All Regional Leadership Teams must adhere to the following policies with regard to expenditures of Regional monies:

- Receipts must accompany requests for reimbursement for funds.
- Money paid back within 2 (two) weeks of submission.
- No regional money can be expended without the approval of the Regional Leadership Team i.e. signed requisition form (form – 3000-A).
- All expenditures must conform to the Regional budget that is voted on by the Region prior to June 30th, and submitted to Special Olympics Manitoba office (form 3000-B).

Policies Regarding Regional Expenses

Uniforms

- Uniforms kept by athletes are the responsibility of parents/guardians/athletes except in certain circumstances.
- Uniforms kept by clubs may be funded 100% by the region. This uniform is: shorts or sweats, T-shirt or singlet.
- Uniforms purchased should be for competition or program participation i.e.: shorts/sweats pants and singlets or T-shirts.
- Personal uniform items (i.e. Swimsuits) are 100% the responsibility of the athlete or club, and are not the responsibility of the Region.

Travel

- Mileage forms must be filled out before reimbursement from the Regional Treasurer (form 3000-C). Submission deadlines are: September 30th, December 31st, March 31st and June 30th. Mileage is reimbursed at thirty-five (35) cents per kilometer.

Travel involves

- Coaches traveling with athletes to events;

- Regional Leadership Team members attending meetings outside their community;

- For training travel see Coaches Training; and

- Provincial Conference.

Note: Norman and Parkland Regions operates within their own funding program for travel

Coaches Training

The policy herein involves all Regional Leadership Teams with the specific objectives of the Volunteer Training Policy to improve the quality of coaching within the Special Olympics programs of Manitoba.

- Special Olympics Manitoba will fund 100% of the cost for coaches taking the NCCP Special Olympics Competition Sport workshop, and Part A.

- Coaches wishing to take the NCCP Part B or any NCCP workshop must apply to their region for funding. Depending on the regions yearly budget and current financial ability, the application may be approved up to 100% reimbursement.

- Mileage will be paid for courses that are approved as above if the course is outside of the volunteers community.

Equipment

- Regional Leadership Teams will fund 100% for sport equipment kept by the Head Coach of a club.

- This equipment must be placed in the club inventory (Form 3000-D) and submitted to the Regional Leader prior to May 15th. This equipment is the property of Special Olympics Manitoba.

Facilities

- Regional Leadership Teams will fund 100% of facility rental for use by accredited programs.

Registration with A Sport Governing Body

- Regional Leadership Teams will fund the club/team registration to join a local sport association. Individual registrations are the responsibility of the parent/guardian/athlete except in certain circumstances.

National/International Games Athletes

- Athletes shall by funded by their Region of residence for National and International competitions regardless of training venue.

Provincial Conference

- Provincial Conference travel and registration for one coach from each club are the responsibility of the Region. At the discretion of the region, additional volunteers may be funded.