

## Rockingham Masters Swimming Club Inc

### EVENTS FINANCIAL ASSISTANCE POLICY

<b>Policy Number</b>	001	<b>Version</b>	000
<b>Drafted By</b>	Richard Gorzkos	<b>Approved By Committee On</b>	12 June 23
<b>Responsible Person</b>	Treasurer	<b>Scheduled Review Date</b>	12 June 24

#### DEFINITIONS

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

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

**MSA** means Masters Swimming Australia;

**MSWA** means Masters Swimming WA; and

**WOW Series** – means the WOW Swims Western Australian open water swim series.

#### INTRODUCTION

The Club recognises that there is a personal cost involved should a Member wish to participate and represent the Club in a MSA or MSWA event.

#### PURPOSE

The purpose of this policy is to provide guidance for the provision of financial assistance for Members who wish to participate and represent the Club at MSA or MSWA events held outside of the Perth Metropolitan area.

#### POLICY

Financial assistance may be provided to Members of the Club to help cover the cost of attending any events held or organised by MSA or MSWA outside of the Perth Metropolitan area but does not include assistance for any of the WOW Series. The Member must be representing the Club, notify the Club of the Members intention to seek financial assistance and have the approval of the Committee.

The Club may contribute an amount up to a total of \$100 per Member per Club financial year, with a capped amount of \$300 per Member's lifetime. A capped amount of \$2,000 per Club financial year irrespective of the source of the funds will be available. These amounts may be adjusted or revoked at the Committees discretion in accordance with the financial state of the Club.

The amount contributed will only be paid to cover or subsidise the following expenses:

- a. Entry Fees

- b. Fuel
- c. Airfares
- d. Accommodation (excluding meals and drinks),

and will be reimbursed to the Member on provision of actual receipts provided to the Treasurer. Scanned copies will be accepted but must be followed up with the original receipt.

### RESPONSIBILITIES

It is the responsibility of the Member to pay for the expense up front, keep the original receipt and then claim back the (expense or partial expense) from the Club.

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

### PROCEDURES

The Member shall notify the Club in writing of the Members intention to seek financial assistance prior to the event.

The Committee shall approve or otherwise the Club's contribution and notify the Member in writing accordingly.

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

### RELATED DOCUMENTS

Not applicable

### AUTHORISATION

Signature:  .....

Name: Richard Gorzkos

Position: President

Date: 12 June 2023