

UKLA Volunteer Expenses policy

Introduction

UKLA events are principally funded by competitors who pay an entry fee. This entry fee is supplemented by contributions from UKLA and its sponsors.

UKLA endeavours to keep the cost to the competitor and competitor's parents/guardians down by prudent budgeting and aiming to deliver the event in a cost-effective manner without sacrificing either quality or safety.

The role of volunteers to help us deliver events is vital. We aim for the volunteers experience to always be positive and rewarding. UKLA will support volunteers to learn new skills, make new friends and have fun.

As a volunteer, UKLA will aim to reimburse all reasonable pre-agreed expenses incurred by you with respect to volunteering to support a UKLA event. The following are the guidelines and limits on your authority to incur expenditure as a volunteer, in order that you can make an informed decision about whether you are able to volunteer to support the event.

We would also like to minimise our environmental impact and, therefore, where alternative and more cost-effective travel arrangements (e.g. public transport or car sharing) can be made to enable you to attend the regatta, then we would really appreciate you doing so.

UKLA Volunteer expenses policy

It is a policy of the UKLA to reimburse UKLA volunteers where they incur travel, extra food and/or accommodation costs in relation to UKLA events as set out below:

1. Local volunteers

Definition

Those volunteers who are local to an event venue and, therefore, do not require accommodation or an evening meal or breakfast to be provided.

Accommodation

Will not be provided

Subsistence

Packed lunch will be provided daily if the volunteer role is in Race Management or the Safety Team

Travel expenses

Will not be provided.



2. Non-Local Volunteers

Definition

Those volunteers who have been invited to attend the event by UKLA and live more than 30 miles away.

Accommodation

Accommodation in the local area will be provided.

Subsistence

If the volunteer role is in Race Management or the Safety Team, a packed lunch will be provided daily. Other subsistence can be claimed as per UKLA expenses rates*, however at some venues we would expect breakfast to be provided at the Club as well as dinner on Friday and possibly a volunteer dinner on Saturday.

Travel expenses

The current UKLA mileage rate* may be claimed.

3. Volunteers who would be attending anyway

Definition

Volunteers who would be attending the event anyway because they are accompanying competing sailors.

Accommodation

Will not be provided.

Subsistence

If the volunteer role is in Race Management or the Safety Team, packed lunch will be provided daily.

Travel expenses

Not normally provided (see below).

Additional rib and towing expenses

Towing

If you are towing a UKLA, class, club or private Rib for official use during the event, but would be coming to the event anyway (e.g. as the parent of a participant), then we will offer to reimburse a contribution to your additional fuel costs up to the Towing Mileage Rate as set in the UKLA expenses rate policy*.

Private rib

If a private Rib is being used in an official capacity and crewed by the owner volunteer, a daily expense plus fuel used and paid for by the volunteer at the event to a daily fuel limit will be paid.





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If towing a Rib to the event necessitates driving an additional vehicle, the circumstances should be explained in advance to UKLA and, if this is considered the best option, a rate of up to the UKLA Mileage Rate plus the UKLA Towing Mileage Rate will be paid.

Rib / official boat fuel costs:

Ideally fuel will be provided for each official event Rib at the venue fuel dock or through the venue's Bosun. Please follow the guidelines for venue fulling at the event Race management and/or Safety Team briefings.

Expense claims

Expenses claims

To be submitted on a UKLA claim form to office@ilca.uk

Approval

Expense claims must be approved by UKLA Class [Sailing Secretary](#), the UKLA Class [Safety Officer](#) or another UKLA Committee member with appropriate knowledge of the event.

Payment

Expense claims will be paid by bank transfer only. Payments will not be made in cash.

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* - [UKLA expenses rates](#)

