



Expense Guidelines

Introduction

These guidelines have been prepared by the Committee to guide decision making on matters of financial expenditure within the Club. In all cases, these statements offer guidance only and do not confer a right or entitlement to a budget or payment of any kind on any individual Club Member or Club Official. Each case will be considered fully on its merits with reference to the guidelines. Any circumstances that arise that are not directly covered by this guidance will need to be considered by the Committee in advance of any expenditure being incurred.

1. Equipment Purchasing

1.1 Equipment required for the usual administration and organisation of coached sessions up to the value of £50 may be purchased directly by any level 2 or higher coach, and reimbursed on production of valid and appropriate receipts. The total sum spent on such items in any one year without the need for prior authorisation by the Committee will not exceed £750 in aggregate for the Club. This will be tracked by the Treasurer.

1.2 Requests for expenditure on equipment over the value of £50 must be made in advance to the Committee. Requests will normally be submitted with details of preferred supplier, any cost comparisons and the expenditure required

2. Surrey Cross Country League

All Clubs competing in the Surrey Cross Country League field a mix of first and second claim runners, as you need a high turnout of runners to score in a race. Accordingly, for the purposes of these races only, first and second claim runners will be treated equally.

2.1 All entry/affiliation fees for the Surrey Cross Country League races will be paid by the Club.

2.2 Club Captains will jointly have access to an annual budget of up to £250 in total to meet exceptional travel expenditure. If exceptional travel expenditure is required it will be jointly agreed by the Captains, irrespective of whether it is required by the Mens or Ladies team. In the event of a dispute between the Captains they will seek counsel from the Treasurer.

3. England Athletics Association Races

3.1 Entry fees to all England Athletics Races at County, Area or National level for any Member will be paid by the Club, subject to approval from the Club Captains, or, for Juniors, the relevant Coach, that the race is an appropriately designated race.

3.2 Competitors in Area and National Championship events may, in the event of financial hardship, request financial support for travel expenses to these events as long as they are not in receipt of a travel grant from any other body. Any such requests



must be submitted in advance and will be considered by the Committee. If a claim is successful, travel will usually be limited to the most economic route taking into account numbers travelling, mode of travel and location. In exceptional cases where overnight accommodation is required, a contribution of up to £50 maybe made towards accommodation subject to the production of appropriate hotel receipts. Authorisation for Junior expenses will usually be made via the relevant Juniors' Coach and for Senior and Veteran runners via the Club Captains, who themselves will seek Committee approval.. .

3.3 In exceptional cases Club members may, in the case of financial hardship, request financial support for competing in other races that are of "Area" / "National" standard. All such requests though must be approved by the Committee in advance.

3.4 Any Club Member receiving funding support in a twelve month period will be expected to actively support, through marshalling or other activities, Club events in that year.

3.5 The maximum amount reimbursed to any one member will not exceed £300 in any one calendar year. The maximum amount reimbursed across all the membership will not exceed £1000 in any one calendar year.

3.6 Claims for food, beverages and other subsistence expenses at any event will not be considered.

3.7 In all cases the runner must be running in an RPAC vest.

3.8 If there is any doubt about the status of a race, Club Captains will be asked to verify the race is a recognised and appropriate England Athletics race.

4. Officials and Coaching Courses

4.1 The overriding principle of funding any Club Member to undertake a coaching or officials course has to be to benefit the Club. Any sponsorship of an individual to obtain these qualifications is therefore based on the assumption that they will either coach or officiate at a number of club events on an ongoing basis.

4.2 Officials Courses – where the Club has an identified need for Officials, course fees will usually be paid in full by the Club, subject to prior approval by the Committee. Members wishing to undertake an Officials course must first ensure they have discussed this with a senior member of the coaching team and are able to commit to performing the role at a minimum of three events per annum for the Club. The Member will normally be expected to have officiated at some events prior to their request.

4.3 Coaching Courses – Members wishing to be considered for funding for coaching courses must first discuss their interest with one of the coaches. They will normally be expected to shadow a senior coach for a minimum of three sessions prior to their



training and to work with a senior coach for at least three sessions after their training. Coaches will be expected to lead a number of sessions annually under the guidance of a more senior coach. Course fees will normally be reimbursed in full, but will be subject to prior approval by the Committee.

5. Club Committees and Officials Expenditure

5.1 Coaches or Club Officials undertaking travel outside of the Borough wholly for the benefit of the Club may make (although they are not obliged to do so) a claim for fair and reasonable reimbursement of expenditure. Claims should be submitted within one month of the travel with receipts where possible and identifying the nature of the journey.

6. Facility Hire

6.1 All hire of facilities, whether it be for social events or for training or competition purposes, must receive prior approval from the Committee.

7. Financial Hardship

7.1 In exceptional circumstances the Committee will consider requests for membership fees to be waived. These requests should be made by the relevant Juniors' Coach or directly to the Committee in the case of an adult member.