



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

**Volunteer Policy – Guidelines for the payment of out of pocket expenses**  
**at County events**

**Introduction**

British Swimming 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.

The County is grateful for the continuing support of its volunteers and thanks those who have provided their services free of charge and have not claimed expenses or allowances. This has helped keep entry fees and club affiliation costs down.

**1. 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.

**2. Daily Allowance**

It is not envisaged that a daily allowance would be paid to those attending County events and that the event organiser would provide lunch and/or tea for those volunteering over the course of a day and evening. Should the event organiser not provide meals during the course of an event, volunteers may claim up to a maximum of £5 if their duties last between 4 and 6 hours and £10 for duties of more than 6 hours in any one day.

**3. Accommodation**

Given that all County events 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 normally 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 traveling expenses for each of the complete days for which they are scheduled.