

## Travel and Accommodation Policy for Technical Officials and Volunteers at 2024 Regional Open Water Championships

### Policy Statement

The SE East Region Open Water Leadership Group (OWLG) would like to recognise the hard work and dedication of our volunteers. Under the licensing agreements with the Swim England, we have a policy to reimburse volunteers 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.

### Travel - Travel expenses will be paid as follows:

1. Officials/volunteers who officiate/volunteer all day at the Championships, are members of an East Region club and are traveling from within the region, will be reimbursed a return journey at a rate of 45 pence per mile.
2. All other authorised Officials/volunteers traveling from outside the East Region Boundary will be reimbursed at a rate of 45 pence per mile for 250 miles of their overall claim (max East Region return journey), and then at a rate of 20 pence per mile thereafter.
3. Officials/volunteers that do not work for the entire day at the Championships will not be considered for reimbursed travel.
4. Where people travel together in the same vehicle, only one travel claim can be made.
5. Rail travel and Public Transport – standard fare or discounted fares that are available and suitable. All claims for rail and Public Transport must be supported by receipts.
6. Car park charges will only be allowable if accompanied by a receipt.
7. Travel distances are calculated by fastest route as given on Google Maps.

### Accommodation Allowance

Accommodation or an allowance will be offered for a single night only to officials/volunteers that provide significant assistance (minimum of 4 hrs) on the set-up day and for the full day of competition. A limited number of hotel rooms have been booked by the Region for this purpose. Accommodation/allowance will be allocated to individuals when the following applies:

1. The Regional Open Water Manager has approved the official / volunteer to assist for both days.
2. The qualifying distance is a minimum of 80 miles from the home address to the venue, 160-mile round trip.
3. Regionally booked hotel rooms are to be used first. If all rooms have been allocated, and additional accommodation is considered necessary, an accommodation allowance of up to £75 per room may be claimed.
4. The allowance is only for the official/volunteer and not their family/persons staying/sharing with them.
5. Claims must be supported with accommodation receipts; payment will be made up to a maximum of the published allowance. If the costs incurred by the claimant are less than the allowance published, the reimbursement will be the lower amount supported by the receipt.

Note: Accommodation allowance will only be paid if all pre-booked rooms have been allocated and all conditions have been met.

### Essential Volunteers Identified by the OWLG

Travel expenses and accommodation will be offered to the volunteers identified by the OWLG as essential in the setting up and running of the competition.

The OWLG reserves the right to make exceptions under unusual or extraordinary circumstances, the Open Water Manager has this delegated responsibility.

### Payment of Expenses

All claims under this policy must be made within 28 days of the event on the regional expense claim