



## Inverness Harriers AAC Financial Support Policy

Prepared for Committee by Funding Secretary

Rev: **01**

Fully Ratified by Committee:  
**06 July 2020**

### **Financial Support Policy - Guiding Principles**

Inverness Harriers Amateur Athletic Club (IHAAC) is committed to supporting the athletic development of all its members in an inclusive manner which embraces the broad spectrum of our membership, covering those whose goals relate to the social and fitness aspects of membership, through to those who aspire to competitive success at a national and international level.

In promoting that commitment, it is important that the club's finances are used to support that broad membership, whilst recognising the increased financial commitments that come with competitive success.

The undernoted financial support policy is designed to support the above principles. This policy may not cover all circumstances, but should provide a framework and some clarity to coaches and their athletes.

The fund is open to all club athletes in line with the following criteria:

- The club member must have been a fully paid up first claim member of Inverness Harriers AAC, paid by the 31 October of the membership year.
- The claimant must be actively competing / coaching / officiating / volunteering for the club on a regular basis.
- The expenditure must have the support of the Lead Coach, where appropriate.



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### 1.0 Reimbursement of Travel & Accommodation Expenses

As a general rule, IHAAC will not reimburse coaches, officials or athletes for travel and accommodation expenses incurred in attending training sessions, competitions, open graded meetings. The following are exceptions to the above rule:

#### (a) **International Duty - Athlete or Coach**

Where an athlete or coach is selected by UK Athletics, Scottish Athletics and Scottish Schools Athletics Association for international duty, IHAAC will reimburse reasonable travel / accommodation costs to the competition venue/pickup point.

**Note:** Assessment of 'reasonable' will be determined in each individual case by the IHAAC Committee. The onus is on the athlete or coach to determine the most economical means of travel / accommodation (recognising that this should not impact on the athlete's potential performance). Wherever possible, confirmation should be obtained prior to the booking being made.

- **UK Athletics selection** - reimbursement will only be made to the extent that these costs are not already being funded by another body and to a maximum of £100 per athlete or coach per trip.
- **Scottish Athletics and Scottish Schools Athletics Association selection** - reimbursement will only be made to the extent that these costs are not already being funded by another body and to a maximum of £50 per athlete or coach per trip.

#### (b) **Club Duty - Coach**

This is to be reviewed and documented by the club committee upon next release by December 2020.



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### (c) Other Specific Events

A contribution will be made to the cost of travel / accommodation costs for athletes or coaches invited (or qualifying standard has been met) by England Athletics or UK Athletics to higher level competition opportunities out with Scotland to a maximum of £150 per athlete / coach per trip.

An example of such opportunities includes:

- England Athletics Age Group Track & Field Championships, where qualifying standards have been met.
- England Athletics 10K Road Race Championships.
- British Cross Challenge (Liverpool) - GB Cross Country team selection race.

In all cases, to demonstrate that there is benefit to the athlete and club the lead coach must submit a supporting statement and countersign the athlete expenditure authorisation form. Where applicable, an invitation must be provided to the Funding Secretary in advance of the event.

### (d) Travel to Competition

Where a number of athletes are travelling out with the Highland Council area to represent the club at a specific event (e.g. league match, cross-country competition, Scottish Women's Athletics League (as part of composite Team Lothian) or Scottish Athletics League (commonly known as the 'Men's League') the club will where possible organise coach travel to transport team members, coaches and officials. In such situations, athletes should be actively encouraged to make use of the transport and a fee per athlete / accompanying parent should be levied to seek to recover as much of the cost as possible. No fee will be payable by coaches or officials.

### (e) Travel on Club Business

Where a member is travelling out with the Highland Council area to represent the club at a specific event (e.g. Scottish Athletics AGM) the club will meet the reasonable costs of travel in attending such events.

- This will be up to a maximum mileage claim of 25 pence per mile, where travelling by car. Journey mileage will be based on shortest road route. Where travel is by public transport, the maximum amount claimable will be the same as if the journey was made by car.
- In advance of the event, the club will appoint up to a maximum of 1 member per event to represent the club and only that member will be eligible to claim travel expenses.



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### (f) **Minimise Costs**

Whilst the club will support members as per the above criteria, all members are expected to minimise costs, for example by sharing lifts, booking flights / train tickets as far in advance as possible and sharing hotel accommodation where this is practicable. Where other funding is available, e.g. through Scottish Athletics, we expect athletes, coaches and officials to apply for those funds.

### (g) **Claim Form**

Where the above conditions are met, the standard expenditure authorisation form should be fully completed and submitted to the Funding Officer with accompanying receipts and supporting statement, where applicable.

- **UK Athletics, Scottish Athletics or Scottish Schools selection** – The Funding Officer should be notified within 24 hours of receipt of selection, with the claim forms fully completed and submitted. If late selection has been made, then provide the claim form after the event has taken place and provide rationale.
- **Other Specific Events** – Any claim for events that fall within section (c) must be fully completed and submitted to the Funding Officer at least 6 weeks prior to the event date.



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### 2.0 Coaching & Officiating Development

In recognition of the need to maintain, grow a skilled coaching & officiating teams, the club will support the attendance at coaching / officiating courses where the individual commits to providing coaching / officiating services to the club. Additionally, where these courses take place outside the Highland Council area, the club will meet the reasonable costs of:

- travel in attending such courses up to a maximum mileage claim of 25 pence per mile, where travelling by car. Journey mileage will be based on shortest road route. Where travel is by public transport, the maximum amount claimable will be the same as if the journey was made by car,
- One night's accommodation up to a maximum of £75 per course, if the course is on two consecutive days.

### 3.0 Exclusions

IHAAC will not reimburse coaches, officials, athletes or parents/guardians for any of the following costs:

- IHAAC will not make an appearance payment to any athlete in relation to that athlete representing the club in competitions, leagues, championships.
- payment will not be made in respect of the diagnosis or treatment of an injury (including physiotherapy, podiatry, etc.).
- any charges in respect of telephone calls, Wi-Fi connection etc., when attending club events.
- external coaching fees, i.e. where the coach does not operate under the auspices of IHAAC or costs incurred for specialist training facilities.

### 4.0 Financial Support Cap

The following club members may only apply for maximum financial support within a membership year as follows:

- An athlete can apply for a maximum of £150.
- A coach can apply for a maximum of £300.