

# **Karori Pirates Away Meet – Funding Policy**

26 April 2012

From time to time the Club runs Away-Meets which coaches and parents as Team Managers are asked to assist with. (Team Manager responsibilities are set out at the end of this document). The Club recognizes that it must provide financial assistance to these helpers. A schedule of the maximum costs the Club will cover is given below. The club will pay based on the presentation of invoices/receipts up to the maximum allowances described. The expectation is that those making bookings will attempt to find cheaper options within reason where possible. If the stated allowances are exceeded then it will be up to the attendees to cover the additional costs. If invoiced sums are less than the allowances then payment will be made against the invoiced sums.

## **NZ Opens, NAGS, Div 2, Regional Champs (out of Wellington)**

### **Coaching**

1 coach for up to 20 swimmers – accommodation (non-shared) \$150 per night, travel return airfares to meet destination, or petrol for car, food \$25 per full day. If more than 20 swimmers then 2 coaches on the same terms as above. No coaching fee is payable by the club for the time spent by coaches at meets. Coach replacement at Karori Pool for the duration of the meet to be arranged and covered by the head coach.

### **Team management/parent help**

1 manager for up to 10 swimmers. Costs on same terms as coach.

2 managers for between 11 – 20 swimmers. As above but shared accommodation for managers – two-bedroom motel unit at \$200 per night.

3 managers for 21 to 30 swimmers. As above but twin share and single room combined cost of \$350 per night.

\*(Coach and manager attendance at NZ Opens attended only by mature swimmers will be discussed with the mature swimmers and agreed in advance. The reason is that a mature swimmer may be capable of looking after themselves).

### **Transport**

Minibus or car to suit squad numbers – rental at cost plus fuel allowance up to \$20 per day per car, up to \$30 for minibus per day.

### **Tee Shirt or similar**

One per attending swimmer and coach. At cost but KPSC uniform coordinator to be involved in purchase of these.

### **Relay entries**

Club relay entries at cost.

### **Food**

All costs to be covered by the attendees.

## **NZ Juniors**

Always in Wellington - no expenses paid to coaches or management.

Coach support expected at same ratio as NZ Opens.

### **Tee Shirt or similar**

One attending swimmer member and coach. At cost but KPSC uniform coordinator to be involved in purchase of these.

### **Relay entries**

Club relay entries at cost.

### **Food**

No food allowance.

## **Div 3**

No expenses to coaches or management.

Coach support at discretion of the coaches.

## **Bus trips to Regional/Club meets**

### **Bus hire**

A budget will be set each year and the subsidy for each bus trip announced with the flier advising of the costs to be shared amongst swimmers.

Coaches at ratio of NZ Opens - travel free on the bus.

Management at ratios listed for NAGS/Div 2/Regional Champs - travel free on the bus.

## **Team Manager duty requirements and responsibilities**

Parents helping as Team Managers are expected to undertake at least the following tasks:

1. Oversee all aspects of organisation for coaches and participants including travel, food and accommodation prior and during the meet
2. Maintain a register of participants and their emergency contacts
3. Maintain a register of participant's arrival/departures
4. Arrange pick up and drop off to/from the meet and on a daily basis to/from the venue for coaches/participants
5. Arrange provision of food for coaches and participants in a timely fashion dictated by the meet programme
6. Manage swimmer participation at the pool including advising scratchings to meet officials and ensuring swimmers are marshaled, in sufficient time
7. Maintain a register of and accommodate all medical or dietary requirements of coaches and participants
8. Manage all aspects of discipline during the meet, at and away from the pool

9. Manage Health and Safety of coaches/participants for the duration of the meet. Collect and maintain the Club First Aid Kit for the duration of the meet and return to the Club upon return. Reasonable costs for replacement items in the kit will be reimbursed upon presentation of receipts

10. Where the managers are the contact person for invoicing, ensure that invoices are forwarded to the Club Treasurer for prompt payment. A float may be set up in advance by the Treasurer for managers to use for purchases occurring during the meet.

Managers are at all times to respect the privacy of the coaches and participants, offer positive support and encouragement, avoid alcohol for the duration of the meet and avoid smoking in any interior spaces.