

# **WADAC Expenses Policy**

## **Equipment, Entries, Travel & Accommodation**

### **Equipment**

Where Coaches or Team Managers have identified a need for additional equipment to be used exclusively by WADAC, they must first obtain the approval of either the Treasurer or Chair in writing (or email) before making such a purchase. The Treasurer or Chair may seek to obtain the equipment on behalf of the Coach or Team Manager.

On delivery, they may then submit a properly completed Expense Form with accompanying receipt.

### **Entries**

The Club will pay entry fees for all team entries to cross country, road & relay competitions (all age groups) and all League affiliation fees.

Athletes are expected to pay for their own entry fees into other competitions, including County and all Open competitions.

As an incentive to help raise the profile of WADAC and improve standards in the longer term, the Club will pay the entry fees to selected Regional & National Events for individual and team competitions.

The Club may also pay attendance fees for regional and national development training centres and training days.

Events within the scope of the incentive scheme are shown below.

For some events, the Club may co-ordinate entries and collect fees via the website.

The Club may pay other entry fees at its discretion.

### **Travel and Accommodation**

When Club funds permit, the Club may contribute towards travel and accommodation costs to meetings where entry fees or league affiliation fees have been paid by the Club as follows -

Car & train travel expenses - The Club will consider paying reasonable expenses at up to 25p per mile for club coaches, team managers and officials, or, for example, train fares for athletes selected for and willing to attend league matches or national and regional competitions.

Claimants are under an obligation to mitigate expenses where possible. Requests for assistance with travel costs by athletes will be considered on a case-by-case basis.

Particularly when a large number of athletes are competing, e.g. Cross Country Championships or YDL, the Club may organise a coach and request a usage fee

from each passenger. Where a coach is so provided, no individual travel expenses will be paid for that event.

Where possible and appropriate under our welfare policies, athletes and coaches should car share and take all steps to minimise costs (recognising the means used should not impact on the athlete's potential performance).

In most circumstances, Club members are expected to pay their own accommodation costs.

However, as an incentive for National and International Events, the Club will make a contribution to the athlete's and coach's accommodation subject to a maximum of £50 per athlete and/or coach per event. Accommodation costs will only be paid if an overnight stay is considered essential by the athlete and their respective coach. This will be in addition to any arrangements made in relation to transportation costs.

Requests for assistance with accommodation costs will be considered on a case-by-case basis. All such requests must be made before any costs are incurred.

### **Events and Training Centres Within the Scope of Entry, Accommodation and Travel Incentives**

In order to make a claim, all claimants must first obtain pre-approval from the Treasurer, then submit a properly completed Expense Form, including receipts where appropriate, and evidence of payment. Payments are subject to the expense policies list above.

Note that claims will only be paid if not already funded by another body.

The events covered are:

- Events where an entry standard applies and the athlete is selected by Club, County, England or British Athletics to attend, e.g. English Schools Championships, British Athletics Championships;
- Coach & Athlete Development, Masterclass or Advanced Apprenticeship in Sports Excellence (AASE) days run by England Athletics;
- Athlete development days at regional centres, such as Brunel University;
- Inter-county Events; and
- International Duty.

### **Officials in Full-Time Education**

Officials in full-time education can claim the following amounts for officiating at league matches and Open meetings run by WADAC, subject to their selection to do so by the Officials Coordinator:

- Trainees - £10 (home match), £20 (away match);
- Level 1 - £20 (home match), £30 (away match);
- Level 2 - £30 (home match), £40 (away match).

Following attendance at the relevant match/meeting, the official should submit a properly completed Expense Form, indicating the level of their qualification.

## **General**

Expenses may only be claimed by fully paid-up Club members, coaches, team managers and officials representing WADAC, Hampshire or on International Duty, and are subject to Club funds being available.

A receipt is required for all claims. The Treasurer's decision is final.

## **Executive Committee**

**June 2021**