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Swim England Policy

Policy for the Reimbursement of Volunteer Costs (National Events)

Overview

This policy sets out the standards for volunteers appointed to Swim England national events with regard to accommodation, and the cost of meals, travel and other reasonable expenses. The intention of the policy is to encourage good practice and to achieve clarity and consistency across all national events for all disciplines. Our policy is based on the following principles:

- Volunteers are essential for our sport
- Our competitions could not take place without volunteers
- Volunteers should be valued and feel valued
- The basic expenses offer should cover the costs incurred by the volunteer, without profit.

The allocation of accommodation and payment of allowances and expenses is subject to the authorisation of the individual responsible for the finances of the activity. All claims must be submitted within the prescribed timescales, using the appropriate claim form.

Travel Costs

Volunteers are required to travel by the cheapest suitable route, and mode of travel, available to them.

Car mileage

Mileage will be reimbursed at £0.45 per mile and may be claimed by volunteers on the following basis:

- One return journey from home to the event venue for volunteers living within 40 miles from the venue, a return journey per day **or**
- One return journey from home to hotel when staying overnight in accommodation booked by Swim England
- Where deemed appropriate by the event organiser, one return journey per day from the Swim England booked hotel to the event venue (subject to prior confirmation by the event organisers)
- Circumstances outside of the above, may be considered on a case-by-case basis and will be at the discretion of event organisers.

Wherever possible car sharing should be used to reduce the overall cost of volunteer travel.

Mileage must be calculated using Google maps fastest route. Diversions, alternative routes must be denoted on the expense form and the reason for the diversion stated. If the route involves a several stage journey, each individual leg of the journey must be recorded. The Swim England mileage rate is subject to HMRC Guidelines and is intended to cover travel expenses incurred whilst undertaking voluntary activities on behalf Swim England.

Rail, Sea and Public Transport

Only the standard economy class or lowest prevailing fares will be accepted. Volunteers are encouraged to book tickets in advance, ideally immediately after appointment, to secure the lowest rates. All tickets and receipts must be submitted with the claim in order for reimbursement to be made. Tickets can be booked via the Swim England Procurement Team.

Air Travel

Any air travel arrangements must be approved by event organisers before purchase.

Taxis

Taxi journeys should only be made in exceptional circumstances and with prior agreement from the event organisers. Where the public transport is not reasonably available, details of taxi allowances will be clearly communicated by the event organisers in advance and individuals will require to seek prior approval for taxi claims from the event organisers. Receipts must be submitted with the expenses for reimbursement to be made.

Meals

Lunch

At most events, lunch and other essential refreshments, will be provided at the venue on each day for those volunteers who are working for consecutive sessions. If lunch is not to be provided during the event, we will let all volunteers know in advance. In such circumstances, the event organisers will confirm whether volunteers are entitled to claim up to the maximum of £8 for their lunchtime meal. Those volunteers who work for single sessions will not receive a meal, or an allowance.

Evening Meal

An evening meal allowance of up to a maximum of £25 may be claimed by volunteers when:

- staying in overnight accommodation provided or pre-approved by the event organisers
- leaving the event venue after 8 pm

Claims can only be made for meals, including one non-alcoholic drink, up to the allowance value. In all instances, receipts must be submitted, with all expenses being claimed clearly highlighted. Expenses will only be reimbursed subject to the value of itemised receipts.

Accommodation

Swim England encourage national event volunteers to share rooms wherever possible. By opting to room share, accommodation costs are significantly reduced, which in turn greatly supports the operation and provision of a high class event for Swim England athletes.

Specific event accommodation details will be provided by the organisers prior to each event and accommodation will be available to participating event volunteers as follows:

- Where volunteers are willing to share accommodation, the exact sharing arrangements will be agreed directly with those individuals.
- Day before the event: Accommodation may be provided to those who live more than 40 miles from the venue and need to report or commence their role earlier than 8.30 am on the days for which they are required.

- During the event: Where the appointment is for two or more consecutive days, accommodation will be provided on a bed and breakfast basis for those volunteers who live more than 40 miles from the competition venue, by the shortest reasonable route. Volunteers who live closer than 40 miles to the venue will not be provided with, or entitled to claim for, accommodation.
- Final event day: Accommodation may be provided to those who are unable to arrive back home before 10.00pm following the conclusion of their role at the event. Accommodation allocation will be made subject to prior consultation and at the discretion of the event organisers.
- One day events: Accommodation will not usually be provided for one day events unless there is a proven need for the lead volunteers to supervise venue set up on the previous day.

In exceptional circumstances, volunteers may book their own accommodation, however prior agreement must be sought from the event organisers before booking. Accommodation expenditure will be reimbursed up to the value of 50% of the cost of a twin room based on the specific event accommodation rates.

Other Expenses

Swim England will refund other reasonable expenses incurred by the volunteer, subject to proof of expenditure. These include, appropriate car parking costs, and motorway toll costs, where these cannot be avoided by a reasonable alternative route. Expenses in relation to traffic, parking or other fines, or medical expenses will not be refunded.

Claims

Claims should be submitted using the appropriate form and with the prescribed timescales. All claims will be subject to audit, and any claims that are suspected to be fraudulent will be investigated and, if proven, disciplinary action will be taken in accordance with Swim England Judicial Procedures.