

Policy for the Use of Technical Officials and Volunteers at Putteridge Swimming Club Open Meets - Travel & Expense Re-imburements

Putteridge Swimming Club would like to recognise the hard work and dedication of our volunteer officials. We have a policy in place to re-imbure volunteers for their expenses, and to ensure volunteers we're aware of what is required and efforts in their respective roles. We have made every attempt to make this a fair and equitable policy. Putteridge Swimming Club cannot run competitions without the support of volunteers, for that we acknowledge all efforts and appreciate your commitment to the sport.

1. **Travel and accommodation expenses may be provided for Referees working all sessions within a given day or days.** Accommodation will be arranged by Putteridge Swimming Club.
2. Officials/volunteers traveling **less than 50 miles** from their home will be re-imbured at a rate of 30 pence per mile (following Swim England East Region policy for Short Course Regions 2021), for a one-way trip if **officiating all sessions in one given day**. Officials/volunteers that volunteer to work incomplete days (e.g., only one session of two, or two of three) will not be considered for re-imbured travel.
3. Officials/volunteers traveling **more than 50 miles** from their home will be re-imbured at a rate of 30 pence per mile for one return trip. Officials/volunteers that volunteer to work incomplete days (e.g., only one session of two, or two of three) will not be considered for re-imbured travel.
4. Putteridge Swimming Club reserves the right to make exceptions under unusual or extraordinary circumstances, the Gala Promoter has this delegated responsibility.
5. **All expenses claim forms must be completed and submitted on the day of the gala.**

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