

Expenses Policy Addendum for Officials (EFC & JWCs)

1. Background

In June 2016 British Fencing undertook a review of the administration of Junior World Cups. This review took into account the feedback received from parents, athletes, BF staff, referees, Team Managers from the previous 12 months. The desire was to provide a simpler and more cost effective procedure for all involved.

As a result of this review please note the following updates to the JWC Officials Travel and Expenses Policy to cover the role of Performance Team Managers and Referees.

This policy covers the following events:

Junior World Cups season 2017/18

EFC Cadet Circuit Competitions season 2017/18

This policy is aimed at the following allocated officials
(Referees – EFCs & JWCs and TMs for JWCs)

2. Subsistence

A subsistence allowance of £35.00 in any 24-hour period will be given to allocated volunteer officials. No receipts will be needed nor claimed at the end of the JWC. Where officials are required to depart after 13.00 on the day of departure or return home by 18.00 a rate of £20.00 will apply. Where breakfast is not included in the accommodation, or an official is required to depart home prior to 7.30am an additional £10.00 per day will be made available.

Where a JWC takes place in a country where the cost of living is significantly higher (e.g. Switzerland) this rate may be increased by approval in writing a minimum of 1 month in advance. Itemised receipts for the full amount will then be required within 14 days of returning.

Please note that FIE referees claiming the £80/day per diem for refereeing at FIE Junior World Cups will not be entitled to claim this additional allowance.

3. Other - JWC only

1. Where possible JWCs will use low cost airlines. Hold luggage (or additional hand luggage) will not be booked for officials unless the maximum dimensions for any hand luggage are less than those of EasyJet.
2. All travel costs should be agreed with Sport:80 in advance of the JWC event. Any additional claims that are not possible to organise prior to travel such as tube ticket etc. must be given to Sport:80 within 14 days of returning. Any claims after this date may result in non-payment and a loss to the official.
3. Sport:80 will contact all officials to arrange personal travel arrangements for the JWC including all travel in the UK (to and from the airport). Where public transport is not an option the current mileage rate of £0.25 will apply. This will be organised as soon as possible after the calendar/competition details have been released. Please respond to Sport:80 within 5 days of receiving your travel options, and discuss any specific travel requirements directly with them.
4. Where referees are charging their £80 per diem rate, the subsistence allowance will not be paid on these same days.

Version History

Version Number	Date Updated	Updated by	Comments
V1.0	June 2016	NB	Created
V2.0	11/05/2016	NB/GU	Updated following JWC review, rebranded and approved