



SCHEDULE OF ALLOWABLE EXPENSES

OF THE

DORSET COUNTY GOLF UNION

POLICY

The Dorset County Golf Union will consider contributing to the expenses of any player who represents the county in an event or match that is played from scratch. In addition the Union will consider contributing to the expenses of a player who is playing in one of the events listed in section 5.5 of the Schedule of Allowable Expenses. Expenses can be paid to Officers and Officials of the Union. Any expenses paid must be in accordance with the Schedule of Allowable Expenses and the rules of amateur status. However, all players must make themselves available to play for the County, at all levels, when selected. Failure to do so on a regular basis, without a justifiable reason, will automatically exclude players from receiving expenses.

BUDGETARY CONTROL PROCEDURE

Draft budgets for the financial year commencing on the 1st January must be submitted to the Secretary before the December committee meeting of the preceding year. These will be co-ordinated by the County Secretary who will submit a consolidated budget to a full meeting of the County Executive. The detailed and consolidated budget must be prepared using the correct Dorset County Union budget forms prior to the Annual Meeting.

The Executive Committee must formally approve these budgets

The budget for each area of expenditure represents the limit that any "Authorising Officer" may spend during the year.

Any expenditure in excess of the planned and approved budget must first be authorised by the Executive Committee.

To cover "Emergency" situations the President, Vice President or Immediate Past President may agree to authorise extra expenditure in excess of the budget. Such expenditure must be formally authorised at the next meeting of the Executive Committee

The authorisation under the above paragraph must be used as infrequently as possible.

1. COUNTY FIRST TEAM

1.1 Hotel Accommodation and Subsistence

Hotel or similar accommodation will be provide and paid for by the County for all away fixtures requiring an overnight stay. All costs are to be kept with in the approved yearly budget.

1.2 Travel Expenses

Travel expenses may be paid to players at the pence per mile rate determined by the Executive Committee. Set at 25p per mile for single occupancy, 35p if you carry one or more passengers. The Team Captains are responsible for ensuring expenses are kept to a minimum by taking advantage of car sharing etc. (Executive Committee decision 17 Apr 08)

1.3 Home Match Expenses

Food will be provided for both teams and officials from each county, travel to and from a home venue is at the player's personal expense.

1.4 Drink

Under normal circumstances the county will pay for a non-alcoholic drink during lunch and the after match meal. Should a special occasion arise then the Captain or his nominated deputy may authorise the purchase of drinks.

1.5 Personal Expenses

All personal expenses incurred by the player must be paid by the player and not charged to the County's account.

1.6 Authorisation of Players Expenses

All expense claims must be sanctioned by the County Captain or his nominated deputy and passed to the Secretary for payment processing. Claims for expenses supported by receipts must be made promptly using the appropriate claim form at Appendix 2.

1.7 County Colours

After representing the County first team for three league games or receiving South West selection the player is entitled to a blazer badge and players tie. In addition the County President, Vice President, County Captain and Vice Captain and Executive Committee member is entitled to a blazer badge and officials tie. It is the responsibility of the various Team Captains to award the County colours to the players. The Secretary will maintain a list of those qualifying

1.8 Clothing & Equipment

Clothing is to be provided, each team member will get 1 shirt, 1 each, long sleeve and slipover jumper, 1 pair of trousers, 1 cap and 1 bag. Players going to SW Week would each receive an additional 2 shirts along with a pair of trousers. Additional equipment for special events is covered in Appendix 1

1.9 Additional Items

In addition the County Captain or his nominated deputy may authorise, if necessary, the hire of trolleys, purchase of course planners, balls and the payment of green fees for practice.

1.10 Coaching and Pre season Training

Coaching and pre season training is organised by the County Captain. The overall programme must be agreed in advance by the Executive Committee.

1.11 Ownership of County Clothing

The County reserve the right to ask players and officials to return issued clothing. The blazer badge and tie may be retained. The County Captain is responsible for the issue of first team kit and the keeping of an inventory.

2. COUNTY COLTS TEAM

2.1 Expenditure

As laid down for the First Team relating to Home Matches, Hotel, Drink, Travel Expenses and County Colours. (See paragraphs 1.1 – 1.7)

2.2 County Clothing

Clothing is to be provided, each team member will get 1 shirt, 1 each, long sleeve and slipover jumper and 1 cap. Additional equipment for special events is covered in Appendix 1

2.3 Additional Items

The Colts Manager may, if necessary authorise the hire of trolleys, purchase of course planners and the payment of green fees for practice rounds.

2.4 Coaching and Pre season Training

Coaching and pre season training is organised by the Colts Manager in conjunction with the County Captain / Vice Captain. The overall programme must be agreed in advance by the Executive Committee.

3. COUNTY JUNIOR TEAM

3.1 Expenditure

As laid down for the First Team relating to Home Matches, Hotel, Drink and Travel Expenses, (see paragraphs 1.1 – 1.6) Players are to be under 18 on the 1st January. No alcohol is to be allowed at any match for junior players.

3.2 Additional Items

In addition the Junior Secretary may, if necessary, authorise the hire of trolleys, purchase of course planners and the payment of green fees for practice.

3.3 Coaching

Coaching is organised by the Junior Secretary. The overall programme must be agreed in advance by the Executive.

3.4 County Clothing

Clothing is to be provided, each team member will get 1 shirt, 1 each, long sleeve and slipover jumper and 1 cap. Additional equipment for special events is covered in Appendix 1

3.5 County Colours.

After representing the County in three representative fixtures / events junior players are entitled to a metal blazer lapel badge and a player's tie. Junior players who do not meet this criterion are to wear the normal County Tie until such time as they gain the players tie.

4. COUNTY SENIOR TEAM

4.1 County Colours

After representing the Senior Team on three occasions the player is entitled to a county tie, six for a badge. Friendly matches — six to qualify for a tie. (Minutes dated 9 July 2002). It is the responsibility of the Seniors Captain to award county colours. The Secretary will maintain a list of those that qualify

4.2 Expenses

- South East Counties league matches: travel expenses to be paid at the agreed rate, (see paragraph 1.2). The county will pay for meals when 'reciprocating' at home. For home matches travel will be at the individuals own expense.
- South West EGU Qualifier & Southern Area Foursomes Final: Hotel and travel costs will be met. In the interest of costs players are expected to share rooms and transport. (Players wishing to have single type accommodation will be expected to meet some of the cost.) When hosted by the County travel will be at the individuals own expense.
- Southern Area Foursomes Qualifier: Travel costs will be met and a £25 toward accommodation will be made upon receipt of a hotel bill. The meal after the event will be covered by the county. Other food costs are to be met by the players. When hosted by the County travel will be at the individuals own expense.
- For all senior 'friendlies' the players concerned will meet all costs.
- All aspects as per the First Team relating to Hotel, Drink and Travel expenses will be provided by the county if reaching a National Final.

4.3 Clothing

A player representing the county is entitled to a County shirt all other clothing can be purchased at 50% of the cost.

5. CONTRIBUTION TO PLAYERS EXPENSES IN RECOGNISED AMATEUR EVENTS

5.1 Objective

To help and encourage players to participate in national events in order to improve their golfing experience. The executive has decided to help towards the individual costs of entering such events.

5.2 Extent of the Scheme

The scheme covers juniors under the age of 18 and adult players up to the age of 40 which may be extend at the discretion of the captain. Players must have completely conformed to the EGU handicapping requirements and be members of the Dorset County Golf Union. The players must be considered to be part of the County Squad and will be based on the individual's commitment to County Golf. A player showing exceptional performance in a championship may at the discretion of the Executive Committee receive further assistance with additional expenses.

5.3 Authorisation of Expenses

Players wishing to be considered to receive expenses should:

- Prior to the seasons start submit their intention to enter a national event included in the schedule to the County Captain (over 18) or the Junior Secretary (juniors).
- The Captain / Junior Secretary will review each application and will either approve or reject the application based on the individual's commitment given to league or friendly matches and South West events during the last or present season.
- The Captain / Junior Secretary will inform the player and Secretary of their decision.
- At the close of the competition successful applicants may then submit a claim to the secretary using the form at appendix 2 for those expenses agreed at paragraph 5.4.

5.4 Allowable Expenses

Players will receive:

- Competition Entrance Fee.
- Motor mileage allowance to and from the event venue at the rate set in paragraph 1.2. (Mileage may be checked using AA Route Finder).
- £25 towards accommodation costs subject to an authorised bill from the accommodation provider being submitted with the claim.

The total amount of subsistence a player may receive in any one year is capped at £500 this figure will be reviewed on an annual basis by the Executive Committee. All claims are to be made in the year of the competition and cannot be carried over to the following year.

5.5 Qualifying Events

The following are considered to be qualifying events:

- Brabazon Trophy
- British Amateur Championship
- English/National Amateur Championships
- Final Open Qualifying & Championship
- English/National Mid-Amateur Championships
- A competition or championship for which the individual is picked to represent the County.

Junior events:

- Carris Trophy
- British Boys Championship
- McGregor Trophy
- Douglas John Trophy
- McEvoy Trophy
- Reid Trophy

5.6 Alteration of the List of Qualifying Events

The list of qualifying events will be reviewed from time to time by the Executive Committee.

6. OFFICERS ALLOWABLE EXPENSES

6.1 President

- Travelling expenses (see paragraph 1.2) when on official county business.
- South West Week - overnight hotel and subsistence.
- English Champion Club Tournament - hotel and subsistence.
- English County Finals (if Dorset qualify) - hotel and subsistence.
- EGU County Presidents and Guests Tournament - hotel and subsistence.
- Hotel and subsistence when representing the County. e.g. away fixtures, County dinners, plus clothing, as per Teams.

6.2 Vice / Past President

- Travelling expenses (see paragraph 1.2) when on official county business.
- South West Week - overnight hotel and subsistence.
- English Champion Club Tournament - hotel and subsistence.
- English County Finals (if Dorset qualify) - hotel and subsistence.
- EGU County Presidents and Guests Tournament - hotel and subsistence.
- Hotel and subsistence when representing the County. e.g. away fixtures, County dinners, plus clothing, as per Teams.

6.3 County Captain

Expenses as per the county first team and team outfit.

6.4 County Vice Captain

Expenses as per the county first team and team outfits.

6.5 Secretary

- Salary as determined by the Executive Committee
- Travelling expenses for all county business at a rate determined by the Executive Committee. (Current rate is as the EGU).
- Attendance at National Conferences / Seminars.
- All administrative costs.
- Membership of the Secretaries Association.
- South West County Week accommodation and subsistence.
- EGU County Finals.
- Other EGU competitions and functions as determined by the Executive Committee.
- Clothing as per teams.

6.6 Colts Manager / Junior Secretary / Seniors Captain

- Hotel and subsistence when representing the County at away fixtures.
- Travelling expenses (see paragraph 1.2) when representing the county, e.g. away fixtures at colts, junior or senior events.
- Administrative costs.
- The relevant team outfit.

6.7 Executive Officers / County Coach

- Hotel and subsistence when asked to represent the County or attend at away fixtures.
- Travelling expenses (see paragraph 1.2).
- Clothing as determined by the Executive Committee.

6.8 Treasurer

- Honorarium as determined by the Executive Committee
- Travelling expenses (see paragraph 1.2) and accommodation when on official county business.

6.9 Personal Expenses

Only official functions where a member's partner is invited will have the expenses covered by the county. Partners attending any County Championship, Match or South West Tournament do so at the officer's own expense. All personal expenses incurred by the officer must be paid by the officer and not charged to the County's account.

7. COUNTY DINNER EXPENSES

7.1 The President of the Dorset County Golf Union arranges the guest speaker for the evening remembering that the main speaker is the President of the EGU.

7.2 The president holds a pre dinner cocktail party, which is paid for by the Dorset County Golf Union. The following are invited to attend:

- President of the EGU
- President of the South West Counties Association
- Presidents of the South West County's
- Presidents of the South East County's (by invitation)
- Past President's of the Dorset County Golf Union
- Vice President of the Dorset Golf Union
- Secretary of the Dorset County Golf Union
- County Captain
- Vice Captain
- Colts Captain
- Junior President
- Junior Secretary
- Treasurer
- Guests at the Presidents discretion

7.3 The Dorset County Golf Union will pay for overnight accommodation for the EGU President and his partner if accompanied and the guest speaker. The Union will also pay for the meals of the invited guests and those members of the Dorset County Golf Union Executive.

Other items of clothing and equipment may be provided at the discretion of the Executive Committee, dependant on the level of the competition/event.

This may include extra match outfits, waterproof clothing, shoes, golf bag and umbrella.

NOTE: Trolley bags are returnable for use in first team matches.

ADDITIONS.



**Dorset County Golf Union
Official / Player
Travel Expenses**

Name				Telephone	
E-mail					
Address					
					Post Code
Match / Event					
Date	Accommodation	Passenger No	Mileage	Rate	Amount
				Total	
Match / Event					
Date	Accommodation	Passenger No	Mileage	Rate	Amount
				Total	
Match / Event					
Date	Accommodation	Passenger No	Mileage	Rate	Amount
				Total	
Total amount claimed					
Signature				Date	
Official use only:					
Approved for payment:				Date	

Note:

Please attach receipts for all hotel or food claims.

Mileage allowance is currently set at 25p per mile for single occupancy 35p if you carry one or more passengers.