NC AWWA-WEA
POLICIES AND PROCEDURES
OPERATIONS CHALLENGE & PIPE TAPPING COMPETITIONS

Date: July 22, 2010
Approved By: Board of Trustees
Policy Title: Operations Challenge & Pipe Tapping Competition Fund Raising and Association Support for NC Participation in National Competitions
Number:
Revisions:

PURPOSE

1. To ensure the teams that place first in Operations Challenge and place first in men’s and first in women’s Pipe Tapping Competitions at the North Carolina Annual Conference can receive financial assistance from the Association to allow them to participate in National Competitions offered by the Water Environment Federation (WEF) and American Water Works Association (AWWA), if their own agencies do not provide financial support to allow them to travel and participate in the National Competition.
2. To ensure that funds, donated for the purpose of supporting the teams that place first in Operations Challenge and place first in men’s and first in women’s Pipe Tapping Competitions at the North Carolina Annual Conference, are temporarily restricted.
3. That any funds donated are appropriately applied toward the travel costs of those teams to permit participation in the National Competitions held annually by the Water Environment Federation (WEF) and American Water Works Association (AWWA).
4. To establish a practice of raising and holding funds sufficiently far in advance of the National Competitions to permit the North Carolina teams to budget the amount available from NC AWWA-WEA and sufficient time to seek their own municipal funding for the balance required for participation.

PROCEDURE

1. All materials developed for the purpose of soliciting donations for Operations Challenge and/or Pipe Tapping Competitions shall be reviewed and approved by the NC AWWA-WEA Executive Director prior to distribution.
2. All funds donated for the purpose of supporting Operations Challenge and/or Pipe Tapping team participation in National Competitions shall be made payable to NC AWWA-WEA and shall be recorded in the Association’s accounting system as temporarily restricted for the purpose of funding travel by North Carolina’s winning teams to the National WEF and AWWA Competitions.

3. Pipe Tapping and Operations Challenge funds shall be recorded separately, and each fund shall be temporarily restricted for whichever team the donor designates.

4. In order to establish a fund sufficiently far in advance of the National Competitions to allow the teams to budget for travel, the objective, beginning in 2010, will be to raise sufficient funds to cover travel in 2010, with the balance of funds to be reserved for use by the teams who will attend the National Competition in 2011.

5. Thereafter, funds raised in any given year will be reserved for use in the calendar year following the donation. For example, funds donated in calendar year 2011 will be reserved for travel in 2012.

6. The Association shall contribute a maximum of $1,000 per team per year from the general funds of the Association toward the costs of registration and travel in any year in which the donated funds are insufficient to cover registration and travel costs.

7. If sufficient funds are not raised in any given year, the priority for funding expenses shall be in the following order:
   a. Registration for the National Competition
   b. Lodging not to exceed four nights stay in the city in which the National Competition is to take place;
   c. Travel costs, with the reimbursement being based on the lowest cost airfare being the maximum amount allowable to any team members, regardless of whether a team member elects to travel by air or by car or other means.
   d. Meals for a maximum of five days, and with the maximum daily allowance to be in compliance with the Association’s volunteer travel policy.

8. Teams seeking funding for participation in the National Competition shall submit written request for financial support for the team not less than 60 days prior to the National Competition. NC AWWA-WEA staff shall be responsible for making lodging and air travel.

9. All receipts shall be returned to the NC AWWA-WEA staff within 30 days following travel, together with all unexpended per diem meal allowances.

10. Any funds in excess of actual team expenses for any given year shall be retained for future team activities.