



Oxfordshire & North Buckinghamshire Counties ASA
Affiliated to ASA South East Region

Volunteer Expenses Policy

Date adopted	January 2015
Person Responsible	ONB Treasurer
Date reviewed	November 2022
Next review date	November 2023

British Swimming (BS) has published guidelines for the payment of expenses to volunteers at National and International events. This document is based on the BS guidelines and recognises the local nature of events within the County. It provides guidance for those organising events on behalf of the County, but recognises that the payment of any allowance and expenses is subject to the discretion and authorisation of the person responsible for the finances of the activity.

In formulating the ONB Guidelines there is recognition that volunteers are drawn from clubs within the County. Whilst Oxfordshire and North Buckinghamshire is spread out, the maximum distance between clubs is in the order of 50 miles (approximately the distance between Wantage in the South West of the County and Milton Keynes in the North East). The distance between most clubs is less than this.

For the majority of County events, support is provided by parents of competitors. It would not normally be expected that such volunteers would claim for travel costs to the event. It is also envisaged that expenses would only be paid to volunteers whose duties are scheduled for the full daily duration of an event. For example, a full day or three sessions of the County Championship, rather than one session only.

All claims shall be made within 28 days of the expenditure/event using the ONB Expenses Claim Form. The County reserves the right to refuse to pay claims submitted after this period. Where people travel together in the same vehicle, only one claim for the travel can be made.

All individuals claiming travelling expenses from the County are responsible for declaring income on expenses to H M Customs & Revenue. ONB ASA will accept no responsibility for declaring payments on behalf of those making claims.



Oxfordshire & North Buckinghamshire Counties ASA

Affiliated to ASA South East Region

The County Championships

Volunteers are defined as those people required by the County Championships coordinator to be at the venue of the days of County Championships.

Travelling Expenses

The County encourages volunteers to use public transport where possible. There is a recognition that due to the geography of Oxfordshire and North Buckinghamshire and the timing of events, this is unlikely to be possible.

For those wishing to claim, the County will pay up to the approved ASA mileage rate for volunteers (currently 45p per mile) subject to a maximum claim of 100 miles for a daily return journey (currently £45). If volunteers wish to claim a lesser amount to cover fuel costs only, they are welcome to do so. Volunteers are also asked to car share where possible. Mileage claims to be based on AA Route Finder distances by the shortest route.

The County will not normally pay for taxi fares.

The County will not pay car parking charges if free parking is provided at the Championships. Where car parking is not provided free of charge then the County will reimburse to the value of the cheapest parking within a reasonable walking distance of the venue.

Daily Allowance

It is not envisaged that a daily allowance would be paid to those attending the County Championships and that the event organiser would provide lunch and/or tea for those volunteering over the course of a day and evening.

Overnight Accommodation

Given that the County Championships are for clubs within the county, it is reasonable for volunteers to make the return journey on the day of the event. The County will not pay for overnight accommodation for volunteers. However, should a volunteer wish to stay over between two consecutive days of an event, they may do so at their own expense. In such cases, they may claim travelling expenses for each of the complete days for which they are scheduled.

The County Development Camps

The County will pay an allowance to the Head Coach, Lead Team Manager, Lane Coaches, and County Team Administrator (if they attend the face-to-face camp). There may be a gesture of goodwill to any Skills Coach depending upon the length of the session they give; this will be to a maximum of £20.

All remuneration will cover any expenses incurred by the individual including travel.

The following remuneration will be paid up to the following amounts per full day:

- Head Coach £150
- Lead Team Manager £100
- Lane Coach £50
- County Team Administrator (if they attend the face-to-face camp) £50.

Inter Counties

The County will pay up to the approved ASA mileage rate for volunteers (currently 45p per mile) for the Head Coach, Team Manager and county officials as required by the event organiser.



Oxfordshire & North Buckinghamshire Counties ASA
Affiliated to ASA South East Region

It is expected that the Head Coach, Team Manager and county officials will use County paid transport (eg team bus) if it is available, and not their personal transport.

If volunteers wish to claim a lesser amount to cover fuel costs only, they are welcome to do so. Volunteers are also asked to car share where possible. Mileage claims to be based on AA Route Finder distances by the shortest route.

The County will not pay car parking charges if free parking is provided at the venue. Where car parking is not provided free of charge then the County will reimburse the Head Coach, Team Manager and county officials to the value of the cheapest parking within a reasonable walking distance of the venue.

Other expenses

There may be occasions where other expenses may be claimed but these must be agreed in advance with the ONB lead for the activity and the ONB County Treasurer. Failure to agree to these expenses in advance will lead to the claim not being paid.



OXFORDSHIRE & NORTH BUCKINGHAMSHIRE COUNTIES A.S.A.

ONB COUNTY TEAM SELECTION FOR INTERCOUNTY COMPETITIONS

Purpose of This Document

This document details:

1. the composition of the ONB County Selection Team.
2. criteria by which swimmers are selected for the ONB County Team
3. expectation of swimmers selected for the ONB County Team

Selection Committee

The ONB Selection Committee for each year is comprised of: County Coordination Secretary, County Team Coach, Lead Team Manager, Girls' Team Manager, Boys' Team Manager, and the Head Coach of the 4 Top Clubs following County Championships, not represented by preceding members. The Selection Committee is determined each year following County Championships.

Swimmer Selection

1. Swimmers will be selected after the Summer English Nationals from long course and converted short course ranking data from the Swim England National Rankings and achieved between specified dates as stipulated by the Competition.
2. Swimmers will be selected to create the fastest team possible and may be selected for a relay only where appropriate.
3. Selections are subject to verification and appraisal of current form at time of selection, according to the level of swimming activity and deemed competition fitness. If there is any doubt as to the fitness of a swimmer, ONB County ASA has the right to exclude that swimmer from the team regardless of ranked time.
4. Swimmers will be provided with a County Tshirt and swim hat.

Expectation of Swimmers

1. Selected swimmers are expected to travel as a team to the competition venue unless on medical grounds.
2. Swimmers selected to compete for ONB on the Sunday of Intercounties may NOT enter a competition for the previous day; this is to ensure swimmers are in the best condition for the Intercounty competition.
3. Swimmers may be expected to travel up to Sheffield the day before the meet, which may include a training session and overnight stay.
4. Swimmers, coaches and team managers are expected to abide by Swim England Wavepower Code of Conduct.
5. Swimmers will be required to tell coaching staff of any injury/illness which may affect their performance at Intercounties.



6. There may be a parental contribution. A case-by-case hardship fund may be available.

Selection of Team Captains

1. The Selection Committee will shortlist a Girls and Boys Team Captain after swimmers have accepted the invitation to swim.
2. The ONB Team Coach will liaise with club coaches of the shortlisted captains to discuss their suitability for the position.
3. The ONB Team Coach will make the final decision regarding the selection of Girls' Captain and Boys' Captain.

NOTE: Competition criteria and conditions may change annually but in general:

- Age is as at 31 December
- No swimming out of age
- Team size controlled to 30 maximum
- Times to be submitted short-course
- Times must have been achieved within a specified window
- Team staff limited to four, plus two officials (as required)
- Relay teams are submitted online by County Coach
- ONB President attends as a VIP

Endorsed at ONB Exec Cttee on 8th November 2022



OXFORDSHIRE & NORTH BUCKINGHAMSHIRE COUNTIES A.S.A.

ONB COUNTY DEVELOPMENT PROGRAMME POLICY

Purpose of This Document

This document details:

1. the composition and remuneration of the ONB County Development Team
2. criteria by which swimmers are selected for the ONB County Development Programme (CPD)

County Development Team

The ONB County Development Team for each year is comprised of the County Team Coach, Lead Team Manager and County Coordination Secretary. The County Coordination Secretary, working closely with the County Team Coach will be responsible for organising the Development Days, contacting swimmers etc as outlined in their job description. The County Development Team will be supported on County Development days by up to 4 coaches drawn from ONB clubs.

Remuneration

Remuneration, up to the following amounts, will be paid, per day and to include mileage, provided that those listed below attend the Development Day:

County Team Coach: £150

Lead Team Manager: £100

Lane Coach: £50

County Coordination Secretary: £50

Swim England Guidance

In early 2022, Swim England requested that Counties amend their delivery model to follow the same seasonal format of delivery as all national talent programmes. This means that with effect September 2022, ONB swimmers will be selected in the August, rather than following County Championships the preceding February.

Swimmer Selection

1. Following Swim England's County Foundation Pathway Guidelines [Swim England Talent Pathway Selection Policy for 2022/2023 released \(swimming.org\)](https://www.swimming.org/England-Talent-Pathway-Selection-Policy-for-2022/2023-released) and [England Programmes Swimming | Swimmer and Coach Development](https://www.swimming.org/England-Programmes-Swimming-Swimmer-and-Coach-Development), the ONB Selection Committee (County Coordination Secretary, County Team Coach, Lead Team Manager, GTM, BTM and Head Coach of 4 Top Clubs (Counties) not represented by preceding members) will select swimmers to attend the County Development Programme using Swim England's key consideration criteria.



2. Swimmers selected for the ONB CDP will be notified via their Clubs and invited to attend both face-to-face camps and online education.
3. ONB will levy a small fee to swimmers for attendance at the Development camp, which will include the provision of a County Tshirt and swim hat.

Endorsed at ONB Exec Cttee on 8th November 2022