



Officials and Volunteers Expenses Policy

Officials and Volunteers travel all over Scotland and beyond to support our sport. This expenses policy is designed to be clear so that all of our officials and volunteers are aware of how to claim, what to claim on your expenses and to ensure that **everyone is acting in the best interests of Scottish Hockey (SH)**.

We are proud of the work done by our officials and volunteers and recognise the sport would not happen without their valued input.

Section 1 - General

- 1.1 At the start of each season, SH will issue a timetable detailing the expense claim submission and payment dates. Any revision to these dates will be communicated by Scottish Hockey on a timely basis.
- 1.2 It is the claimant's responsibility to ensure that SH are kept informed of any changes to either address or bank details to which payments should be sent. SH cannot be held responsible for any payments made to out of date details.
- 1.3 Cheques will be phased out during 2014-2015, A Bank Details form will be sent out, when SH are ready to transfer all payment online.
- 1.4 Expense claims will only be accepted for processing and payment if they are recorded on the official SH claim forms which can be found [HERE](#). Claims made via match report forms or any other format will not be processed for payment.
- 1.5 All claims for expenses other than mileage MUST be supported by a receipt.
- 1.6 In any one month, SH will only reimburse for claims to the value of £15.00 or more. Any claims for less than £15.00 will be rolled forward until the £15.00 threshold is met. If it is expected to take more than three months to meet the threshold then you should contact the Scottish Hockey finance department at finance@scottish-hockey.org.uk . Unpaid expenses will be reviewed on a quarterly basis.
- 1.7 Claims where the appointment, event, match or meeting took place more than two months prior to submitting the claim will not be approved for payment.

Please note that the guidelines set out in this document cannot cover every eventuality. Where in any doubt please seek guidance from a member of staff in the SH office prior to spending as we cannot guarantee covering costs beyond those described in the document.



Section 2 - Domestic Officials

Expenses will only be paid if:

2.1 The official has been appointed on the Appointments system, or

2.2 Is approved by the appointments committee as a last minute replacement.

If the Tournament is a friendly tournament, or out with the jurisdiction of SH, travel expenses should be claimed from the tournament organisers.

Expenses will only be paid if:

2.3 There is a functional role being performed at the nominated event.

2.3 In any one month, SH will only reimburse for claims to the value of £15.00 or more. Any claims for less than £15.00 will be rolled forward until the £15.00 threshold is met. If it is expected to take more than three months to meet the threshold then you should contact the Scottish Hockey finance department at finance@scottish-hockey.org.uk. Unpaid expenses will be reviewed on a quarterly basis.

Guidelines for Domestic Officials

SH will pay your expenses at £0.30 per mile based on you using the most direct route possible, provided that you have been asked by one of the ways indicated above. Part of the umpire appointment process can include proximity from the officials District to the venue. Therefore if an official is planning to travel to the match, from an area further than their home address permission must be sought from the Competitions and Events Manager.

We encourage umpires from the same area to travel together to matches, but know that this isn't always possible.

Any requests for an overnight stay such as between a Saturday and Sunday double header must be approved by the Competitions and Events Manager prior to booking. These requests should be made with as much notice as is reasonably possible.

We understand that officials sometimes travel by Bus or by Train and will be paid reasonable expenses for Bus or Train fares. Where possible we would ask officials to purchase tickets in advance to take advantage of reduced costs, or use a railcard. If you have purchased a ticket, and your appointment is changed, contact the Competition and Events Manager for assistance. On no account without authorisation may an individual travel in First class or fly.

Where possible please avoid Taxi's by using public transport or by arranging for your colleague or a club official to pick you up from the train or bus station. Any requirement for a taxi fare must be agreed in advance with the Competitions and Events Manager and receipts submitted as part of your claim.

If you are playing and officiating at the same venue, you should only claim if you have had to make alternative arrangements in order to be present to carry out your officiating role.

All expenses must be submitted using the expense form, a copy of which is available at <http://www.scottish-hockey.org.uk/competitions/competition-rules--forms.aspx> No expenses



submitted on Match Report Forms will be actioned. The Expenses form, should be submitted on or just after the last day of the month to the following email account competitions@scottish-hockey.org.uk

Indoor Food Costs

Due to the change in the way indoor appointments are done, there is a reduced requirement for individuals to claim for lunch. Any TD, UM, Judge or TO that is involved with 4 or more matches is entitled to claim up to £5 for Lunch. Any Umpire who has more than a two game break between their matches, or umpires 3 games or more, is entitled to claim Lunch.

Outdoor Food Costs

Normally there is no requirement for Outdoor Food Costs. However we understand that circumstances may dictate otherwise therefore the following should be adhered to.

2.4 Any TD, UM, Judge or TO, that is appointed and in attendance for two or more games in one day may claim up to £5 for Lunch.

2.5 Any Umpire that umpires (or reserves) two or more games in a day may claim up to £5 for lunch, provided that the Games are appointed from our Umpire Appointment process (e.g. umpiring National League, then a club regional league game would not count)

2.6 Food Vouchers will be provided for certain events such as those day-long or weekend-long events held at the Glasgow National Hockey Centre but only if the official/volunteer is involved in an active role in 2 or more fixtures. This will be communicated to the officials in advance.

2.7 Distance travelled – for umpires appointed to a game more than 100 miles one way (200 miles return) from their home address, as registered on CORE, an expense claim supported by receipt for up to £5 may be submitted to cover sustenance.



SECTION 3 Volunteer Committees and meetings

Members of the following committees will be eligible to claim expenses for attending the relevant meetings of these committees.

- SH Board
- SH Management Committee
- Discipline (as part of the panel)
- Appeals Panels
- Audit Committee
- Appointed members of FIH or EHF Committees
- Appointments Committee

Any claims for domestic meetings should follow the domestic official's guidelines. Any international meetings should follow the International Expenses policy below.

SECTION 4 International Expenses

International or Representative Matches in Scotland.

The guidelines for Domestic expenses should be used. If in doubt contact the Performance Administrator on performance@scottish-hockey.org.uk or 01415505999.

International Friendlies/Training matches overseas

If travelling to umpire or officiate for these matches, where possible individuals should travel with the team. As soon as you are appointed, please liaise with the Performance Administrator on your travel costs. It is also best practice to let the manager of the team you are travelling with know that you plan to travel with them, to ensure they include you in the logistics.

We will pay reasonable expenses for Lunch up to £5 and Dinner up to £18 if you are unable to eat with the team. Please ensure you keep any receipt.

International Tournaments, National Appointment.

If you are appointed to a Tournament as a National appointment, you should immediately contact the Performance Administrator to discuss your travel plans. SH are happy to book your flights, or for you to book your own flights, and claim the money back but you must receive approval before booking your own flights.

Your plan to travel to the airport if it is not by public transport - such as airport parking - must be approved by the Performance Administrator and receipts submitted as part of your expense claim. If you are considering using a taxi please gain approval from the Administrator prior to your trip.

Please submit your expenses form together with all the receipts within 4 weeks of your trip. SH will not pay expense claims that are over 2 months old.

International Tournaments, Neutral Appointment.

If you are appointed to a Tournament as a Neutral appointment, you should contact the host nation or FIH to book your flights. If this is proving difficult, please contact the Performance Manager or Administrator for help.



3.1 Any Visa costs should be met by the host nation.

3.2 Any required immunisations will be paid for by SH. Contact the Performance Administrator and specify whether you do require any as SH may have links to medical facilities to get the necessary immunisations.

3.3 Your plan to travel to the airport if it is not by public transport - such as airport parking - must be approved by the Performance Administrator and receipts submitted as part of your expense claim.

3.4 If you are considering using a taxi, please gain approval from the Administrator prior to your trip.

3.5 Please submit your expenses form, together with all the receipts within 4 weeks of your trip. SH will not pay expense claims that are over 2 months old.

Additional International Expenses

These are guidelines, and cannot cover every eventuality. Where possible seek guidance from a member of the SH office prior to spending as we cannot guarantee covering costs beyond those described in the document.

Key contacts

Performance Manager – Andy.Tennent@scottish-hockey.org.uk

Performance Administrator – Performance@scottish-hockey.org.uk

Both can be reached on 01415505999

SECTION 5 Volunteers for Events hosted in Scotland

For volunteers you must have been asked to attend the event by a member of SH staff.

Where possible, SH will agree to pay your expenses at £0.30 per mile once you have been notified of your functional role in the event. If a volunteer is planning to travel to the event, from an area further than their home address permission must be sought from the Competitions and Events Manager.

We encourage volunteers from the same area to travel together to events, but know that this isn't always possible.

Any requests for an overnight stay must be approved by the Competitions and Events Manager prior to booking.

We understand that volunteers sometimes travel by Bus or by Train and will be paid reasonable expenses for Bus or Train fares. Where possible we would ask volunteers to purchase tickets in advance to take advantage of reduced costs, or use a railcard. If you have purchased a ticket, and your event is changed or cancelled, contact the Competition and Events Manager for assistance. On no account may an individual travel in First class or fly without authorisation.

Where possible please avoid Taxi's by using public transport or by arranging to be picked up from the train or bus station. Any requirement for a taxi fare must be agreed in advance with the Competitions and Events Manager and receipts submitted as part of your claim.



All expenses must be submitted using the expense form, a copy of which is available [HERE](#). The Expenses form, should be submitted on or just after the last day of the month to the following email account performance@scottish-hockey.org.uk

For some of our larger events, these may be run by SHU Events Ltd. If this is the case then the process may differ slightly. This will be communicated in advance for any events run by SHU Events Ltd.

For all events, especially those run by SHU Events Ltd, it is important that VAT receipts are retained and submitted to allow SHU Events Ltd to reclaim the VAT.

Any requests for an overnight stay must be approved by your SH contact prior to Booking.

Please submit your expenses form, together with all the receipts within 4 weeks of your meeting or event. SH will not pay expense claims that are over 2 months old.

Conclusion

For any expenses apart from mileage a receipt must be submitted

Please submit your expenses form, together with all the receipts within 4 weeks of your meeting, match or event. SH will not pay expense claims that are over 2 months old.

These are guidelines, and cannot cover every eventuality. Where in any doubt seek guidance from a member of the SH office prior to spending as we cannot guarantee covering costs beyond those described in the document.