

**District Championships – Expense Allowance Criteria for Volunteers****Summary**

The basis of the expense allowance is to minimise the out of pocket costs for volunteers who do not have related swimmers participating in the Sessions at which the volunteer is assisting.

If the volunteer has a related swimmer participating in a Session, then it is assumed that they would have been there anyway, would not be incurring additional out of pocket expense for that session, therefore are NOT be eligible to claim expenses or allowance.

**Volunteers at District Championships with RELATED SWIMMERS participating are NOT eligible to claim expenses or allowances.**

**Volunteers at District Championships with NO RELATED SWIMMERS participating are eligible to claim travelling expenses and, if applicable, overnight accommodation/meal allowances in accordance with the following criteria:**

**One Session**

Volunteers attending a single Session can claim 15.0p/mile of distance from their home to the Meet Venue and return.

**Two Sessions/Same Day**

Volunteers attending two Meet Sessions/day can claim 30.0p/mile of distance from their home to the Meet Venue and return.

**Four Sessions/Two Days**

Volunteers attending two Meet Sessions/day, on both days of a Meet/Championship can claim: (a) 30.0p/mile of distance from their home to the Meet Venue and return, for each day or (b) 30.0p/mile of distance from their home to the Meet Venue and return, once, and £45/night/person subsidy towards overnight accommodation and meal, whichever option (a) or (b) is the less expensive.

**Volunteers required to be at the Meet Venue at or before 8.30am on the first morning of the Meet/Championships**

Volunteers required to be at the Meet Venue, at or before 8.30am on the first morning of the Meet/Championship, due to allocated duties/responsibilities, can claim £45/night/person subsidy towards overnight accommodation/meal for the previous night. This needs to be agreed in advance with the Championships Convenor.

**General**

Travelling expenses can only be claimed by the driver of a vehicle, in which one or more volunteers travels from/to their homes and the Meet venue. Other volunteers travelling in the vehicle can only claim the relevant accommodation/meal allowance.

The Championship/Finance Committee will have final decision on the most cost effective option where more than one exists.

**Definition: “related swimmer”**

A swimmer that the volunteer would have been transporting/accompanying to the Meet /Championship, regardless of whether the volunteer had decided to offer their services to assist at the Meet Championship, on or off poolside.

**Definition: “accommodation/meal allowance”**

An amount that volunteers, who participate in four Meet Sessions at a Meet/Championship, are eligible to claim.

Current allowance is £45/person/night, comprising £30 towards accommodation and £15 towards meal costs.

It is not the intention that this allowance will necessarily cover the full costs of these services.