

Policy for the Use of Technical Officials at SE East Region Championships **Technical Official's Travel & Expense Re-imburements**

The SE East Region Swimming Committee (SC) would like to recognise the hard work and dedication of our volunteer officials. Under the licensing agreements with the ASA, we have policy to re-imburse officials for their expenses and to ensure volunteers were aware of what was required and were supported in their roles. We have made every attempt to make this a fair and equitable policy.

SE East Region cannot run regional competitions without the support of volunteers. Please consider putting your name forward to help us run successful well managed competitions for our swimmers.

1. **Travel and accommodation expenses will be provided for those officials working all sessions within a given day or days.** Officials that volunteer to work incomplete days (e.g., only one session of two, or two of three) will not be re-imbursed for either travel or accommodation.
2. Officials traveling **less than 50 miles** from their home will be re-imbursed at a rate of 45 pence per mile for **officiating all sessions in one given day**. **Claim forms must be completed and submitted on the day of the gala.**
3. Officials traveling **more than 50 miles** from their home will be re-imbursed at a rate of 45 pence per mile for one return trip. Accommodation will be provided as follows:
 - a. Accommodation provided by the Region (Bed and Breakfast basis) if the official is working all sessions **(two days or more)**. **The application must be received by the closing date of the officiating application to guarantee a booking.** The qualifying distance is 50 miles radius from the gala venue to home address each way, unless approved by the Swimming Manager.
 - b. Those wishing to book their own accommodation after notification that they will be needed to officiate and complying with a. above, will receive **up to the agreed cost** that would have been to the Region. This will vary dependent upon location. Receipts must be provided with claim forms.
 - c. Officials who **apply after the hotel closing date** and meet the requirements of accommodation provided by the region as stated in (b) above, can claim as above if the Region cannot book a room at the concessionary rate.
 - d. **Additional costs incurred by the Region for accommodation** for other family members staying with the official(s), the ER Finance Manager will invoice accommodation on proceeding nights to the individual.
4. **The Region will provide Friday night accommodation** for the Swimming Officials' Manager and the Entries Manager/Recorder to enable the event to be set up and ready to start on Saturday without delay.
5. The SC reserves the right to make exceptions under unusual or extraordinary circumstances, the Swimming Manager has this delegated responsibility.