

Policy for the Use of Technical Officials and Volunteers at Putteridge Swimming Club Open Meets - Travel & Expense Re-imbursements

Putteridge Swimming Club would like to recognise the hard work and dedication of our volunteer officials. We have made every attempt to make this a fair and equitable policy. Putteridge Swimming Club cannot run competitions without the support of volunteers, for that we acknowledge all your efforts and appreciate your commitment to the sport.

1. Officials traveling from their home will be re-imbursed at a rate of 45 pence per mile for a return trip if **officiating in all sessions in one given day when you do not have a swimmer competing at the event.** Car parking charges will require receipts for these officials only.
2. Officials who travel to an event (when you do not have a swimmer competing at the event) for training or mentoring may not count that session(s) as counting towards claiming travel for that session as they are not considered officiating/working under this policy.
3. Where people travel together in the same vehicle, only one travel claim can be made (when you do not have a swimmer competing in the event).
4. Putteridge Swimming Club reserves the right to make exceptions under unusual or extraordinary circumstances, the Gala Promoter has this responsibility.
5. A single gratuity will be offered to those officials officiating in 2 or more sessions in a single day across the weekend.
6. **All expenses claim forms must be completed and submitted at the close of the competition.**

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