

Volunteer Reimbursement Policy

Purpose

This policy applies to the reimbursement of volunteer expenses incurred in the course of undertaking unpaid activities on behalf of Orienteering Tasmania (OT).

Policy statement

OT relies on volunteers for every aspect of its operation. Without the generous efforts of members who volunteer their time, skills and resources, OT would not be able to function.

OT recognises that volunteers should be reimbursed for reasonable expenses incurred in the course of their volunteer activities. However, as an amateur sporting association, OT does not have the resources to compensate volunteers for every aspect of their contribution to orienteering in Tasmania.

While every effort is made to ensure that reasonable expenses (in line with this policy) are reimbursed by OT, volunteers should acknowledge and accept that from time to time, out-of-pocket expenses may be incurred.

This policy applies to all volunteers:

1. undertaking activities of a general nature on behalf of OT
2. undertaking a specific volunteer activity named in this policy
3. performing their duties in an appointed position named in this document.

It does not apply to:

- Coaches in Residence (CIR) – See **X.XX Coach in Residence (TBA)**
- those undertaking paid activities or roles on behalf of OT – See **1.14 Paid Employment Policy**

This policy covers the following:

1. General activities
2. Specific activities
 - 2.1 Minor event organisation
 - 2.2 Major event organisation
 - 2.3 Mapping
- 3 Appointed positions
 - 3.1 NOL manager
 - 3.2 Schools team officials
 - 3.3 State Coaching Coordinator

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3.4 Board members

1. General activities

From time to time, OT members may undertake activities of a general nature on behalf of OT.

- 1.1. On provision of tax invoices, OT will reimburse members for these miscellaneous expenses, up to a maximum amount of \$100 including GST (other than local travel costs – see 1.2). If general expenses in the amount greater than \$100 are likely to occur, members should contact the relevant Board member for approval before incurring the expense.
- 1.2. OT will reimburse local travel costs at rates advised by the OT Treasurer. The Treasurer will take into account rates paid by Clubs for event organisation. These are currently 25c/km for organisers if not towing and 50c/km if towing. Non organisers get 25c/km if towing.

2. Specific activities

2.1 Minor event organisation

Clubs are responsible for reimbursing members for expenses incurred in the course of organising minor events (including OST events and State Championships).

If the event forms part of a major carnival (for example, a pre- or post- carnival local event), expenses may be reimbursed in accordance with 2.2 - Major event organisation.

2.2 Major event organisation

OT is responsible for reimbursing members for expenses incurred in the course of organising major events. Major events include:

- Australian 3-days
- Australian Championships (including Schools Championships)
- Oceania Championships
- National Orienteering League races
- World Cups
- World ranking events
- Multi-day or mid-week events associated with a championship carnival.

2.2.1 The overall carnival/event organiser has responsibility for deciding which expenses are to be reimbursed. If unsure, members should consult with the overall organiser prior to incurring a specific expense.

2.2.2 In all cases, volunteers should consult the overall organiser before incurring expenses in excess of \$100 (other than local travel costs – see 2.2.4).

2.2.3 In some cases, accommodation expenses may be subsidised by OT for major carnival officials (course setters, event advisors etc.) In general this will only cover the time during which the official is undertaking a specified role and is not competing. If in doubt, volunteers who wish to be reimbursed for accommodation should consult with the overall organiser to clarify to what extent accommodation will be subsidised before booking.

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- 2.2.4 Travel reimbursement for major events will be paid at the same rates as travel reimbursement for minor events. Travel reimbursement is for local ground transport only.

2.3 Mapping

OT is committed to identifying potential new areas for mapping and updating/extending existing areas wherever possible. While professional mappers are often employed to make orienteering maps, members may also undertake mapping activities on a voluntary basis.

OT will reimburse the following expenses on application:

- Travel costs associated with investigating new areas or assessing existing areas for remaps
- Travel costs for members undertaking mapping activities on a voluntary basis
- Accommodation costs associated with investigating areas for a major event or carnival, where the area is more than 2.5 hours by car from the member's home base.

In the event that a club decides to produce a map at its own expense, responsibility for reimbursement of related expenses lies with the club.

3. Appointed positions

OT appoints a number of people annually to volunteer roles where travel and/or accommodation is reimbursed or subsidised, as follows:

3.1 National Orienteering League (NOL) Manager

See **4.05 Position Description – National Orienteering League Manager** and **5.04 National Orienteering League (NOL) Support Policy**

3.2 Schools teams officials

See **4.07 – Schools Team Officials Reimbursement Policy**

3.3 State Coaching Coordinator

The State Coaching Coordinator will be reimbursed for all expenses associated with undertaking his/her role, as outlined in **4.06 – Position Description State Coaching Coordinator**, up to the allocated annual coaching budget. The State Coaching Coordinator should consult with the Director Performance to ensure that expenses come within budget.

3.4 Board members

Board members will be reimbursed all reasonable expenses associated with undertaking their Board duties, including but not limited to travel costs to attend Board meetings. See also **1.16 Expenditure Authorisation Policy**.

4. How to claim

Volunteers who are eligible to claim for expenses in accordance with this policy are encouraged to do so.

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OT is registered for GST and needs valid tax invoices in order to claim back the GST component of expenses from the ATO.

Claims should be made via email to the OT Treasurer, treasurer@tasorienteeing.asn.au and should include all relevant tax invoices and detailed description(s) of the activity/items for which reimbursement is being claimed.