Stevenage and North Herts Athletics Club

Expenses Policy

May 2024

As a community club the committee of Stevenage and North Herts AC depends on the support of its volunteers including coaches, committee members, officials and team managers. It is the belief of the club that no volunteer should financially subsidise their volunteering.

This policy aims to set out who is eligible to claim expenses, the circumstances where expenses can be claimed and the process for claiming those expenses.

Eligibility

To be eligible for claiming expenses you must be one of the following;

1. A qualified coach or assistant coach
2. A qualified official
3. An elected member of the committee
4. A team manager who has been appointed by the committee

From time to time there may be individuals who do not meet these criteria who complete a volunteering role for the club on a one off basis as agreed by the committee and where expenses will be agreed.

Circumstances where expenses can be reclaimed

1. Travel
	1. Matches - where an individual travels to a match to support the work of the club. Where a team manager, official or coach lives outside of the Stevenage and North Herts area and they are deemed key to the club’s participation then expenses will be paid. If hotel accommodation is required this must be agreed by the committee before being booked.
	2. Training sessions - any coach may apply for travel expenses for sessions where they are coaching. To qualify a coach / assistant must be there solely to coach and not train.
	3. In all cases expenses will either be for driving at a rate of 35p per mile or the cheapest standard return by train or coach. As a community club dependent on membership fees we would expect those regularly using rail or coach to purchase the relevant travel card where possible.
	4. Please note that a coach who is also transporting athletes to a training session can only claim 50% of the standard rate.
	5. Expenses will only be paid for SNHAC league events and will not be paid for schools or county events. Events where athletes are competing in SNHAC colours at championships will be discussed on a case by case basis.
2. Courses

The club will fund any coaching or officials courses for those who wish to support the club. The volunteer must ensure they discuss their plans with a committee member in advance. If taking a coaching course (including assistant and leaders courses) we require the individual to coach at club sessions at least once a fortnight for a minimum of two years. If an individual is unable to guarantee this they may be asked to fund the course with the possibility of reimbursement if they do meet this criteria. For those taking officiating courses the expectation is that the individual completes at least 5 days of officiating over the following two years. Where the club pays for a course and the individual then fails to complete the minimum requirements the club maintains the right to seek repayment of fees.

1. Other expenses

Any volunteer may incur additional costs at any time and they may seek to reclaim these from the club. In these instances a request should be made in writing to the chair, the secretary and treasurer so that a decision can be made. Where the cost is high the volunteer should discuss any expenditure with the committee in advance.

Claiming expenses

1, Travel - every 3 months the secretary will send a request for travel costs. Volunteers must respond to this within 14 days. You cannot claim for that period at a later point.

2. Courses - As stated above, an individual planning to participate in a course should discuss their plans with the relevant committee member in advance (in the case of coaching courses this should be the coaching secretary and for officials the officials secretary).

3. Other expenses - claim in a timely fashion in writing as explained above.

The committee will process claims as quickly as possible but reserves the right to seek further clarification where it is felt necessary.

Conclusion

Stevenage and North Herts AC values the contribution of its volunteers and through this policy aims to ensure that they are supported with all costs they incur. The committee will aim to look at all applications in a positive way. The club would expect all applications to be accurate and relate only to club business. Where this was proven not to be the case the club reserves the right to request repayment of money provided.