

Swimming Wellington Policies - HR



Title: Employee fulfilling a Team Manager role

Number: 202

Approved – 19/10/2021
Review - annually

Purpose

To provide guidance to employees on expenses and time off in lieu conditions when they are asked to fulfil a Team Manager or similar function for a meet outside of the Wellington Region.

Policy

This policy covers the Swimming Wellington employee's expenses and entitlements when attending a meet outside of the Wellington Region as a Team Manager or similar function.

Expenses

If incurring expenses employees should, where possible, use the Swimming Wellington credit card or charge to supplier accounts. If expenditure is paid directly from an employee's own pocket, the underlying principle is that fair and reasonable expenses will be reimbursed promptly by Swimming Wellington.

The Swimming Wellington employee may seek an expense advance from the Swimming Wellington Treasurer for incidental expenses that are not able to be booked and paid prior to the trip, e.g. food, taxis, petrol, parking fees.

Minor expenses can be incurred by employees without prior permission. Major expenses cannot be incurred without prior permission from the Executive Officer.¹ Employees are to be guided by the examples of minor and major expenditure in Policy 201 – Employee Expenses.

Expenses that may be covered under this policy include:

- Reasonable accommodation costs
- Travel: either flights or reimbursement for petrol costs at the current rate set by IRD
- Airport parking, and parking at competition venue where required
- Taxi/Uber, or rental car
- Food – up to \$50 per day, \$35 per half day
- Cost of tickets to attend official functions where the attendance of a regional representative is expected.
- Protest and penalty fees paid on behalf of Swimming Wellington regionally selected swimmers or teams i.e., scratched relay teams.

Swimming Wellington will not cover the cost for entertainment or alcohol.

While it is expected that the employee will stay and travel independently, in exceptional circumstances the Swimming Wellington Executive Officer (or in the Executive Officer's absence, the Chair or Deputy Chair) may give approval in advance for the employee to travel and stay with a club team.

¹ Under this policy, where there are references to matters being approved or carried out by the Executive Officer, if the expenses are or are to be incurred by the Executive Officer, then the references to matters being approved or carried out by the Executive Officer are to be read as being approved or carried out by the Swimming Wellington Treasurer (or, in the Treasurer's absence, the Chair or Deputy Chair).

This policy applies only to a Swimming Wellington employee acting in the capacity as Regional Team Manager or other similar requested role. It does not cover a Swimming Wellington employee acting as a team manager for a club.

Salary

The employee will be paid their normal salary for their normal week day hours and will accrue time in lieu for any additional hours worked outside of that. Travel time is counted as work.

