

## COACHES EXPENSES POLICY



The Club is an amateur club and non-profit making, with all income and gain reinvested into the Club.

All coaches are volunteers. They are not remunerated financially for the time spent planning and running training sessions. The Club is able to reimburse expenses of volunteer coaches. Any expenses claimed must represent actual out-of-pocket expenses incurred by a volunteer in providing training sessions and will not be paid at a flat rate. Any claims made will require receipts to show what monies have been incurred that otherwise would not have been if the coach had not been volunteering.

Examples of allowable expenses for a volunteer coach include but are not limited to travel to and from the place of volunteering, and costs of special equipment required for the coached session.

Requests for expenses are to be made within 3 months of incurrence to the Treasurer in writing with an explanation of the expense and copies of associated receipts.

### *Travel expenses*

Any claims for travel by car, motorbike or bicycle will not require receipts and will be calculated on a mileage basis in accordance with current HMRC 'Approved Mileage Allowance' rates (2017-18 rates below):

- 45p per mile for a car
- 24p per mile for motorbike and
- 20p per mile for cycling

### *Missed swim sessions*

Coaches who pay 6 monthly pool swim subs will not be able to attend certain swim sessions if they are coaching them.

Coaches can claim re-imburement of £1 per pool swim session missed through coaching duties. Claims to be made quarterly. (They can be backdated to 1 January 2018 for the 2017-2018 season.)

### *BTF Membership*

We require club coaches to have individual BTF membership for insurance purposes (which they would not have to have if they were not coaches of the club). Coaches can claim back the cost of their annual BTF registration from the club.

The Treasurer will have discretion over whether any requested expenses fall within the policy, in accordance with HMRC guidance. Any expenses relating to a single session will be capped at a maximum of £15 per session. Any expenses over this sum not referenced in the policy will require prior authorisation of the Committee.