



Travel, Subsistence & Expenses Policy

**SWIM
IRELAND**

Water Polo

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Introduction

This policy sets out the principles and rules for claiming travel, official’s fees and other expenses incurred while carrying out duties in relation to Ireland Water Polo events and to assist volunteer’s or officials of Ireland Water Polo to understand which claims are permitted and what steps must be taken to ensure reimbursement.

This policy is applicable to registered members of Ireland Water Polo/Swim Ireland. Any International Referee/Delegate invited to officiate at an event run by NWPC will receive expenses in line with International rates that have been set out by LEN/FINA.

Should any additional expense be foreseen or required beyond that which has been defined within this policy, then approval from the National Water Polo Committee (NWPC) must be sought and granted before such expenditure can be undertaken. Without such prior approval, the Official/Member may not be reimbursed for the unapproved expenditure.

1. Travel & Accommodation

1.1 Travel Rates

Journey	Return Distance	Rate (€)
Dublin – Galway (Return)	260 Miles	105
Dublin – Limerick (Return)	250 Miles	100
Dublin – Belfast (Return)	206 Miles	85
Galway – Limerick (Return)	122 Miles	50
Galway – Belfast (Return)	460 Miles	185
Limerick – Belfast (Return)	452 Miles	180
Cork - Limerick	126 Miles	50
Cork - Dublin	332 Miles	130
Cork - Galway	246 Miles	100
Cork - Belfast	532 Miles	210

*The journey rates are applicable to a return journey, for example Galway – Dublin return

- The above set mileage rates apply to officials or volunteers travelling outside of their region.
- If any of the set journeys above are not applicable the mileage rate should be calculated at €0.40 cent per mile.
- The set mileage rates do not include tolls incurred on these routes. Any claims for tolls must include statement/receipt of toll paid with claim form.
- Official journeys should generally be made by car (shared if possible) or by public transport. The cost of a taxi will only be reimbursed when:
 - a. there is no other suitable method of public transport
 - b. heavy baggage or equipment must be transported
 - c. it can be demonstrated that the cost of a taxi is cheaper than public transport due to the number of people sharing the journey
 - d. there is reasonable concern for personal safety, such as late-night travel.
- Ireland Water Polo will not, under any circumstances, reimburse volunteers/officials for:
 - a. Parking Fines
 - b. Congestion Charge Fines
 - c. Speeding fines
 - d. Or any other travel fines.

1.2 Travel Allowance

- A travel allowance (based upon the above mileage rates) should only be available for assigned match officials who are wholly and exclusively travelling to officiate at games/National Cup competitions outside of their region.
- Where match officials are assigned to officiate at games/National Competitions within their region, no travel allowance will be offered.
- No travel allowance is permissible where officials are already travelling as part of their own club commitments.
- Where officials are travelling from the same region, car-pooling should be used where possible.
- Table officials are not entitled to claim travel allowances unless prior approval by the NWPC.
- Any mileage from hotel to competition venue may not be claimed.

1.3 Out of Pocket/Incidental Expenses

- No payments will be made to officials and volunteers in lieu of time away from their normal employment.
- No out of pocket expenses can be claimed where a travel allowance and/or an official’s match fee/per diem is also being claimed.
- All expense payments must be made through the Swim Ireland office.
- Alcohol is not an allowable expense and no claims for expenditure on alcohol will be processed.

1.4 Accommodation

- If required to attend an event outside of their region that may require an overnight stay, you shall be eligible to claim up to 1 x night (half board) accommodation. **This must always be pre-approved by the Water Polo Treasurer.**
- Where it is necessary to provide hotel accommodation, rooms should be allocated as ‘single use’ except where two designated officials share a room. Applications for the purchase of family or double rooms will only be considered if accompanied by an undertaking to meet any price plus differential.
- All pre-approved accommodation will be booked and paid for centrally by the Swim Ireland office.
- Any claims for accommodation which are not pre-approved will not be reimbursed.

2. National Leagues

2.1 Refereeing and Table Duty Rates

Referee/Bench Fees	Rate
Referee – 7 & 8 Minute quarters	€20
Referee – U16 League	€10
Bench – 7 & 8 Minute quarters	€10
Bench – U16 League	€5

- Assigned referees and table officials (up to two per game) may claim an allowable expense as per the above rates to offset various local expenses associated with undertaking this duty.
- All match officials must ensure to sign the official match sheet to be eligible to make a claim for allowable expenses. Submitted claim forms will be verified against the official match sheet.
- In the event a match is postponed, or a match is being classified as a walkover no expense is allowable to be claimed.

3. National Cup & Inter Provincial Competitions*

(* If organised by Ireland Water polo)

3.1 Tournament Director, Refereeing and Table Duty Rates

Official's	Rate (Full Day)
Tournament Director	€50
Delegate – Probationary/Senior- ISC	€115/€130
Referee - ISC	€100
Delegate – Probationary/Senior – U17 & U19 National Cup's	€65/€80
Referee – U17 & U19 National Cup's	€50
Bench – All National Cup's excluding U13 Cup	€50
Delegate – U13 & U15 Cup	€50
Bench – U13 Cup	€25
Bench – Outside region & accommodation is provided	€30

- The above allowable daily expense is for a full day of officiating at our National Cup & Inter Provincial competitions only and is to offset various local expenses associated with undertaking this duty.
- Where officials are only assigned/available for part of the day, or if any day of the tournament is not a full day then this rate is pro rata as agreed with the Tournament Director and Water Polo Treasurer.
- This daily allowance is intended to meet 'all extra expenses' e.g. local/casual travel, lunch, soft drinks etc. and is capped at €150 per person per tournament or €300 per person for the Irish Senior Cup.
- Where a table official is outside their region and is provided with accommodation and meals, then an allowable expense of €30.00 is claimable per day.
- The above rates can be amended in consultation with the Water Polo Treasurer and Tournament Director to ensure that each competition is viable from a finance perspective.

3.2 Tournament Director & Pre-Tournament Budget

- Tournament Director may claim an allowable daily expense as set out in 3.1.
- A Tournament Director should submit a tournament budget proposal to the NWPC at least one month prior to a tournament and a post tournament detailed financial report, with accompanying receipts, at latest, two weeks after the event.
- Where possible, the tournament costs will be booked centrally by Swim Ireland.
- Tournament Director is responsible for communicating the budgeted amount to all officials/volunteers prior to claims being submitted.
- Table officials, where applicable, should be provided by the host province.
- The level of expenses/payments to foreign referees and/or other invited guests for any National Cup/Inter Provincial competition needs to be pre-approved by the NWPC in the pre-tournament budget.
- Competing clubs at U13 and U15 National Cup tournaments are expected to provide a minimum of 1 qualified referee to volunteer.

4. National Water Polo Committee (NWPC) & Sub Committees

- NWPC members are eligible to claim travel expenses to all scheduled meetings in line with mileage rates set out in this policy.
- All Sub Committees must be approved by NWPC and budgets assigned by the NWPC following designation of that Sub Committee.
- NWP Sub Committee members are eligible to claim travel expenses for any scheduled meetings in line with mileage rates set out in this policy.
- NWPC and Sub Committee members cannot claim travel expenses while attending Ireland Water Polo events as part of their own club commitments.
- If required to attend an Ireland Water Polo event in an official capacity this must be approved by the Water Polo Treasurer and/or the relevant Tournament Director.

5. Water Polo Delegate

- A list of approved events which require a Water Polo Delegate to be present should be compiled at the beginning of each season by the referees committee and approved by the NWPC.
- A Water Polo Delegate is eligible to claim expenses in line with those available to a tournament appointed referee which are set out in 3.1 of this policy.
- The Water Polo Delegate should provide a written report in line with the terms of reference to the referees committee and NWPC within two weeks of attending an approved event.

6. Ireland Water Polo President

- An approved list of events, at which the President shall attend, should be agreed by the NWPC for the season ahead. Invitations to attend at any additional events shall be at the discretion of the NWPC.
- The Ireland Water Polo President will be eligible to claim travel allowance in respect of their attendance at approved events in line with mileage rates set out in this policy.
- Any overnight stay required as set out in this policy must be pre-approved by the Water Polo Treasurer in advance and booked centrally by Swim Ireland where possible.

7. National Squad Training

- Ireland team coaches and managers approved by the NWPC are eligible to claim travel allowance, as set out in 1.1 of this policy, for attending National Team training events outside of their region. These events must be planned within a training programme agreed in advance by the NWPC.
- Anticipated expense claims for 'one-off' or ad hoc training opportunities must receive prior approval of the NWPC as retrospective claims for unauthorised sessions may not be deemed eligible.
- Where coaching and managers are travelling from the same region car-pooling should be used where possible.

8. International Competitions/Training Camps

8.1 Travelling to/from Airport

- Ireland team coaches, managers and referees travelling with an Irish team are eligible to claim travel allowance to and from the airport of departure/arrival if travelling from outside the region of the airport as set out in section 1.1 of this policy.
- The return cost of a taxi will only be reimbursed when:
 - a. there is no other suitable method of public transport
 - b. heavy baggage or equipment must be transported
 - c. the cost of a taxi is cheaper than public transport due to the number of people sharing the journey
 - d. it can be demonstrated that the return cost of a taxi is cheaper than airport parking for the duration of the trip.
 - e. there is reasonable concern for personal safety, such as late-night travel.

8.2 Airport Parking

- If the duration of the trip requires parking for more than 3 days, long term parking must be used.

8.3 Out of Pocket/Incidental Expenses

- No per diem is allowable to be claimed for any official on international trips.
- It is recognised that Ireland team coaches, managers and referees are likely to incur some expenses while performing their duties on international trips. While on international trips with an Irish team coaches, managers and referees can claim an allowance for lunch, up to €10 per day, and dinner, up to the €25 per day. This must be vouched to receipts and submitted with your claim.
- Claims should not be made where meals are already included as part of accommodation.
- Room charges should not be added to hotel rooms paid by Ireland Water Polo. Any charges which were not approved will be reclaimed on return.
- Any mobile phone charges while abroad are not claimable.
- Any damage incurred while representing Ireland Water Polo, must be bore by the player(s)/official(s) that caused the damage. Ireland Water Polo/Swim Ireland will not reimburse for any costs relating to this.
- Any supplies/equipment required for the trip, relating to the team, should be included in the pre-tournament budget and agreed in advance.
- Alcohol is not an allowable expense and no claims for expenditure on alcohol will be processed.

8.4 Competition Budget

- Proposed yearly expenditure associated with International travel must receive approval from the NWPC to allow for inclusion within Swim Ireland’s approved Ireland Water Polo budgets.
- Pre-departure budgets must be submitted to the NWPC no later than one month prior to travel, this must include all expenses including travel to and from airport for coaches/team managers.
- All transport & accommodation associated with international travel to be booked and payment processed by the Swim Ireland office. **This must always be pre-approved by the NWPC.**
- The team managers post event report, including a detailed financial breakdown of expenditure incurred and income received; accompanied by receipts for expenditure/expenses, must be submitted to the NWPC within two weeks of the event taking place.

8.5 Player Contribution

- Player contributions will be calculated at 50% of the total player costs of the trip (accommodation, gear, food and travel), though some may be higher depending on budget constraints.
- All player contributions must be paid directly to Swim Ireland no later than two weeks prior to travelling, unless otherwise stated.

9. International Competitions – Ireland Hosting

- Anticipated expenses, travel allowance and subsistence payments associated with the hosting of international tournaments must be calculated within an overall budget plan for the event, which in turn will require NWPC/Swim Ireland approval in advance of any commitment to host the event.

**Note: Anticipated bids for home based international tournaments may also require Swim Ireland Board approval from a financial/risk management perspective.*

- The Tournament Director will be responsible for assigned areas of financial management relating to the event. Expenses, travel and subsistence related areas will follow the general principals established with regard to National Cup tournaments.
- All expenditure must be approved by NWPC in advance; otherwise such expenditure will not be approved as an allowable expense.
- The NWPC and/or Swim Ireland may identify other allowable expense arrangements specific to the planned event; these should be clearly communicated in writing and in a timely manner to the Tournament Director.

10. Conferences, LEN/FINA Referees etc.

- Ireland Water Polo may meet up to 50% of all relevant costs to enable attainment/retention of LEN/FINA refereeing status.
 - in turn, Irish LEN/FINA referees must commit in writing to refereeing at 80% of Ireland Water Polo events (cups & other events), as required, at which approved tournament expense criteria will apply.
- Attendance at LEN/FINA Conferences and/or other such events may receive up to 50% financial support from Ireland Water Polo for selected attendee(s). Attendee(s) to submit a written report to the NWPC within two weeks of attending such an event, with all allowable expenses receipted and attached to a Swim Ireland claim form. **This must always be pre-approved by the NWPC.**

11. Submitting a Claim

- All volunteer's and official's expenses must be claimed on the official Swim Ireland expense claim form which can be downloaded at www.swimireland.ie/water-polo. This form will be regularly updated, published on the Swim Ireland website and circulated to volunteers/officials at the start of each season.
- Volunteer forms must be used to claim all refereeing and table duties as well as all travel, accommodation/subsistence and per diem's relating to National and International competitions.
- All expenses must be detailed on the relevant claim form in the currency in which the expense was incurred. Currency translations will be calculated by the Swim Ireland finance department using the previous months average rates per the Central Bank (www.centralbank.ie).
- Claims involving travel, a printed map such as google maps, showing the journey travelled, must be attached to the claim form.
- Failure to provide adequate supporting documentation will result in the expense not being reimbursed.
- All claim forms must include the relevant receipts, mileage details as above and be **signed and dated** by the volunteer/official.
- All expenses must be forwarded to waterpolo@swimireland.ie and wptreasurer@swimireland.ie for approval and payment.

11.1 Deadline for Submission

- Claim forms and supporting documentation must be received no later than the last day of the following month that the expense has incurred (i.e. 31st March for any expenses incurred in the month of February).
- Exception to this is December expenses, which are required to be submitted no later than the 15th January due to year-end audit requirements.
- Failure to adhere to this will result in the expense not being reimbursed.
- We will endeavour to pay expenses fortnightly.

11.2 Criteria for Payment

- No claim for expenses will be paid unless the following are up to date:
 - a. Membership (Swim Ireland club member)
 - b. Qualifications
 - c. Water Polo License
 - d. Safeguarding (Sport Ireland/Sport NI)
 - e. Vetting (NVB/Access NI – depending on jurisdiction)
 - f. Teacher/coach license
- Where these are not up to date, payment will be held until the relevant criteria is met.

11.3 Overpayment of Claims

- If an error results in an overpayment, or a fraudulent payment is identified after processing of the claim, Ireland Water Polo/Swim Ireland reserves the right to reclaim any such payment, and in the case of a fraudulent claim may take disciplinary action or other action, as deemed appropriate.

Document History

Document Location

The most current version of this policy is available on the Swim Ireland site at www.swimireland.ie/water-polo.

Revision History

This document will be reviewed every two years and more frequently if necessary.

Date of this Revision: October 2019	Date of next Revision: September 2021
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Revision Number	Revision Date	Summary of Changes
1.0	October 19	Original policy revised and approved by NWPC

Definitions

“NWPC”	means the National Water Polo Committee (NWPC) established by the board of Swim Ireland and to whom it has delegated responsibility for the day to day operations of Water Polo: Regional Committee or Club.
“Volunteer”	means NWPC Committee Member, NWP Sub Committee Member, Ireland Water Polo President, National Coach, National Assistant Coach, Team Manager, Physio.
“Match official”	means Referee, Table Official, Tournament Director, Delegate.
“Event”	means National League, National Cup and Interprovincial or any tournament organised by the NWPC.
“LEN”	means Ligue European de Natation (European Swimming Association).
“FINA”	means Fédération Internationale de natation (International Swimming Association).
“Regions”	means the geographical provinces of Connacht, Leinster, Muster and Ulster.
“Officiating”	means acting in an official or volunteer capacity at an NWPC organised Event.
“National Team”	means the team of Water Polo selected to represent Ireland at Junior and Senior level, Male and Female.
“Membership”	means Swim Ireland/Ireland Water Polo Club Member, Associate Members and Affiliate Members.