

### 12 for 12 Club Visits Funding Criteria

The 12 for 12 project was started to encourage coaches to visit other programmes and share ideas with colleagues. The caveat is that coaches must write up a short report on their experiences which can then be posted on the regional website for all the regions coaches to see. This way we share lots more information and the regions investment reaches a wider audience.

In order for the region to fund an 'away visit' the club must be placing swimmers at the British Summer National meet. For clubs not placing swimmers at this level, we would encourage more local networking with clubs in the immediate area. Clubs working together in local areas are proven to deliver more athletes onto national level and above as they have access collectively to more resources (pool time, staffing, land training, support services).

#### **The region will fund an away visit that meets the following criteria:**

- The visit is to a programme that has sustained levels of success (age group, youth or senior) and is embedded within the national development programme. The programme to be visited can be confirmed by the Regional Talent Officer and arrange introductions if required.
- Coaches applying for a funded visit must have attended a regional development event in the previous 12 months (either as a delegate or speaker) OR a county/regional/national camp as a coach.
- A full report must be provided for expenses to be paid. This doesn't have to be in any particular format (as we want the reflection to be open and honest) but it needs to be written with the needs of our coach fraternity in mind – What did you see? What did you learn? What made you curious? What will you take back to your programme after this visit?

#### **Funding is available for:**

- Mileage at 45p per mile up to a maximum of 200 miles. Car parking and tolls will be refunded.
- Overnight accommodation (up to £75 per night – maximum of two nights). Overnight accommodation will only be considered where a visit cannot reasonably be completed within a day, or the event covers more than one day, and travelling home overnight would be unreasonable. Accommodation must be agreed prior to the event.
- Food/drinks (£5 for breakfast, £10 for lunch and £20 for dinner). The claimant can only claim for their own food and drink.

#### **Claims:**

All claims must be made on the Region's designated Expenses Claim Form. These forms must be completed fully and sent, with any receipts, to be duly authorised. Claims for parking, tolls, accommodation, food and drink must be accompanied with valid receipts. Bank statements are not acceptable as proof of purchase. The form can either be submitted in 'hard copy' or electronically, but both must contain the signature of the claimant. If forms are submitted electronically then any receipts must also be provided electronically. Paper copies are not required for electronic submissions but must be kept for seven years should they be required by HMRC.

Any claim should be made within 28 days of the expenditure/event. If claims are not received within 28 days the Region reserves the right to refuse to pay such claims.

If you have any questions or would like to arrange a club visit please contact the regional talent officer via [Kevin.Pickard@swimming.org](mailto:Kevin.Pickard@swimming.org)