

Richmond Tennis Association Travel Reimbursement Policy

Qualifications for reimbursement are as follows:

Juniors:

1. The applicant must be an RTA member in good standing prior to the event start date.
2. Reimbursements shall be limited to the following amounts:
 - a. \$250 per participant in any USTA National Tournament, USTA Zonal, Intersectional, Junior Davis Cup, or Junior Fed Cup.
 - b. \$100 per L1 singles event played (up to a maximum of \$400 per calendar year)
3. No participant can receive more than \$2,000 per year.
4. All reimbursement requests are subject to RTA budget, and may be pro-rated as necessary.
5. All reimbursement requests are subject to participants conducting themselves in a sportsmanlike manner in the above-referenced national events and are otherwise subject to approval in the sole discretion of the RTA.
6. All participants must provide a draw sheet of the tournament and write a summary of the event(s) that may be used by the RTA.
7. Participants receiving L1 funding must “give back” by participating in at least three of the following events annually:
 - a. Hitting with younger players in an RTA scheduled session
 - b. Working as a court monitor in a 10 and under event
 - c. Participating in a RTA clinic or match play event
 - d. Working with other juniors as requested by the RTA
8. All requests must be received in writing by the RTA office no later than December 1 with supporting documentation

Teams:

1. The applicants must be an RTA member in good standing.
2. Reimbursements shall be limited to the following amounts:
 - a. \$250 per team in the USTA National Championships, Intersectionals, or International team play.
 - b. \$100 per team in USTA Sectional Championships.
3. Reimbursements will be given based on the proportion of the team members on the roster who are RTA members.
4. All reimbursement requests are subject to RTA budget, and may be pro-rated as necessary.
5. All reimbursement requests are subject to participants conducting themselves in a sportsmanlike manner in the above-referenced national events and are otherwise subject to approval in the sole discretion of the RTA.
6. All requests must be received in writing by the RTA office no later than December 1 with supporting documentation.