

Swim England East Region LC Championships Saturday 4 May to Monday 6 May 2019

At

Inspire, Luton Sports Village (1ER190178)
Butterfield Green Road, Off Hitchin Road, Luton LU2 8DD

Applications are invited from Licensed BS Swimming Officials - **minimum qualification Judge Level 1**. Priority will be given to those SE East Region officials volunteering to do all sessions each day first, before those volunteering for odd sessions. Early closure may occur if an excessive number of applications are received. Applying does not automatically guarantee selection, **all applications received will be acknowledged by email**. (No Application form, no selection)

Please see Swim England East Region Official's Travel & Expense Re-imbursements policy
(page 2)

Title / Name							
SE Reg. No.		BS Licence Expiry Date (MMYY)					
SE East Region Club							
Email address							
Telephone Home		Mobile					
Qualifications	Judge Level 1	Judge Level 2		Judge Level 2S	Referee		
(Please mark with X)							
Please indicate your availability (To officiate all sessions each day)		Saturday 04/05/19		Sunday 05/05/19		Monday 06/05/19	
Hotel accommodation requested (As per ER policy page 2) (50+miles from your home postcode to LU2 8DD)		Hotel Saturday 04/05/19	Yes/No	Hotel Sunday 05/05/19	Yes/No	Mileage from home to pool (Hotel stay)	
Comments to organiser/promoter Special diet required etc. due to health issues (no rice/curry etc.)							

The SE East Region Officials Manager must receive this application no later than **Monday 25 March 2019** for any accommodation requests to be considered under the terms of the SE ER policy attached.

Signed

Date

Reply to:

By Post: Mr David Metcalf, East Region Officials' Manager, 3 Farsands, Oakley, Bedford, MK43 7SJ

Email: swimofficials@eastswimming.org

All applicants will be notified by email indicating if their application was successful or not after the closing date.

Policy for the Use of Technical Officials at SE East Region Championships Technical Official's Travel & Expense Re-imburements

The SE East Region Swimming Committee (SC) would like to recognise the hard work and dedication of our volunteer officials. Under the licensing agreements with the ASA, we have policy to re-imburse officials for their expenses and to ensure volunteers were aware of what was required and were supported in their roles. We have made every attempt to make this a fair and equitable policy.

SE East Region cannot run regional competitions without the support of volunteers. Please consider putting your name forward to help us run successful well managed competitions for our swimmers.

1. **Travel and accommodation expenses will be provided for those officials working all sessions within a given day or days.** Officials that volunteer to work incomplete days (e.g., only one session of two, or two of three) will not be re-imbursed for either travel or accommodation.
2. Officials traveling **less than 50 miles** from their home will be re-imbursed at a rate of 45 pence per mile for **officiating all sessions in one given day**. **Claim forms must be completed and submitted on the day of the gala.**
3. Officials traveling **more than 50 miles** from their home will be re-imbursed at a rate of 45 pence per mile for one return trip. Accommodation will be provided as follows:
 - a. Accommodation provided by the Region (Bed and Breakfast basis) if the official is working all sessions **(two days or more)**. **The application must be received by the closing date of the officiating application to guarantee a booking.** The qualifying distance is 50 miles radius from the gala venue to home address each way unless approved by the Swimming Manager.
 - b. Those wishing to book their own accommodation after notification that they will be needed to officiate and complying with a. above, will receive **up to the agreed cost** that would have been to the Region. This will vary dependent upon location. Receipts must be provided with claim forms.
 - c. Officials who **apply after the closing date** and meet the requirements of accommodation provided by the region as stated in (b) above, can claim as above if the Region cannot book a room at the concessionary rate.
 - d. **Additional costs incurred by the Region for accommodation** for other family members staying with the official(s), the ER Finance Manager will invoice accommodation on proceeding nights to the individual.
4. **The Region will provide Friday night accommodation** for the Swimming Officials' Manager and the Entries Manager/Recorder to enable the event to be set up and ready to start on Saturday without delay.
5. The SC reserves the right to make exceptions under unusual or extraordinary circumstances, the Swimming Manager has this delegated responsibility.