



Solihull & Small Heath Athletics Club Expenses Claims- Guidelines



Out of Pocket Expenses:

Officers of the club (including team managers) can claim for out of pocket expenses such as postage, telephone, stationery and printing. All claims for reimbursement of out of pocket expenses must be accompanied by proof of purchase in the form of a receipt. Any major items of expenditure in excess of £50 require the prior approval of the committee.

Associate Members:

Associate Members will not be charged subscription fees whilst they are working as an official of the Club in any recognised capacity.

Coaching Courses:

If a coach is actively coaching SSHAC athletes they may claim the total cost for Level 1 and Level 2 courses and half the cost for Level 3 and Level 4 courses.

Mileage Claims:

Mileage expenses do not apply to parents who are transporting their children to event venues even if they are acting in an official capacity whilst they are there.

Claims may be made by the following:

- Officials- must be Level 2 or above and officiating at league meetings on behalf of the club.
- Team Managers- attending meetings when they are responsible for a team and are not a competing athlete, whether or not their own child is competing. When the team management job is shared only one person may claim (Note- HOE and YDL Boys and Girls are considered two teams).
- Delegates- attending AGMs and other meetings on behalf of the club as agreed by the committee.
- Coaches- UKA Level 2 and above attending major meetings (eg. County, Area, National, English Schools (including Cross-Country), Home Internationals) where the coach's own Solihull athletes are competing, provided their own child is not competing. This does not include league meetings.
- All other claims to be agreed by the committee on an individual basis.

Reimbursement rate for mileage expenses with effect from 1st February 2011 is 26p per mile and subject to a maximum of 250 miles per meeting.