



Policy 11

Expenses Policy

Bo'ness Amateur Swimming Club is a non-profit making organisation. All income shall remain in the Club to promote Club Development. Allowable expenses are determined by the Management Committee.

Volunteer Coaches who attend competitions can claim:

- Travel by bus, train, car (35p per mile), or alternative public transport (subject to agreement with the Management Committee)
- Reasonable cost to cover overnight accommodation where this is not included in the event
- A daily food expense where meals are not included in the event of up to £10 for day events
- A daily food expense where meals are not included in the event of up to £30 for overnight stays

Volunteer Coaches should neither profit nor be left out of pocket as a result of their participation in events on behalf of the Club, and therefore, the Management Committee reserves the right to authorise additional expenses.

Paid Coaches who attend competitions can claim expenses in accordance with their agreement. Anything not covered in their agreement will be dealt with as per the above claim options.

Team Managers, who attend competitions or camps outside of Scotland in an official Club capacity as team manager (see Team Manager Policy), can claim:

- Travel by bus, train, car (35p per mile), alternative public transport (subject to agreement with the Management Committee)
- Reasonable cost to cover over night accommodation where this is not included in the event

In order for reimbursement Coaches/Volunteer must fill out a claim form and provide evidence of expense (wherever possible).