



## WALTON ATHLETIC CLUB

### EXPENSES POLICY

APRIL 2019

#### APPLICABILITY

Walton Athletic Club will reimburse Club coaches, officials and official representatives for the following expenses on approval by the Club Treasurer. This includes anyone travelling on WAC business irrespective of whether they are accompanying a family member provided that they are travelling to:

1. undertake jumps or throws coaching at indoor facilities
2. undertake junior team management
3. undertake officiating duties

#### MILEAGE

Mileage costs (at 25p per mile) incurred for journeys in connection with official activities on behalf of Walton Athletic Club.

This includes: -

1. attendance at meetings (e.g. with the Council, England Athletics etc)
2. attendance at approved courses
3. officiating
4. junior team management duties at 'away' events
5. coaching jump or throw athletes at indoor facilities
6. coach attendance at junior county or junior national track and cross-country competitions.

It excludes anyone who is competing at an event.

Journeys to be calculated between Xcel Sports hub and the venue - based on google maps mileage.

#### HOTELS

With the **prior approval** of the Club Treasurer, a subsidy of up to £50 towards hotel costs (per night) will be reimbursed to Coaches where overnight accommodation is required at competitions such as the Junior National Championships. Receipts will be required for hotel expenses claims.

## **COACHING COURSES/CONFERENCES**

With the **prior approval** of the Club Treasurer, and as part of the club's overall coaching plan to promote athletics in Elmbridge, the club will reimburse for travel and attendance at courses to further personal development. **Note:** those attending courses will be expected to use the skills attained for the benefit of the club, and the club may act to reclaim the monies if the obligation is not fulfilled.

Courses include, but are not limited to, England Athletics coaching courses, attendance at recognised external coaching conferences, First Aid courses, Safeguarding & Protecting Children in Sport and Active Surrey Courses.

### **Approval**

The WAC Committee reviewed and approved the above policy to be effective and published as a policy on the WAC website from April 2019. Claims must be made using the current claims form.