

CLCGA expenses

As a result of changing times with merger talks and changes in Officers it seems prudent to redefine what expenses are payable by CLCGA. This is not only to avoid any confusion and disappointment, but it is also imperative to keep our expenses in line with what is justifiable to the Association members.

Under the CLCGA Rules, 'Officers of the Association using their cars for Association business and the County Delegate on the Southwest Regional Committee shall be eligible to receive their petrol expenses at a rate that shall from time to time be set or amended by the Committee'.

Association business that Officers and the County Delegate on the SW Regional Committee may claim mileage for must be relevant to the role the person holds and the purpose of their attendance. Mileage payments will be extended to the Handicap Adviser and the Safeguarding/Welfare Officer who will be paid mileage claims only when their journey is necessary in fulfilment of their roles.

When expenses are rechargeable this will include round trip mileage and sustenance where appropriate and agreed with Honorary Treasurer in advance.

In an effort to control expenses, car sharing should be maximised as much as possible.

All expenses shall be submitted via the Expenses Claim Form directly to the Honorary Treasurer as soon as possible and not later than one month after the event and must be accompanied by detailed receipts showing a breakdown of the cost before payment can be authorised. Detailed receipts from venues should also be returned for any payments made via the CLCGA bank debit cards.

County competitions

Expenses will be paid to CLCGA Officers who's attendance is necessary to run the event, this will include the Competition Secretary plus one person to assist with registration/raffle/results (usually the Honorary Treasurer) and one person in the role of figurehead and for the presentation of prizes this will usually be the President or County Captain or the Vice President or Vice Captain.

All others who attend to out of choice/to assist voluntarily but are not essential to the running of the event, ie. starters/ball spotters/spectators will not be entitled to claim expenses or receive any form of sustenance paid for on the day by CLCGA.

Any other drinks and/or light refreshments may be offered to volunteers from time to time by prior agreement with the Honorary Treasurer.

County Championships: as this event is held over four days, hotel accommodation and sustenance will be provided at a cost to CLCGA when the Officers necessary to running the event do not live local to the venue. In addition to this, the Captain and Vice-Captain will receive expenses and sustenance in agreement with the Treasurer as their attendance is deemed necessary in support of the players and the event is a proving ground for the County Teams.

Anyone who attends a County event in a voluntary capacity, when not required for the smooth running of the event (as above), will be re-charged for any travel, food and drink or other costs incurred by CLCGA on their behalf.

County Squad

CLCGA will cover all necessary accommodation, mileage, and sustenance expenses for the County teams and CLCGA Officers who's attendance is necessary to run the County first and second team practice days and matches, this will include the County Captain and Vice-Captain and the County President (or anyone who is representing them in their absence).

Car owners who drive their cars for the use of players may receive their expenses at the agreed mileage rate. Due to the distances involved in some matches this will be closely monitored to ensure car sharing is maximised where possible.

Anyone else attending to support the teams, be it other Officers or family members of players, will not be entitled to claim expenses or receive any form of refreshment paid for by CLCGA and they should pay for their own costs at the time and directly to the venue. In the event that the CLCGA incur any costs as part of group activities on behalf of anyone in these circumstances then the costs will be recharged to the individual.

Officers, Delegates and other meetings

Officers are entitled to charge round trip mileage to attend meetings that are necessary to the smooth running of the CLCGA, ie. Officers and Delegates meetings.

CLCGA will pay for tea and coffee at such meetings.

CGU/Merger meetings

Expenses for round trip mileage will be paid to Officers when it is deemed necessary for their role to attend such meetings. These roles will vary from meeting to meeting depending on the topics being discussed.

England Golf meetings

England Golf covers all expenses in relation to the attendance of our Voting Member or her Proxy at England Golf meetings therefore no expenses are rechargeable to CLCGA.