

AFC Emley Volunteering expenses policy

April 2017

AFC Emley is the footballing sub-section of the Emley Moor Miners Welfare Ground and Institute (charity number 523597).

AFC Emley is run by a committee with several appointed officers, all of which are drawn from the club's membership. The committee and officers are unpaid volunteers and are assisted by a number of other volunteers who give their time to support the club both on and off the field.

This written policy on expenses will ensure volunteers know what their entitlement to expenses is and the procedures for claiming them.

1. AFC Emley recognise that volunteers are making a gift of their time and not everyone can be 'afford' to volunteer if some out of pocket expenses are not reimbursed - for example travel costs. Any volunteer who wishes, can ask an officer of the club to consider a request for expenses that are a barrier to their continued involvement. This request will be considered by the club committee. If agreed, payment of such costs will not be back-dated and will be reviewed on an annual basis. If not approved, the volunteer can only make a further request after one year or a significant change in circumstances.
2. Unless a specific request is granted under (1) above, no expenses will be paid for travel to the Welfare Ground, Emley or other match day venues.
3. Subject to prior approval from at least two officers of the club, travel costs will be reimbursed for essential non-match day travel (for example, a compulsory league meeting, to complete a player transfer). Travel costs will be reimbursed on provision of public transport receipts/tickets or, when using a private car, mileage at the current HMRC rate (45p per mile in 2017-18).
4. ALL expenditure that you intend to re-claim should be pre-approved by an officer of the club (if under £25), or the treasurer plus one other officer of the club (if above £25). If your role frequently requires spending above these amounts, contact the treasurer for on-going approval of higher amounts and/or a personal float to help with purchasing.
5. Receipts for reimbursement should be made at the club office on a home match day. These will be paid immediately in cash where possible or by cheque for larger amounts. Arrangements should be made with the club treasurer for reimbursement if the next home match day is some time away or inconvenient or you wish to organise a bank transfer.
6. Fraudulent expenses will be dealt with by the club committee and can result in your exclusion from the club as well as being reported to the police.