

Swimming Wellington Policies - Finance



Title: Subsidies for Officials

Number: 103

Reviewed and approved – 26/04/2022

Review - annually

Purpose

To define the subsidies available to officials travelling to approved out-of-region meets and the process for claiming that subsidy.

Policy

Subject to Swimming Wellington being able to secure third party funding or sponsorship to cover the expenses referred to in this policy (or otherwise at the Board's discretion), Swimming Wellington will consider applications for up to 30% of travel (flights and/or car hire, reimbursement for petrol costs will NOT be considered) and accommodation costs, with a maximum of –

- \$300 per New Zealand meet
- \$600 per international meet
- and a maximum of \$1000 in total assistance in any one financial year (1st July to 30th June).

Additional support may be available if Swimming Wellington is successful in obtaining additional funding for this purpose.

Swimming Wellington requires the following to be submitted with each application for consideration **prior to departure**.

- Booking confirmation of airfares [if any]
- Booking confirmation of accommodation [if any]
- Booking confirmation of rental vehicle or other pre-booked land transport [if any]

Swimming Wellington requires a copy of all receipts at the conclusion of the meet.

Applications should be submitted to Swimming Wellington via angus@swimwn.co.nz for consideration by the General Manager, who is responsible for making a recommendation to the Board of Swimming Wellington.

Applications will be reviewed in relation to how many days/sessions Officials are officiating. Applicants will be required to advise how many sessions they will be attending.

If applications received total less than any grants received for officials travel. The remaining balance of the grant will be paid to each official who has applied on a pro rata basis for each meet attended.