



# Cambridgeshire Area Golf Union

## **EXPENSES AND ALLOWANCES POLICY**

### **1. FOOD AND BEVERAGES:**

Reimbursement for food, tea, coffee and soft drinks is allowed as follows:

- i. Officers entertaining visiting officials.
- ii. Players on course refreshment and sustenance during matches and on practice days.
- iii. Players and accompanying officials, practice day lunches, and the maximum claim per person should be £10.
- iv. Players representing CAGU Seniors will pay for their food with no reimbursement.

### **2. ALCOHOL:**

Reimbursement by CAGU for the purchase of alcohol is allowed only in exceptional circumstances as follows:

- i. At the discretion of the President and Deputy President e.g. to celebrate an exceptional win or performance by a CAGU team or team member.
- ii. Adult (over 18) volunteers assisting with CAGU events e.g. referees, starters, scorers etc may be authorised at discretion of Competitions secretary.

N.B. At no time will any member of a Junior team or anyone under 18 be permitted to buy or consume alcohol.

### **3. HOTELS:**

Overnight accommodation (bed, dinner and breakfast) will be reimbursed for those representing CAGU teams and accompanying official supporters/organisers and those required to stay overnight on official CAGU business. Consideration should be given if hotel accommodation is required.

Whenever practicable CAGU will use Premier Inn Hotels or similar and booking will be made using the CAGU Business Card.

### **4. TRAVEL:**

When two or more players/officials are representing CAGU they are expected whenever possible to share vehicles.

CAGU will reimburse travel expenses at the rate of £0.30p/mile for: -

- i. "A" & "B" team players and accompanying officials representing CAGU at home and away matches with journey distances of over 20 miles.
- ii. Senior team players and accompanying officials representing CAGU at away matches.

- iii. Junior Age Group team managers organising and attending coaching sessions and home and away matches and accompanying officials at home and away matches.
- iv. Volunteers assisting with CAGU events e.g. referees, starters, scorers etc.
- v. CAGU officers attending official meetings on behalf of CAGU.
- vi. Course Rating staff when engaged in rating operations

Note 1. Travel is defined as from the home address, which must be a residence within Cambridgeshire or close to their CAGU “Home” club. It does not include homes that are related to university or working away from the area. Players, officers and officials living outside Cambridgeshire or its close proximity are required to obtain agreement from CAGU of the terms and conditions for which travelling costs will be reimbursed.

Note 2. Travel expenses should be agreed as soon as practical after the match/event by the Team Manager/Captain.

## **5 COUNTY CLOTHING:**

Official county clothing includes shirts, sweaters, county “colours” ties, officers’ lapel metal badges and blazer badges and other apparel that may from time to time be made available. CAGU players and Officials will be supplied with items as follows:

- i. “A” & “B” team players will contribute the sum of £10 towards an item of clothing, including shirts and sweaters, when initially selected and may request replacement as and when they become worn out. Those players selected for A team will also be supplied with a blazer and badge.
- ii. Seniors and Junior team players are required to purchase county clothing at cost plus.
- iii. The President and Deputy President receive a shirt, sweater, lapel badge, blazer badge and county tie on taking office.
- iv. Other Officers will receive a shirt and sweater, lapel badge, blazer badge and county tie on taking office and may request replacement as and when they become worn out.
- v. Volunteers assisting with CAGU events may purchase shirts and sweaters at cost plus.

## **6. GOLF BALLS:**

“A” and “B” team players will receive a sleeve of 3 county logo golf balls for each 36-hole county match. Additional sleeves will be issued based on each 36 holes.

Seniors and Juniors team players will receive 1 county logo golf ball for each county 18-hole match.

## **7. COMMUNICATIONS:**

CAGU will reimburse reasonable postage, telephone, computer, stationery etc. costs incurred on behalf of CAGU.