

## Rockingham Masters Swimming Club Inc

### COACHES EXPENSES REIMBURSEMENT POLICY

<b>Policy Number</b>	002	<b>Version</b>	000
<b>Drafted By</b>	Richard Gorzkos	<b>Approved By Committee On</b>	04 Sept 23
<b>Responsible Person</b>	Treasurer	<b>Scheduled Review Date</b>	04 Sept 24

#### DEFINITIONS

**Club** means the Rockingham Masters Swimming Club;

**Coach** – means a swimming coach of the Club;

**Member** means a current and financial member of the Club;

**MSA** means Masters Swimming Australia; and

**MSWA** means Masters Swimming WA.

#### INTRODUCTION

The Club recognises that a Coach voluntarily gives up his/her time to provide a swim coaching service for the Club and that to do so, must be a Member with its associated costs. As a volunteer, a Coach receives no remuneration for his/her services, experience or time involved, but incurs expenses in doing so.

#### PURPOSE

The purpose of this policy is to recognise the value of a Coach's service to the Club and provide guidance for the reimbursement of certain expenses required to be outlaid in providing this service. The policy also includes the provision of any benefits that are made available to a Coach.

#### POLICY

Reimbursement of certain expenses may be provided to the Coaches to help cover their cost of providing a voluntary coaching service to the Club. The Coach must be recognised by the Club as an active Coach for the Club, not be under a probational period and regularly provide coaching services in accordance with the Head Coach's direction and rosters.

The Club may reimburse the following expenses:

1. The combined annual MSA and MSWA membership fee, including the Club component as set and adjusted from time to time; and
2. The cost of any coaching and refresher courses approved by the Committee that the Committee agrees will benefit the Club or is required to keep the Coach's accreditation active.

The Club may also provide the following benefits:

1. Waiver of payment of the lane hire fee set by the Committee from time to time, for when the Coach attends training sessions on a non-coaching day.
2. Provision of a suitable deck coat.

These reimbursements and benefits may be adjusted or revoked at the Committees discretion in accordance with the financial state of the Club.

Any reimbursement of expenses will only be made after providing 3 months of coaching service or after serving any probation period and on presentation of proof of payment of the expense to the Treasurer.

### **RESPONSIBILITIES**

It is the responsibility of the Coach to pay for the expense up front, keep the original receipt or proof of payment and then claim back the expense from the Club.

It is the Treasurers and Secretary's responsibility to keep a record of the reimbursements (name, date, place and amount) and ensure the Coach is reimbursed in accordance with this policy.

### **PROCEDURES**

The Coach shall pay his/her annual MSA and MSWA membership fee including the Club component and then request reimbursement of the full amount in accordance with this Policy.


The Coach shall notify the Club in writing of the Coach's intention to seek reimbursement for any expenses in attending coaching courses or re accreditation. The Committee shall approve or otherwise the reimbursement and notify the Coach in writing accordingly.

The Coach shall pay for the expense out of the Coaches own funds then submit the receipts or proof of payment and banking details to the Treasurer, who shall reimburse the amount claimed into the Coaches bank account within 7 days of submission of the receipt.

### **RELATED DOCUMENTS**

Not applicable

### **AUTHORISATION**

**Signature:**  .....

**Name:** Richard Gorzkos

**Position:** President

**Date:** 04 September 2023