

# Southern Navigators Orienteering Club

## Expenses and Grants Policy

### 1 Introduction

1.1 The underlying principle of this policy is that members are willing volunteers who devote time and effort in support of club activities. The aim of this policy is to document the club's interpretation of reasonable expenses that members and others who act on behalf of the club may claim when undertaking activities on behalf of the club and to define the correct method of submitting claims for payment.

1.2 The committee feels that it is important that all helpers are encouraged to reclaim expenses they have incurred as a direct result of activities performed for the benefit of the club.

1.3 Claims may be made for expenses incurred as a direct result of undertaking any voluntary or official activity requested directly or indirectly by the club committee over and above personal expenses that the individual would normally incur .e.g. extended car parking fees, mappers ink refills etc. The use of home office equipment and associated routine costs would not normally be considered as reasonable expense.

1.4 Claims will be made using the approved form available from the club website or the club treasurer. All claims should be made within 60 days of the expenditure or by the end of the financial year, whichever is sooner.

1.5 Approved mileage will be paid at the rate of 30p per mile.

1.6 In exceptional circumstances the committee may support grant applications or expenses claims not defined within this policy from individuals who might otherwise not be able to represent the club or take on roles that are of direct benefit to the club.

### 2 Events and activities

2.1 Officials at SN events, organiser, planner, controller and mapper, may claim all travel and any reasonable receipted expense. Officials acting as controller for SN, from outside of the clubs membership will also receive a voucher for free entry to a SN event at the same or lower level.

2.2 On the day helpers at SN events will be given a discounted entry fee to the event, normally informed in advance by the race day organiser.

They may also claim any additional expenses incurred as a direct result of helping, e.g. any additional carparking fee, travel costs for collecting equipment, etc. but not for travel to and from the event as this is not considered to be an additional expense. The organiser will determine the level of help required to qualify for the discounted entry and give priority to those who indicated their willingness to help before the event.

2.3 Organisers and coaches of SN activities, including social activities, may claim all travel and any reasonable receipted expense.

### 3 Club or Committee Business

3.1 Officers, committee members and members may claim all travel and any reasonable receipted expense incurred in carrying out official club business.

3.2 Expenses related to attending club AGM or EGM may not be claimed.

3.3 A club member asked to attend a conference to represent the club may claim the conference fee, all travel and any reasonable receipted expense.

3.4 When attending meetings or conferences it may be possible to claim expenses from the organizing body, such as British Orienteering or SCOA. In these circumstances the club will pay the shortfall, if any.

3.5 Officials operating within a budget would not need to refer to the committee or treasurer for approval unless the budget is likely to be exceeded.

## 4 Course fees and other grants

4.1 Claims for grants or course fees must be agreed by the club committee before such costs are incurred and should be in accordance with this policy.

4.2 The amount of total grant money available in any one financial year will be decided by the committee. Grants will be limited to £200.00 for any one individual within that period.

4.3 The grant amounts are deemed to be a maximum; additional grants may be available from other sources, e.g. SCOA. Members should ensure that they understand what grants are available and the amounts involved prior to making commitments and incurring costs.

4.4 Event Officials' grants will be paid up front with the expectation that the applicant must provide the relevant unpaid services to the club within a year of completing their training course or within a time-scale consistent with BOF Rules for Major Events.

4.5 Coaching grants will be paid with the expectation that the applicant will deliver at least two sessions of 2-3 hours unpaid coaching for SN members within a year of completing the course.

4.6 All requests will be considered on equal merit

4.7 All requests must be submitted

a) Prior to the event, to the club secretary and treasurer.

b) In writing on the approved form available on the SN web site (detailing sponsorship amount requested, and successful/unsuccessful claims to other groups)

4.8 Contribution rates for approved courses, junior training and representation (% of course fee only):

	Club	Region	Personal
First Aid for coaches	25%	50%	
First Aid for club only	100%		
Event Official	50%	25%	
Club Coach	50%	25%	
Other Approved courses	50%	25%	
Junior Training e.g. DBS/safeguarding	75%		
Representing GBR or home nation at international events (excludes Regional representation e.g. JIRCS)	25%		