

LSKC Expenses Policy- Draft for Approval by Committee 1 Feb 2024

Context-Club Principles

The central ethos of the club is mutuality. New members join to gain knowledge, support and safety from other members. Many of these new members in turn apply and share that knowledge for the benefit of others who follow them. The voluntary principle applies- support is given free of charge.

Where equipment is provided the club supplies it at or near cost. Where qualifications are sought and external expertise is needed, the club tries to arrange this at minimum cost to members. Where qualified members need to invest in training to maintain their leadership or safety qualifications and where that directly benefits the club (e.g. First Aid certificate renewal) the club may support or wholly fund that cost on the basis of wider benefit to members.

The club subscription (£12) remains low and offers great value and helps ensure accessibility. If people want to offer costed trips or services as private individuals, they can but, as with other providers, they should not be using the club infrastructure to advertise or promote them without checking with the committee first. Consultation took place recently and a common sense protocol was approved for posting on our facebook page, website and email networks which ensures equitable approaches for all who wish to communicate with each other.(See below **)

Our approach of mutuality also ensures that the club does not become involved in employment or other liabilities. We have been guided in this by Sport Scotland and the practice of other clubs and sports.

Activities

LSKC is a recreational peer paddling sea kayaking club based on mutual support help and encouragement. Members organise amongst themselves a variety of activities from short evening paddles to multi day trips. These peer paddles are the basis of club activity. On these peer paddles each paddler has responsibility for their own safety and wellbeing. However the club recognises that many paddlers in the early stages of the sport lack the necessary experience and the skills to ensure their own safety on the water. The club organises supported excursions known as Pathway and Grade A paddles to support this level of activity and organises training and skills sessions where newer and less experienced paddlers can gain knowledge and confidence and develop their skills, whilst more experienced paddlers are encouraged to gain formal qualifications should they choose to do so. The club also has equipment which may be hired, this is maintained to a high standard.

In providing this range of activities and support LSKC recognises that the volunteer members may incur expenses in the course of providing club sanctioned activities. This can be for a number of reasons which broadly fall into three categories. These are:

- 1- Maintenance and renewal of club equipment or facilities.
- 2-Other expenses incurred by members on club business.
- 3- Club members providing training and skills development for other members.

1-Expenses incurred for maintenance and renewal of club equipment or facilities

Any expenditure on maintenance or renewal of club equipment or facilities should normally be approved by the Committee before costs are incurred. In general it is expected that multiple quotes should be obtained and the best value followed, though this may be considered unnecessary for smaller expenses and approved suppliers. The Committee may allow a nominated member to incur smaller expenses on maintenance and renewal, subject to a specified limit currently set at £100. These expenses will be refunded by the club in full.

2-Expenses incurred by members on non-kayaking club business

LSKC believes that paying expenses for members on club business should be the exception rather than the rule, because;

- Most of the club activities undertaken are part of what we volunteer into in pursuance of the sport. Expenses are not normally re-imbursed for any kayaking activities.
- There is an anticipation that non kayaking club business will be combined with other activities, minimising the effort required by the individual.

Any expense re-imburement will be made at the discretion of the Committee , who should be made aware of and approve the expense prior to it being incurred. The member concerned should consider any options that may reduce the expense.

3-Club Members providing training and skills development for other members-

Members who undertake to provide a sequence (a minimum commitment of 4 consecutive half day sessions) of training and safety development activities which lead to improved paddler safety or a recognised award are entitled to claim expenses with the exception of the pool sessions (see below). Individuals organising training and skills development sessions should be suitably qualified to supervise and deliver the planned activity (or have demonstrated comparable levels of competence/ experience) and be approved by the **Coaching and Training** sub committee. The club expects that National Governing Body mandatory requirements should be followed, including any HSE or HMRC factors that apply.

The expenses which the approved member may recover from attendees include the cost of travel to and from home via the shortest route to the training site. Any reasonable costs directly related to course provision may also be added to the expense cost and recovered from the attendees. This will not include personal subsistence or equipment costs. Where a course involves overnight accommodation, the cheapest available should be charged. The cost of covering these expenses are to be split equally between the group attendees and are not borne by the club.

The costs must be advertised to all attendees in advance of the session. It is the organising members choice of how they receive payment eg cash, bank transfer etc. This should not normally incur a fee to participating members.

Coaching and training courses for which expenses are to be charged should be open to all appropriately experienced club members and be advised in advance to the Coaching and Training Committee. This to minimise the possibility of clashes with other club events and to allow the Coaching and Training Committee to maintain an overview of what is being provided and identify possible gaps for future club provision.

It is entirely the choice of those running such sessions whether they choose to claim the cost of their expenses from the attending club members or to provide the sessions for free.

Leading Club paddles- Designated Pathway or Grade A paddles- are considered part of the normal kayaking activity within the club's volunteer ethos and the club does not pay expenses. However, the club is willing to consider requests for support from any member for whom financial hardship prevents them from offering their involvement in a leadership capacity. Individuals wishing to access such support should in the first instance contact the Chair.

Pool Sessions- The club will pay a fixed honorarium to those members who commit to assisting at a series of pool sessions, in recognition of their sustained commitment. The pool sessions organiser will supply a list of those who have participated to the Treasurer at the end of each block of sessions. Once the Treasurer has this list, those members who are entitled to claim may submit a single expense claim form listing the date of sessions attended. Each session is regarded as a whole afternoon.

Members helping transport the pool boats will receive an honorarium at a higher rate to include the mileage from the container at Swanston to the pool and back again.

Rate at which expenses should be paid

The rate at which mileage expenses may be claimed is at the discretion of the course provider up to, and no more, than a maximum of the 45p per mile which is the HMRC's Approved Milage rate (since 2012 to the present time). This is regardless of the method of transport used.

Claiming Expenses

It is the responsibility of the claimant to complete an expenses claim form. These should be submitted to the treasurer within one month of the final date of the activity. In the case of pool sessions, the honorarium can only be claimed at the end of each block of sessions, in order to minimise the burden on the Treasurer.

It is the responsibility of the Committee to:

- Evaluate each claim to ensure it is necessary and appropriate
- Approve expenses in advance where necessary
- Pay expenses within 6 weeks of the claim being submitted

Non Payment of expense claims

In the event there is a query on the expenses claimed, the expense will be scrutinised at the next committee meeting. The expense, if approved will be paid as soon as reasonably practicable thereafter. The committee have the final say on expenses and if a claim is refused, an email detailing grounds for the decision will be sent by the Chair of the committee.

**** LSKC Protocol for using club networks- website, facebook and email.**

1. No promotions or spam

Commercial posts not allowed, overt self promotion, spam and irrelevant links aren't allowed. Facebook / club networks should only be used by members to share our enthusiasm for sea kayaking, this can include members reviews of kit, courses, trips and, but not only, LSKC activities. Training opportunities agreed with the training coordinator may be posted.

2. Maintain a friendly and welcoming environment

We're in this together to create a welcoming environment don't spoil our experience by using our facebook page/ club networks to argue with each other. Let's treat everyone with respect. Bullying of any kind isn't tolerated and degrading comments about things such as race, religion, culture, sexual orientation or identity will not be tolerated.

3. Use the club email system for club business

Many members do not use facebook. Our email system should continue to be the club's primary communication channel for trips, training, contacting the committee and policy discussions. The facebook page is not an appropriate debating forum for club policy.

Where whatsapp groups are formed to make arrangements relating to club activities please ensure the trips coordinator is given details so that groups remain accessible to other members appropriate for inclusion.

4 Respect everyone's privacy

Being part of this facebook, and club email group requires mutual trust. Authentic, expressive discussions make groups great but may also be sensitive and private, use personal messages to directly discuss matters rather than have public squabbles on this page. No personal information should be shared or posted- use direct messages if needed for phone numbers.

