



A Elite Athlete Quarterly Reporting Process

Purpose:

This document is intended to clearly outline the process for “A” Elite athletes and their role in the quarterly reporting process. Once the BEF has all of the required information from the athlete (as outlined below) it is then the BEF’s responsibility to sign off on this material and submit all documentation to the attention of the Bermuda Olympic Association on behalf of the athlete.

Overview of documents:

1. Athlete Expense form

Description:

This form needs to be filled out on a per competition basis by the rider and then sent with all of the required documentation to the BEF, attention Jaime Masters McDowell:

jaime.masters@partnerre.com on a quarterly basis for submission to the BOA. You are entitled to submit up to 6 competitions per year in total.

Athlete Submission Requirements:

- The expenses that you are eligible to seek reimbursement for are listed on the form and you need to also include the following: accompanying receipts (if these are not in English then please indicate what they are for), your results which clearly show your name, the dates and location of the competition.
 - o Please only send in the receipts that correspond with the itemized categories
 - Airfare, accommodation and per diem (includes x 2 days prior and x1 day after).
 - o Please use the provided excel template as part of your submission.
- These forms and receipts can be sent electronically (don’t need hard copies) but they must be sent in a pdf or jpeg format.
- Timing: The BOA require that we submit all documentation on the third Friday of each month. The BEF’s deadline to receive your material is the Monday prior no later than 5:00 pm AST:
 - o Q4: Monday Jan. 11 2016 (BOA deadline of Jan. 15)
 - o Q1: Monday April 11 2016 (BOA deadline of April 15)
 - o Q2: Monday July 18 2016 (BOA deadline of July 22)
 - o Q3: Monday October 12 2016 (BOA deadline of October 16)
 - o Q4: Monday Jan. 16 2017 (BOA deadline of Jan. 20)



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2. Athlete A Quarterly Report form:

Description:

Please note that you are required to submit this form which asks for an update of your results, training etc... each quarter even if you are not requesting funding as it is a BOA requirement to maintain your Elite A status.

Athlete Submission Requirements:

- Each athlete must submit their Quarterly Report form in full in order for the BEF to submit the Quarterly Stipend request form on behalf of the athlete.
- Timing: The BOA require that we submit all documentation on the third Friday of each month. The BEF's deadline to receive your material is the Monday prior no later than 5:00 pm AST:
 - o Q4: Monday Jan. 11 2016 (BOA deadline of Jan. 15)
 - o Q1: Monday April 11 2016 (BOA deadline of April 15)
 - o Q2: Monday July 18 2016 (BOA deadline of July 22)
 - o Q3: Monday October 12 2016 (BOA deadline of October 16)
 - o Q4: Monday Jan. 16 2017 (BOA deadline of Jan. 20)

3. National Governing Body Request for Quarterly Stipend

Description:

Each A athlete is eligible to receive up to \$3,000 per quarter. Please note that this is in addition to the athlete expense reimbursements for each show. The amount will be decided by the BOA based on your Quarterly Report form submission.

This is the form that the BEF will submit on your behalf to the BOA with your Quarterly Stipend Request Form.

Athlete Submission Requirements:

Each athlete must submit their Quarterly Report form in full in order for the BEF to submit this form on their behalf.

By signing this document, you agree to the terms and conditions as set out above by the BEF, acknowledging receipt and your agreement.



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Signature of Athlete: _____ Date: _____