

*Affiliated to Swim England South East Region and Hampshire County ASA*

Fareham Nomads Swimming Club (“the Club”) recognises that without the support of officials and volunteers we would be unable to host open meets and galas with the required level of coverage under standard licencing conditions, therefore we will reimburse *reasonable* expenses incurred as a result of attendance in accordance with the terms of this policy.

The Club will seek to be pragmatic in the application of the following policy and ask that officials and volunteers are equally pragmatic when preparing any claims, in the interests of keeping meet costs and entry fees as low as possible.

## **1. General Conditions**

- 1.1. The Club will generally only reimburse reasonable expenses for those officiating or volunteering for a full day, unless either: (a) the meet only consists of a single session; or (b) the official or volunteer has offered their services to ensure that licence conditions are met and they do not have a swimmer participating in the meet/session in question.
- 1.2. Any expense claims likely to exceed £50 in total must be approved in advance by the Club Treasurer ([treasurer@farehamnomads.co.uk](mailto:treasurer@farehamnomads.co.uk)). In considering such approval, the Treasurer will have regard to the circumstances of the official or volunteer’s attendance, particularly the total number of sessions to be attended across the entire meet.
- 1.3. All expense claims (other than for mileage) must be supported by receipts unless the express agreement of the Club Treasurer has first been obtained.
- 1.4. The Club does not take any responsibility whatsoever for the tax status of volunteers or officials with HM Revenue & Customs (“HMRC”). This is the sole responsibility of the individual. Specifically, should a volunteer or official claim for personal mileage of more than 10,000 miles in a single tax year from both their ordinary employment plus any other organisational and or volunteer activity, the volunteer or official is responsible for ensuring compliance with any personal tax regulations. The Club will only log mileage claimed pursuant to this policy and will not log the **total** mileage of its volunteers or officials.

## **2. Exclusions**

- 2.1. Officials affiliated with the Club are excluded from this policy, unless they do not have a swimmer participating in the meet/session in question.

### **3. Provision of meals**

- 3.1. Food and refreshments will generally be provided while a meet is in progress. Lunch will be provided between the morning and afternoon sessions of a multi-session meet.
- 3.2. Where lunch is provided, claims for reimbursement of lunchtime expenses will not be accepted.
- 3.3. Where an overnight stay is necessary (subject to cl.7 below), up to £20 can be claimed for an evening meal and drink.

### **4. Personal vehicle use**

- 4.1. Claims for mileage expenses pursuant to use of your own vehicle must be calculated using the Google Maps fastest journey route from your home location to the meet venue. Where it is necessary to divert from that route for any reason, the diversion route must be noted on the claim, together with the reason for the diversion.
- 4.2. Where a journey consists of multiple separate legs, each leg must be recorded separately on the claim.
- 4.3. The mileage rate paid by the Club will be the [approved mileage rate](#) as determined by HM Revenue & Customs on the date of travel ("the standard rate").
- 4.4. Mileage for officials and volunteers will be reimbursed on the following basis:
  - 4.4.1. For journeys of 50 miles or less in each direction, at the standard rate for each full day of officiating/volunteering.
  - 4.4.2. For journeys of more than 50 miles in each direction, at the standard rate for one return trip over the duration of the meet.

### **5. Other means of transport**

- 5.1. Where it is necessary to use any means of public transport, the cheapest class of travel must be used. Where the *cheapest* class of travel is not the *lowest* class of travel, supporting evidence must be supplied to show that this was the case at the time the booking was made.
- 5.2. Where more than one official or volunteer travels on the same booking, each must submit separate claims.
- 5.3. Taxis must only be used in exceptional circumstances and with prior approval of the Club Treasurer.

### **6. Maximum amount of claim**

- 6.1. The maximum daily amount that the Club will pay pursuant to cl. 3-5 above is £100.

### **7. Overnight stays**

- 7.1. Overnight stays will only be reimbursed with the prior approval of the Club Treasurer.
- 7.2. Only officials or volunteers with a journey in excess of 50 miles in each direction will be considered for approval of an overnight stay.
- 7.3. Accommodation for an overnight stay will be reimbursed up to a maximum of £75 per night for a single room. Where a multiple occupancy room is booked to allow others to stay in the same room, the most the Club will pay (up to the stated maximum) is the lower of: (a) the single room rate applicable at the time of booking; or (b) 50% of the rate of the multiple occupancy room.

## **8. Submission of claims**

- 8.1. Claims must be made on the official Club claim form.
- 8.2. Claims must be submitted within 72 hours of the end of the meet to which the claim relates.
- 8.3. Claims must be submitted to the Lead Referee or direct to the Club Treasurer via email to [treasurer@farehamnomads.co.uk](mailto:treasurer@farehamnomads.co.uk)
- 8.4. The Club will pay approved claims as soon as possible after submission, but no later than one week later.
- 8.5. Claims will be paid via BACS using the account details identified on the claim form. Requests for payment in cash will not be accepted.

## **9. Discretion**

- 9.1. Where an official or volunteer has offered their services to ensure that licence conditions are met and they do not have a swimmer participating in the meet/session in question, the Club has discretion to disregard any or all of the limits set out in this policy, but only with the prior approval of the Club Treasurer.

## **10. Spirit of the policy**

- 10.1. The Club has set out this policy to ensure that the circumstances in which expenses can be claimed in relation to a Club meet or gala are clearly defined.
- 10.2. The Club asks that officials or volunteers who have swimmers taking part in a Club meet consider what costs they would have incurred anyway and only submit reasonable claims in relation to any additional expenses incurred as a result of carrying out the duties relevant to their role at the meet.

Approved by the Club Trustees on 24 November 2025.