

Volunteers and Officials Expenses Policy

Overview

The policy sets out standards for volunteers/officials involved with the organisation of British Swimming events in allocation of accommodation and payment of allowances and expenses. The intention of these guidelines is to encourage good practice and to provide clarity and consistency across all national events and all disciplines.

The allocation of accommodation and payment of allowances and expenses is subject to the discretion and authorisation of the individual responsible for the finances of the activity.

All expenses claims must be submitted on an individual basis.

Meal Allowance

Lunch

Volunteers/officials will be provided with lunch and refreshments on each day at the event, unless informed otherwise. Prior notification will be given if lunch is not provided during the event. In such circumstances, the event organisers will confirm whether volunteers may be entitled to claim up to the maximum of £5 for their lunchtime meal.

Evening

An evening meal allowance of up to the maximum of £15 may be claimed by volunteers/officials:

- when staying in overnight accommodation provided or pre-approved by the event organisers
- who travel daily and by virtue of their role are due to leave the venue after 8pm
- who by the virtue of their role are due to leave the venue after 6.30pm on the final day of the event

In exceptional circumstances, volunteers/officials may be able to claim evening meal allowance subject to prior agreement and at the discretion of the event organisers.

Claims can only be made for meals and drinks (one alcoholic beverage) up to the allowance value. In all instances, receipts must be submitted, with all expenses being claimed clearly highlighted. Expenses will only be reimbursed subject to the value of itemised receipts.

Accommodation

British Swimming has imposed a room sharing policy at national and international events starting in 2015 for all officials and volunteers*. By implementing a shared room policy accommodation costs are significantly reduced which greatly helps in the operation and provision of a high class event for our athletes.

Details on room sharing will be provided by the event organisers prior to each event and accommodation will be open to participating event volunteers/officials as follows:

- Day before event: Accommodation may be provided to those who have more than 2 hours travelling time from their home **and** need to report or commence their role earlier than 9.00am on the days for which they are required.
- Volunteers/officials who live closer than 40miles to the venue will not be provided with or entitled to claim for accommodation.
- Final event day: Accommodation may be provided to those who are unable to arrive back home before 10.00pm following the conclusion of their role at the event. Accommodation allocation will be made subject to prior consultation and at the discretion of the event organisers.

In exceptional circumstances, volunteers/officials may book their own accommodation, however prior agreement must be sought from the event organisers before booking. Accommodation expenditure will be reimbursed up to the value of 50% of the cost of a twin room based on the specific event accommodation rates.

There is an option for volunteers to pay the supplement for a single room, if you wish to enquire about the supplement charge please email britishevents@swimming.org

*Members of the core management team will be allocated a single room due to their extended responsibilities and working hours during competition. The core management team includes; Meet Director, Field of Play Manager, Chief Recorder, Sports Presentation Manager, Technical Director, Technology Manager and Events Officer.

If you have a medical condition that will prevent you from sharing a room please submit evidence of your medical condition to britishevents@swimming.org. This information will be kept confidential.



Travel Expenses

Air, Rail, Sea and Public Transport

Standard economy class or lowest prevailing fares will be accepted. Volunteers/officials are encouraged to book tickets in advance to secure best low rates. Flights can be booked by the BS Event Officer. Tickets and receipts must be submitted with the expenses for reimbursement to be made.

Taxis

Taxi journeys should only be made in exceptional circumstances and with prior agreement from the event organisers only. Where the public transport is not reasonably available, details of taxi allowances will be clearly communicated by the event organisers in advance and individuals will require to seek prior approval for taxi claims from the event organisers. Receipts must be submitted with the expenses for reimbursement to be made.

Car mileage

The ASA/British Swimming mileage rate is subject to HMRC Guidelines and is intended to cover travel expenses incurred whilst undertaking voluntary activities on behalf of the ASA/British Swimming. For claims made after 10,000 miles, the mileage rate is again subject to HMRC Guidelines.

Mileage will be reimbursed at £0.45 per mile and may be claimed by volunteers/officials on the following basis:

- one return journey from home to hotel when staying overnight in booked accommodation
- one return journey per day from home or hotel to event venue subject to prior confirmation by the event organisers and will be approved on event basis.

Mileage must be calculated using Google maps fastest route. Diversions, alternative routes must be denoted on the expense form and the reason for the diversion stated. If the route involves a several stage journey each individual leg of the journey must be recorded.

