



Oxfordshire & North Buckinghamshire Counties ASA
Affiliated to ASA South East Region

Volunteer Expenses Policy

Date adopted	January 2015
Person Responsible	ONB Treasurer
Date reviewed	January 2025
Next review date	January 2026

British Swimming (BS) has published guidelines for the payment of expenses to volunteers at National and International events. This document is based on the BS guidelines and recognises the local nature of events within the County. It provides guidance for those organising events on behalf of the County, but recognises that the payment of any allowance and expenses is subject to the discretion and authorisation of the person responsible for the finances of the activity.

In formulating the ONB Guidelines there is recognition that volunteers are drawn from clubs within the County. Whilst Oxfordshire and North Buckinghamshire is spread out, the maximum distance between clubs is in the order of 50 miles (approximately the distance between Wantage in the South West of the County and Milton Keynes in the North East). The distance between most clubs is less than this.

For the majority of County events, support is provided by parents of competitors. It would not normally be expected that such volunteers would claim for travel costs to the event. It is also envisaged that expenses would only be paid to volunteers whose duties are scheduled for the full daily duration of an event. For example, a full day or three sessions of the County Championship, rather than one session only.

All claims shall be made within 28 days of the expenditure/event using the ONB Expenses Claim Form. The County reserves the right to refuse to pay claims submitted after this period. Where people travel together in the same vehicle, only one claim for the travel can be made.

All individuals claiming travelling expenses from the County are responsible for declaring income on expenses to H M Customs & Revenue. ONB ASA will accept no responsibility for declaring payments on behalf of those making claims.



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The County Championships

Volunteers are defined as those people required by the County Championships Coordinator to be at the venues on the days of County Championships.

Travelling Expenses

The County encourages volunteers to use public transport where possible. There is a recognition that due to the geography of Oxfordshire and North Buckinghamshire and the timing of events, this is unlikely to be possible.

For those wishing to claim, the County will pay up to the approved ASA mileage rate for volunteers (currently 45p per mile) subject to a maximum claim of 100 miles for a daily return journey (currently £45). If volunteers wish to claim a lesser amount to cover fuel costs only, they are welcome to do so. Volunteers are also asked to car share where possible. Mileage claims to be **based on Google** Maps Route Finder distances by the shortest route.

The County will not normally pay for taxi fares.

The County will not pay car parking charges if free parking is provided at the Championships. Where car parking is not provided free of charge then the County will reimburse to the value of the cheapest parking within a reasonable walking distance of the venue.

Daily Allowance

It is not envisaged that a daily allowance would be paid to those attending the County Championships and that the event organiser would provide lunch and/or tea for those volunteering over the course of a day and evening.

Overnight Accommodation

Given that the County Championships are for clubs within the county, it is reasonable for volunteers to make the return journey on the day of the event. The County will not pay for overnight accommodation for volunteers. However, should a volunteer wish to stay over between two consecutive days of an event, they may do so at their own expense. In such cases, they may claim travelling expenses for each of the complete days for which they are scheduled.

The County Development Camps

The County will pay an allowance to the Head Coach, Lead Team Manager, Lane Coaches, and County Team Administrator (if they attend the face to face camp). There may be a gesture of goodwill to any Skills Coach depending upon the length of the session they give; this will be to a maximum of £20.

All remunerations will cover any expenses incurred by the individual including travel.

The following remunerations will be paid up to the following amounts per full day::

- Head Coach £150
- Lead Team Manager £100
- Lane Coach £50
- County Coordination Secretary (if they attend the face to face camp) £50.

Inter Counties

The County will pay up to the approved ASA mileage rate for volunteers (currently 45p per mile) for the Head Coach, Team Manager and county officials as required by the Event Organiser.



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It is expected that the Head Coach, Team Manager and county officials will use County paid for transport (e.g team bus) if it is available and not their personal transport.

If volunteers wish to claim a lesser amount to cover fuel costs only, they are welcome to do so. Volunteers are also asked to car share where possible. Mileage claims to be **based on Google** Maps Route Finder distances by the shortest route.

The County will not pay car parking charges if free parking is provided at the venue. Where car parking is not provided free of charge then the County will reimburse the Head Coach, Team Manager and county officials to the value of the cheapest parking within a reasonable walking distance of the venue.

Other expenses

There may be occasions where other expenses may be claimed but these must be agreed **in advance** with the ONB lead for the activity and the ONB County Treasurer. Failure to agree to these expenses in advance will lead to the claim not being paid.

ONB may at its discretion make an additional supplementary payment in exceptional circumstances, any such payment must be approved by all the Principal Officers and reported to the Executive Committee with the justification.