall an Athlete submit receipts for expenses that have been paid for by a third party or for which the Athlete intends to receive reimbursement from a third party. In the event that an Athlete becomes aware that he



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or she has submitted receipts for such expenses, he or she shall immediately notify the T&F Committees.

**Payment of Individual Travel Stipends:** An Athlete that satisfies all of the requirements of this Program will be reimbursed for expenses incurred, up to the Individual Travel Stipend, ***following the end of the current fiscal year.***