



Southampton Orienteering Club

Expenses and Grants Policy

1) Introduction

1.1 The underlining principal 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.

This should ensure that those undertaking such activities know that a transparent and consistent approach is taken for all those making such claims. While recognizing that some members may not make claims for expenses incurred, 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.

Reasonable expense is defined as an expense that the individual incurs as a direct result of undertaking any voluntary 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.

1.2 All claims must be agreed (or agreed in principal) before such costs are incurred and should be in accordance with this policy.

This will ensure that the Club Treasurer is able to manage the Club budget. Claims should be made to the Club Treasurer and be accompanied by receipts wherever possible.

Agreement prior to expenditure is aimed primarily at grants. Claims for out-of-pocket expenses incurred while acting on behalf of the club as an official would not need prior approval. Officials operating with a budget would not need to refer to the committee or treasurer for approval unless the budget is likely to be exceeded.

1.3 All expenditure is to be administered directly by the Treasurer. Claims should be made using an approved form available from the Club website or the Club Treasurer (see example - Appendix 2).

1.4 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 in order to avoid potential embarrassment.

1.5 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.

2) Courses

	SOC contribution	SCOA Contribution	Personal contribution
2.1 First Aid for coaches ³	50% of course fee,	50% of course fee	-
2.2 First Aid club only	100% of course fee	-	-
2.2 Event Official ²	50% of course fee	50% of course fee	-
2.3 Club Coach ³	25% of course fee	50% of course fee	25% of course fee
2.4 Other Approved	50% of course fee	50% of course fee	-

The SCOA contribution is subject to their rules and availability. SCOA do not pay travel.

The Coaching qualification could be used for outside paid work and a certain amount of commitment to demonstrate benefit for the club must be shown by the claimant.

3) Entry Fees to Major Events

- 3.1 Individual It is not envisaged that any entry fee would be paid.
 3.2 Relay 100% As agreed annually by the committee.

This item will have to be decided on a yearly basis dependent on club budget and fixtures on offer.

4) Event Officials

- 4.1 Organiser 100% travel¹ and any reasonable receipted expense
 Free entry at any equivalent or lower level SOC event of their choice
- 4.2 Mapper 100% travel¹ and any reasonable receipted expense
 Free entry at any equivalent or lower level SOC event of their choice
 NOTE all mappers must check for any budgetary constraints prior to mapping
- 4.3 Planner 100% travel¹ and any reasonable receipted expense.
 Free entry at any equivalent or lower level SOC event of their choice
- 4.4 Controller (SOC Events only) 100% Travel¹ and any reasonable receipted expense.
 Free entry at any equivalent or lower level SOC event of their choice
 NOTE This does not include members controlling other Clubs' events but DOES include Controllers from other clubs when controlling SOC events.
- 4.5 On the day Helper Discounted Entry Fee and any additional expenses incurred as a direct result of helping, e.g. any additional car-parking fee, travel costs for collecting equipment, etc.

Free entry: The Fixtures Secretary will provide a refundable voucher to those eligible (see example - Appendix 1). The rationale behind this is to reward certain officials who cannot compete in "their" event and are not be able to take advantage of the discounted-helper rate. It is intended to show some small appreciation of their efforts.

The level of discount for entry fees will be set prior to the event and will be dependant on budgetary constraints.

Helper is defined as someone who has volunteered to help and whose services have been used to a reasonable level. The organiser will determine the level of help required to qualify for free entry and give priority to those who, prior to the event, have indicated their willingness to help.

5) Club or Committee Business

- | | | |
|-----|----------------------|---|
| 5.1 | SOC Committee Member | 100% travel ¹ and any reasonable receipted expense including attendance of Committee meetings, but not Working Group meetings (unless separate from other club activities), AGM or EGM |
| 5.2 | SOC Member | 100% travel ¹ and any reasonable receipted expense, but not Working Group meetings (unless separate from other club activities), AGM or EGM |
| 5.3 | SOC Conference Rep | 100% Fee and Travel ¹ |
| 5.4 | Club SCOA Rep | Travel fees refunded by SCOA |

6 Junior Training

- 6.1 Training camps e.g. Lagganlia 50% of Course Fee
No travel expenses will be paid as this would be the Parent and athlete contribution.

7 Representation

- 7.1 Representing England at an international 50% of competition fee

General

In exceptional circumstances the committee may support other grant applications from individuals who might otherwise not be able to represent the club or take on roles that are of direct benefit to the club
This would also apply to item 6.1

Ownership

This document is owned by the Club Treasurer who will ensure that a current version is available to members on the SOC website. Proposed changes to the document will be approved by the Club Committee and then notified to the members.

¹ All travel costs at British Orienteering Rates

² 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.

³ Coaching grants will be paid with the expectation that the applicant will deliver at least 15 hours unpaid coaching for SOC members within a year of completing the course.



Dear

Thank you for giving up your time to officiate at our event on «Date».

Please claim your expenses incurred. You can send an email to treasurer@socweb.org. If you also provide your bank details, your expenses can be credited electronically.

SOC offer a free run at another similar event to each of the officials. There is a voucher at the bottom of this letter. We hope you enjoy the event.

Thank you

Peter Stewart
SOC Fixtures Secretary

 Southampton Orienteering Club	Free Run Voucher
Event: «Venue» Level: «Level» Date: «Date» Issued to: «Name» Role: «Role» *1234567890*	Event: «Venue» Level: «Level» Date: «Date» Issued to: «Name» Role: «Role»  *1234567890*

Terms: This voucher has no cash value. The voucher entitles the official to a free run at another event of up-to equivalent Level, including Emit hire if required. The voucher has a unique code and can only be used once.
 For EOD events take the voucher to registration. For Pre-entry events please supply entry details, with the voucher number, to the Event Organiser, who will enter you.
 If you help at an event offering half price entry for helpers, you can use half of the voucher, but you can only claim the free Emit hire once.

Southampton Orienteering Club Expenses Form.

Name _____

Bank details (for online payment):

Account Name: _____

Account No: _____ **Sort code:** _____

Description.	Event/Map if applicable	Amount
Mileage rate* = _____ p per mile	Total	
Please attach receipts if available.		

Signature: _____

Date: _____

* Use the current BOF Mileage rate, 25p per mile as of 1st March 2016