

# Ilkley Harriers Expenses Policy Approved September 2023

## 1. Objectives:

1.1. The objectives of this policy are:

- a) To support club involvement in relays and other races where team representation is required
- b) to recompense club officials, coaches and other members for costs incurred undertaking club business
- c) to encourage coaching and other appropriate training/qualifications

In meeting these objectives, consideration will be given to issues of equity, sustainability, value for money, and club policies including diversity, safeguarding and welfare.

## 2. Scope

2.1. This policy covers the following:

- a) entry fees where team entries are required
- b) costs associated with staging races
- c) other costs associated with the business of the club
- d) coaching and other courses, including first aid, and race organisation – as agreed by the Committee
- e) other costs incurred by coaches and run leaders
- f) trophy engraving (where the trophy has to be returned)

## 3. Detail

3.1. **Entry Fees.** A list of qualifying races will be agreed at the start of the year. The list will be reviewed at least annually but is likely to include for example:

- a) Calderdale Way Relay
- b) Yorkshire veteran road relays
- c) Northern 6 & 4 Stage Road Relays
- d) Hodgson Brothers Mountain Relay

3.2. **Other costs** associated with the business of the club, including organising races and events, and equipment (eg First Aid kits). Any expense greater than £100 should be agreed in advance with at least 2 club officers. It may be decided to refer the claim to the Committee for a decision.

3.3. **Courses and DBS costs.** Attendance costs at courses including coaching and run leaders, health and safety, first aid, and race organisation will be paid for by the club. These will generally be courses organised by the club or by athletics governing bodies, and a Committee member or club official will co-ordinate attendance. Attendance at ad-hoc or specialist courses will need the agreement of at least 2 club officers or the Committee

3.4. **Costs incurred by coaches and run leaders.** Those providing coaching for the club should not be at a loss financially. They will therefore be recompensed for reasonable costs incurred (excluding time). This does not apply if a coach is mentoring an individual on a personal

basis. As a rule, any equipment required for coaching and purchased by the club will be the property of the club.

**3.5. Trophy Engraving.** Where a club member wins a trophy which is normally engraved with the winners name and club, and the trophy is returned at the end of the year, then the cost of engraving should be reimbursed.

**3.6. Runners “Selected”.** On an ad-hoc basis the Committee may consider financial support to runners selected to represent the County/Country in competition

**3.7. Travel and accommodation costs will in general not be paid. Cases of hardship, will be considered by the Committee and also occasions where such costs are integral to the business of the club or necessary to enable club representation.**

#### **4. Claims Process**

4.1. It should be noted that if pre-approval of expenditure is required, then a claim will only be considered if that approval has been granted.

4.2. Claims should be made to the treasurer in writing (including by email – but not using messaging apps) with a description of the claim, evidence of expenditure and approval (where required)

**5. Review.** This policy will be reviewed annually.

Paul Stephens  
Secretary Ilkley Harriers

Jeff Green  
Treasurer Ilkley Harriers

Sept 2023