

## SE East Region Swimming Leadership Group

### Policy for Volunteers Assisting at Regional Swimming Galas

#### Policy Statement

The SE East Region Swimming Leadership Group (SLG) 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 re-imburse 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. This policy covers qualified technical officials and poolside volunteers assisting at regional galas, there after known as volunteers.

#### Travel - Travel expenses will be paid as follows:

1. Volunteers traveling from their home will be re-imbursed a return journey at a rate of 45 pence per mile for volunteers assisting at **all sessions** on one given day or days.
2. Volunteers that volunteer to work incomplete days (e.g., only one session of two, or two of three) will not be considered for re-imbursed travel.
3. Volunteers who travel to an event for training or poolside mentoring may not count the session(s) as counting towards claiming travel for that session as they are not considered working under this policy.
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 with receipts.

#### Accommodation Allowance

An accommodation allowance (bed and breakfast) will be offered to volunteers that assist **at all sessions on two consecutive days or more** at a regional gala when the following applies:

1. If the Regional Officials' Manager has appointed the technical official or the Gala Field of Play Manager has appointed the poolside volunteer, to assist at all sessions on two consecutive days or more.
2. The qualifying distance is 50 miles from the home address to the gala venue, 100 mile round trip. Rather than the official/volunteer travelling home and back every day, unless approved by the Regional Swimming Manager.
3. The Region has a limited number of booked hotel rooms available for volunteers who are attending the gala and meet the Accommodation Allowance criteria. These rooms will be allocated on a first come first served basis.
4. The Accommodation allowance is only for the volunteer and not their family/persons staying/sharing with them.
5. The Accommodation allowance for the gala in question will be published at the time of confirmation of appointments of volunteers. 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.

## Evening Meal Allowance

A volunteer who meets the Regional Accommodation Allowance policy, (is assisting at the gala for all sessions on two consecutive days or more) can claim an evening meal allowance.

Claims can be made for evening meals (including one non-alcoholic beverage) up to the value of **£15.00** per night of overnight accommodation. 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 for the individual concerned.

## Essential Volunteers Identified by the SLG

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

The SLG reserves the right to make exceptions under unusual or extraordinary circumstances, the Swimming 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.