

Travel and Accommodation Policy for Technical Officials and Volunteers at Regional Open Water Championships

Policy Statement

The SE East Region Open Water Leadership Group (OWLG) would like to recognise the hard work and dedication of our volunteers. Under the licensing agreements with the Swim England, we have a policy to reimburse volunteers 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.

Travel - Travel expenses will be paid as follows:

1. Officials/volunteers who officiate/volunteer **all day** at the Championships, are members of an East Region club and are traveling from within the region, will be reimbursed a return journey at a rate of 45 pence per mile.
2. All other authorised Officials/volunteers traveling from outside the East Region Boundary will be reimbursed at a rate of 45 pence per mile for 250 miles of their overall claim (max East Region return journey), and then at a rate of 20 pence per mile thereafter.
3. Officials/volunteers that do not work for the entire day at the Championships will not be considered for reimbursed travel.
4. **Where people travel together in the same vehicle, only one travel claim can be made.**
5. Rail travel and Public Transport – standard fare or discounted fares that are available and suitable. All claims for rail and Public Transport **must** be supported by receipts.
6. Car park charges will only be allowable **if accompanied by a receipt**.
7. Travel distances are calculated by fastest route as given on Google Maps.

Accommodation Allowance

An accommodation allowance (bed and breakfast) will be offered for a single night only to officials/volunteers that provide **Significant** assistance (minimum of 4 hrs) on the set-up day **and** the full day of competition when the following applies:

1. The Regional Open Water Manager has approved the official / volunteer to assist for both days.
2. The qualifying distance is a minimum of 80 miles from the home address to the venue, 160-mile round trip.
3. The allowance is only for the official/volunteer and not their family/persons staying/sharing with them.
4. The Accommodation allowance for the Championships is £75 per room (subject to compliance with 1 above)
5. Claims must be supported with accommodation receipts; payment will be made up to a maximum of the published allowance. If the costs incurred by the claimant are less than the allowance published, the reimbursement will be the lower amount supported by the receipt.

Essential Volunteers Identified by the OWLG

Travel expenses and accommodation will be offered to the volunteers identified by the OWLG as essential in the setting up and running of the competition.

The OWLG reserves the right to make exceptions under unusual or extraordinary circumstances, the Open Water Manager has this delegated responsibility.

Payment of Expenses

All claims under this policy must be made within 28 days of the event on the regional expense claim form, supported by receipts as required. Payments will be paid by BACs transfer post event.

www.eastswimming.org Email: east@swimming.org Phone: 07583 694233 Swim England East Region is a company limited by guarantee, registered in England and Wales, Company number 12931432

Registered Office Swim England East Region, SportPark, Pavilion 3, 3 Oakwood Drive, Loughborough University, LE11 3QF. Registered Charity Number 1193136

Open Water Technical Officials and Volunteers Expenses Policy – Rev. April 2023