

Expenses Policy

“The Club” is a non-profit making organisation. All income shall remain in the club to promote activities in the Club Development. Allowable expenses are determined by the committee.

Coaches who attends Galas or Swim Camps away can claim

- Travel by bus, train, car (nnp per mile), or taxi (if agreed with the committee in advance).
- Reasonable cost to cover overnight accommodation where this is not included in the event.
- A daily food expense where meals are not included in the event of up to £n for day events
- A daily food expense where meals are not included in the event of up to £nn for overnight stays

Volunteers should neither profit nor be left out of pocket as a result of their participation in events on behalf of “The Club”.

Team Managers, who attend galas or swim camps outside of Scotland in an official club capacity as team manager (See Team Manager Policy), can claim.

- Travel by bus, train, car (nnp per mile), or taxi (if agreed with the Committee in advance).
- Reasonable cost to cover over night accommodation where this is not included in the event.

In order for reimbursement Coaches/Volunteer must fill out a claim form and provide evidence of expense (wherever possible).

Swimmers attending meets outside of Scotland at UK or International level can only claim expenses if this has been agreed with the committee in advance of the event.

Policy Statement issued by Management Group on behalf of