

# Swimming Wellington Policies - Finance



## Title: Subsidies for Officials

## Number: 103

Reviewed and approved – 19/10/2020

Review - annually

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### Purpose

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

### Policy

In accordance with Swimming Wellington By-Laws, Regulation 5 Official Subsidies (noted below), Swimming Wellington will consider application for financial assistance from Officials.

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 (either flights or reimbursement for petrol costs) 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 [administrator@swimwn.co.nz](mailto:administrator@swimwn.co.nz) for consideration by the General Manager, who is responsible for making a recommendation to the Board of Swimming Wellington.

### **Current Swimming Wellington By-Laws 2016**

#### **REG. 5 OFFICIALS SUBSIDIES**

5.1 As per its Policy Swimming Wellington will consider application for financial assistance from Officials in accordance with its Policy.

5.2 To qualify officials must:

- (a) be Members of Swimming Wellington;
- (b) hold current national qualifications;

(c) submit travel and accommodation costs to the Board for approval prior to attending the competition; and

(d) officiate at each session of the competition