



REIMBURSEMENT POLICY

What is the scheme?

CVCC operates a reimbursement scheme which provides volunteers with a contribution towards expenses which may arise as a result of volunteer work for the club. Examples include – purchases made on behalf of the club (stationary, etc) & costs related to gaining or maintaining certifications & qualifications required to fulfil their volunteer role (e.g. coaches, 1st aid, safeguarding course, etc).

Coaching Qualification Maintenance Funding

CVCC endeavours to support those individuals who hold a suitable coaching qualification and have registered and entered into a volunteer agreement with the club. Wherever possible the club will provide financial assistance towards the cost of maintaining qualifications & certification as required by Canoe England & club policy to allow them to coach for the club.

Where funds allow, the club will reimburse registered club coaches or volunteers any reasonable cost incurred in maintaining qualifications or training required to perform their role within the club. These include:

- First Aid
- BC Coach Update Forums
- Safeguarding & Protecting Children & Vulnerable Adults
- Time to Listen
- Health & Safety Officer Training
- DBS Checks

Coaches wishing to apply for financial support & reimbursement should contact the club committee, detailing training course and its cost.

All applications for reimbursement & financial support are granted at the discretion of the club committee. It is therefore recommended that club coaches wait for the committee to confirm club funding will be provided before booking or paying for any course.

The club committee should not generally refuse a funding request for essential training costs from a volunteer except in the following exceptional circumstances:

- The current club finances are unable to meet the cost without detrimental effect to the running of the club.
- The cost of the course is not reasonable, considering alternatives available.
- The applicant has not registered and entered into a volunteer agreement with the club.
- The volunteer has previously failed to provide a reasonable voluntary contribution to the club as to justify the club financial supporting further training from the limited funds at the clubs disposal.

New & Progressing Coach Qualification Funding

The club has a separate development fund to be used for purpose of developing & funding the training of new coaches and progression of existing coaches.

The cost of training & assessment for coaching qualifications has risen dramatically in recent years. By having a separate fund to pay for this training it is easy for the club to see the money available to spend on coach development. At the end of each year additional funds can be added to the development fund from any surplus in the club finances that has not been used in the general running of the club.

See the club development fund policy for full details.

Club Officials & Volunteer Reimbursement

Some club officials are required by Canoe England to attend certain training courses or have checks carried out in order to fulfil their roles on the club committee. For all compulsory courses the club will always reimburse the volunteer the full cost of the course/qualification. The club will also pay the cost of any DBS check not freely provided by Canoe England.

Reimbursement for club Purchases

Club members & volunteers making purchases on behalf of the club should gain authorisation from the club committee prior to committing to the purchase. Once authorisation has been granted they should supply a copy of the receipt to the club treasurer who will then arrange reimbursement.