

UK RS FEVA CLASS ASSOCIATION EXPENSES POLICY

Section

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SUMMARY

The following Table details normal expenses / rates that can be claimed by Coaches, Race Officials and others when giving their time in support of the UK RS Feva Class Association.

Item	UK RS Feva Class Officials (e.g.: Juror's, Measurer's, Race Officials etc.)	UK RS Feva Class Coaches	UK RS Feva Class Committee / Secretary / Parents / Helpers
UK Mileage Rate (non sailing event specific)	35p	35p	35p
UK Mileage rate (towing RIB to an event which the individual is already attending)	8p	8p	8p
UK Mileage Rate (Towing RIB)	By prior agreement only	43p	N / A
UK Mileage Rate (whilst transporting competitors to specific sailing event Towing RIB)	20p	N / A	20p
Overseas Mileage Rate (Towing RIB)	By prior agreement only	48p - first 1000 miles 35p - miles in excess of 1000 per trip	20p
Overseas Mileage Rate (whilst transporting competitors to specific sailing event Towing RIB)	20p	N / A	20p
Day Rate – Private RIB UK	£50		
Day Rate – Private RIB Overseas	£60		
RIB Fuel	(receipt required) Capped at £25 per day		
Ferry Costs	When travelling to an event in Europe necessitating the use of a ferry crossing, up to £200 of this cost will be paid (receipt required)		
TAXI (if no alternative available)	At Cost (receipt required)		
Public Transport	At Cost Cheapest only (receipt required)		
Overnight Accommodation (UK) – including Breakfast	£ 40 (receipt required)		By prior agreement only
Evening Meal (if not provided as part of an event)	£15		£ 15 By prior agreement only
Lunch (if not provided as part of an event)	£5		
Coaching Day Rates	N/A	See Section B	N/A
Other Expenses (including policy on private RIB usage)	Claimable with prior agreement only		
All Claims MUST be made on the official UK RS Feva Class Association Claim Form			

SECTION A**EXPENSES POLICY for JURORS, MEASURERS and RACE OFFICIALS****1. INTRODUCTION**

1.1. The purpose of the policy is to define the basis on which individuals, as defined here, can claim back reasonable expenses associated with their travelling and subsistence costs. The policy is designed to compensate individuals to a reasonable extent for any costs associated with their support to the UK RS Feva Class Association as described in Clause 1.2 below.

1.2. This section sets out the policy for claiming expenses for qualified Jurors, RYA / Class Measurers and other Race Officials, who are specifically invited by a representative of the UK RS Feva Class Association, to attend a UK RS Feva Class organised event, or an RYA organised training event.

The circumstances under which this policy applies are as follows:

1.2.1. Racing events such as the Inland Championships, End of Season Championships, National Championships and Grand Prix Events.

1.2.2. Training events such as RYA RS Feva National Junior Squad Training, RS Feva Class National Squad Training and UK Class Association organised Open Training.

1.3. Exclusions

This policy does not apply for members of clubs hosting RS Feva events where those individuals are invited to assist in the organisation and management of such an event by the host club.

2. QUALIFYING EXPENSES

2.1. There are four primary categories under which expenses may be claimed, detailed as follows:

- Accommodation
- Subsistence
- Travel
- Other

2.2. Accommodation

2.2.1. The maximum contribution towards accommodation costs is defined in the summary sheet at the front of this document. Where the cost is in excess of the rate given in the summary sheet, then the additional costs must be borne by the individual.

2.2.2. Where, for personal preference, the individual concerned does not wish to share a room (which may be cheaper for cost purposes) the maximum contribution as defined per night per person still applies.

2.2.3. Exceptions

Accommodation costs will not be reimbursed for spouses / partners of individuals making a claim.

2.3. Subsistence

2.3.1. The allowance for evening meals is defined in the summary sheet.

2.3.2. In general lunches will be provided by the event organisers. If this is not the case then a further allowance of for lunches is available as defined in the summary sheet.

2.3.3. Exceptions

a) When an evening meal is provided as part of an event, at no cost to the individual, then the subsistence allowance cannot be claimed.

b) Subsistence will not be reimbursed for spouses / partners of individuals making a claim.

2.4. Travel

2.4.1. For air and rail travel, actual costs will be paid for economy fares.

2.4.2. When travelling using privately owned vehicle a mileage allowance may be claimed as detailed in the summary sheet; the UK RS Feva Class Association will aim to keep such rates in line with, or very close to, the RYA policy.

Where a hire car may be required, only the actual fuel costs may be claimed.

2.5. Other

2.5.1. In exceptional circumstances other expenses items may be claimed, but only with prior agreement from the Class Chairman or Class Treasurer.

3. GENERAL

The following general conditions apply when claiming expenses in accordance with this policy.

3.1. Any travel and / or accommodation shall be arranged by the individual.

3.2. In general:

- For a two day event only 1 night may be claimed:
- For a three day event, 2 nights accommodation may be claimed.
- For a week long (7 days) event, 6 nights accommodation may be claimed.

Where, due to distance, an individual feels that they need to travel to an event the day before it commences, or depart on the day after the event ends, and additional night's of accommodation are then required, these may be claimed, but only with prior agreement of the Class Chairman or Class Treasurer.

3.3. To allow the Class Treasurer to finalise the costing for each event, claims must be submitted within one month of the last day of the event. Claims submitted after this will be subject to review; where there is an excessive delay without reason they may not be paid.

3.4. Any claim must be supported by receipts. Claims made without receipts will require further supporting documentation before payment can be made.

3.5. The final decision on any claim will be made by the Class Treasurer.

SECTION B

EXPENSES POLICY for COACHES

1. INTRODUCTION

1.1. The purpose of the policy is to define the basis on which individuals, as defined here, can claim back reasonable expenses associated with their travelling and subsistence costs. The policy is designed to compensate individuals to a reasonable extent for any costs associated with their support to the UK RS Feva Class Association as described in Clause 1.2 below.

1.2. This section sets out the policy for claiming expenses for qualified coaches who are engaged by the UK RS Feva Class Association Secretary to provide Training Support at events including:

1.2.1. UK Class Association Open Training,

1.2.2. Racing events such as the Inland Championships, End of Season Championships, National Championships and Grand Prix events.

1.3. *Qualification Criteria*

To qualify to claim expenses under this policy, individuals must:

- be a qualified RYA Instructor or Coach, for which proof may be required, and;
- have been invited to provide Training Support by the UK RS Feva Class Association Secretary, and
- have a signed, and completed UK RS Feva Class Coaches Contract lodged with the Class Secretary prior to the commencement of any contracted coaching session.

Note: In exceptional circumstances, non-qualified, but experienced, RS Feva sailors may be contracted to provide training support at a UK RS Feva Class event, but only under the overall control and organisation of a qualified RYA Instructor or Coach, who has been appointed by the UK RS Feva Class Association as head coach for the delivery of the training.

- Under these specific circumstances these non-qualified individuals will be eligible to claim expenses under this policy.

2. QUALIFYING EXPENSES

2.1. There are five primary categories under which expenses may be claimed, detailed as follows:

- Coaching Services
- Accommodation
- Subsistence
- Travel
- Other

2.2. Coaching Services

2.2.1. The rates applicable for the provision of Coaching Services are dictated by the qualifications and experience held by the individual, and will be confirmed in the UK RS Feva Class Coach Contract, as agreed between the individual and the UK RS Feva Class Association Secretary.

The standard class rates are as follows:

Rate (per day)

Head Coach £120

Experienced Coach £100

Coach £80

Assistant Coach £50

2.3. Accommodation

2.3.1. The maximum contribution towards accommodation costs is defined in the summary sheet at the front of this document. Where the cost is in excess of the rate given in the summary sheet, then the additional costs must be borne by the individual.

2.3.2. Where, for personal preference, the individual concerned does not wish to share a room (which may be cheaper for cost purposes) the maximum contribution as defined per night per person still applies.

2.3.3. Exceptions

Accommodation costs will not be reimbursed for spouses / partners of individuals making a claim.

2.4. Subsistence

2.4.1. The allowance for evening meals is defined in the summary sheet.

2.4.2. In general lunches will be provided by the event organisers. If this is not the case then a further allowance of for lunches is available as defined in the summary sheet.

2.4.3. Exceptions

a) When an evening meal is provided as part of an event, at no cost to the individual, then the subsistence allowance cannot be claimed.

b) Subsistence will not be reimbursed for spouses / partners of individuals making a claim.

2.5. Travel

2.5.1. For air and rail travel, actual costs will be paid for economy fares.

2.5.2. When travelling using privately owned vehicle a mileage allowance may be claimed as detailed in the summary sheet; the UK RS Feva Class Association will aim to keep such rates in line with, or very close to, the RYA policy.

Where a hire car may be required, only the actual fuel costs may be claimed.

2.6. Other

2.6.1. In exceptional circumstances other expenses items may be claimed, but only with prior agreement from the Class Chairman or Class Treasurer.

3. GENERAL

The following general conditions apply when claiming expenses in accordance with this policy.

3.1. Any travel and / or accommodation shall be arranged by the individual.

3.2. In general:

- For a two day event only 1 night may be claimed:
- For a three day event, 2 nights accommodation may be claimed.
- For a week long (7 days) event, 6 nights accommodation may be claimed.

Where, due to distance, an individual feels that they need to travel to an event the day before it commences, or depart on the day after the event ends, and additional night's of accommodation are required, these may be claimed but only with prior agreement of the Class Chairman or Class Treasurer.

3.3. To allow the Class Treasurer to finalise the costing for each event, claims must be submitted within one month of the last day of the event. Claims submitted after this will be subject to review; where there is an excessive delay without reason they may not be paid.

3.4. Any claim must be supported by receipts. Claims made without receipts will require further supporting documentation before payment can be made.

3.5. The final decision on any claim will be made by the Class Treasurer.

SECTION C

EXPENSES POLICY – PRIVATELY OWNED RIBs

1. INTRODUCTION

1.1. The purpose of the policy is to define the basis on which individuals can claim back reasonable costs associated with the transport and provision of their own, or a club owned RIB at events and training venues, plus the associated fuel costs relating to the use of the RIB for the designated purpose:

- a) as part of the Safety Fleet;
- b) as a Coaching boat.

1.2. This section sets out the policy for claiming expenses when individuals provide their own, or a club owned, RIB for use:

- a) as part of the Safety Fleet at a UK RS Feva Class Association Event, and / or
- b) for Coaching use at Squad or Open Training organised by the UK RS Feva Class Association, and / or
- c) for Coaching support, including general sailor and/or team support, at an Overseas Event, where this expense is not covered by the RYA.

1.3. The policy is designed to:

1.3.1. Compensate individuals to a reasonable extent for the costs associated with the provision of a RIB as part of an Event Safety Fleet, on the basis that the RIB will also be used to privately support specific sailors at that Event;

1.3.2. Set out conditions whereby entry fees for events may be waived as part of the agreement with the individual for the provision of a privately owned, or club owned, RIB for the uses as defined in Clause 1.2.

1.4. This policy assumes an individual is providing their own, or a club owned, RIB in conjunction with the delivery of one or more RS Feva's belonging to sailors related to the individual transporting the RIB (i.e.: they are making the journey anyway to deliver one or more RS Feva's).

2. PRIVATELY OWNED RIBs AS PART OF THE SAFETY FLEET AT UK RS Feva EVENTS

2.1. This section covers the expenses policy for RIBs provided as part of a UK RS Feva Class Association Event Official Safety Fleet.

2.2. Expenses will be reimbursed as follows:

- a) Mileage as detailed in the summary sheet.
- b) RIB fuel up to £25 per day – when paid by the individual (receipts required if fuel not provided by the UK RS Feva Class Association)
- c) Day rate to cover running costs, wear and tear as detailed in the summary sheet

3. PRIVATELY OWNED RIBs PROVIDED FOR COACHING USE AT CLASS ORGANISED TRAINING

3.1. Expenses will be reimbursed as follows:

- a) Mileage as detailed in the summary sheet.
- b) RIB fuel up to £25 per day – when paid by the individual (receipts required if fuel not provided by the UK RS Feva Class Association)
- c) Day rate to cover running costs, wear and tear as detailed in the summary sheet

4. PRIVATELY OWNED RIBs PROVIDED FOR USE BY CLASS APPOINTED COACHES AT OVERSEAS EVENTS

4.1. This section covers the expenses policy for RIBs provided by parents for coaching use at overseas events, including:

- RS Feva European / World Championships (in Europe);
- Individual European Country National Championships;
- Other selected events, where event support has been confirmed by the UK RS Feva Class Association Committee.

4.2. Expenses will be reimbursed as follows:

- a) Mileage as detailed in the summary sheet.
- b) Actual RIB fuel up to £25 per day– when paid by the individual (receipts required if fuel not provided by the UK RS Feva Class Association)
- c) Day rate to cover running costs, wear and tear as detailed in the summary sheet
- d) Ferry costs as detailed in the summary sheet

4.4. Conditions

- ii) Claimants must keep a concise record of mileage incurred when towing a RIB for an Overseas Events;
- iii) Reimbursement for Ferries must be agreed in advance

SECTION D

EXPENSES POLICY – CLASS / RYA OWNED RIB's (including the Class Eric Twiname RIB)

1. INTRODUCTION

1.1. The purpose of the policy is to define the basis on which individuals can claim back reasonable costs associated with the transport of a RIB (as defined in Section D, 1.2) to events and training venues, plus the associated fuel costs relating to the use of that RIB for the following designated purposes:

- a) as part of the Safety Fleet;
- b) as a Coaching boat;
- c) Moving any such RIB around the country to support general class logistics.

1.2. This section sets out the policy for claiming expenses when individuals transport a Class or RYA owned RIB, including the Class allocated Eric Twiname RIB, for use:

- a) as part of the Safety Fleet at a UK RS Feva Class Association Event, and / or
- b) for Coaching use at Squad or Open Training organised by the UK RS Feva Class Association, and / or
- c) for Coaching support, including general sailor and/or team support, at an Overseas Event, where this expense is not covered by the RYA.

1.3. The policy is designed to:

1.3.1. Compensate individuals to a reasonable extent for the costs specifically associated with transporting a RIB (as defined in Section D, 1.2) to and from an event venue, including associated journeys as necessary to move a RIB from location to location.

1.3.2. **Cater for circumstances where expenses are not claimable from another organisation**, particularly the RYA.

Note that it is anticipated that expenses associated with the transporting of a RIB to and from an RYA organised event, would be claimable from the RYA.

2. CLASS / RYA OWNED RIBs AS PART OF THE SAFETY FLEET AT RS Feva EVENTS

2.1. This section covers the expenses policy for RIBs (as defined in Section D, 1.2) when transported as part of a UK RS Feva Class Association Event Official Safety Fleet.

2.2. Expenses will be reimbursed as follows:

- a) Mileage as detailed in the summary sheet.
- b) Actual RIB fuel usage – when paid by the individual (receipts required if fuel not provided by the UK RS Feva Class Association)

3. CLASS / RYA OWNED RIBs PROVIDED FOR COACHING USE AT CLASS ORGANISED TRAINING

3.1. This section covers the expenses policy for RIBs (as defined in Section D, 1.2) when transported for Coaching use at Class organised Squad or Open Training.

3.2. Expenses will be reimbursed as follows:

- c) Mileage as detailed in the summary sheet.
- d) Actual RIB fuel usage – when paid by the individual (receipts required if fuel not provided by the UK RS Feva Class Association)

4. CLASS / RYA OWNED RIBs PROVIDED FOR USE BY CLASS APPOINTED COACHES AT OVERSEAS EVENTS

4.1. This section covers the expenses policy for RIBs (as defined in Section C, 1.1) provided by parents for Coaching use at overseas events, including:

- RS Feva European / World Championships (in Europe);
- Individual European Country National Championships;
- Other selected events, where support has been confirmed by the UK RS Feva Class Association Committee.

4.2. Expenses will be reimbursed as follows:

- a) Mileage as detailed in the summary sheet.
- b) Actual RIB fuel usage – when paid by the individual (receipts required if fuel not provided by the UK RS Feva Class Association)
- c) Ferry costs as detailed in the summary sheet

4.4. Conditions

- ii) Claimants must keep a concise record of mileage incurred when towing a RIB for an Overseas Events;
- iii) Reimbursement for Ferries must be agreed in advance

SECTION E**UK RS Feva Class Association – Expenses Claim Form**

This is reproduced on the next page.

Receipts must be included with any claim.

An 'electronic' version of the claim form is also available for anyone wishing to submit their claims via email. **Scanned copies of receipts must be included with any such submission.**



UK RS Feva Class Association Expenses Policy May 2015

Please use one form per weekend and attach all receipts. When making an electronic claim you can send scanned copies of your receipts. Please email with your name included in the document file name please. (Expenses Name Date)

Please post to the RS Feva Secretary : Lucy Jameson, 202 Southwood Road, Hayling Island, Hampshire PO11 9QL

e:secretary@rsfeva.org.uk

t: 07834 636096

Name
Description of the claim
Address
Bank Details
Email and contact number
Event /Training Weekend
Date of Event / Training

Fees

Coaching	No of Days	Daily Rate	£
Towing	No of Miles	48p per mile	£

Mileage Not Towing

From	to	Miles	Total

EXPENSES

Subsistence	No of Lunches daily rate £5.00	No of Dinners daily rate £15.00	Total

Miscellaneous including B and B and Rib Fuel please give clear description.

TOTAL: FEES & EXPENSES	£
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Authorised by

Date Received			
Reference			
Approved			Date Paid

Please refer to the UK RS Feva Expenses Policy for full details on claiming.