

# Guernsey Velo Club LBG

## Travel Expenses Policy

### 1. Overview

As a non-profit organisation dependent on membership fees, sponsorship and donations for income, there is only a limited budget available for the refund of travel costs when competing in races outside of Guernsey and reimbursements are at the discretion of the Off Island Racing Sub-committee as appointed by the Board of Directors (“the Board”) of Guernsey Velo Club LBG (“GVC”). Nevertheless, the below guidelines will be used by the Board when considering a request for a refund of travel expenses.

Consideration will be made that riders must show commitment to train, race and attend coaching sessions which are GVC events. **It is unlikely that funding will be approved if this criteria is not met.**

### 2. Eligibility for Junior Riders

To be eligible for a refund of travel expenses, the claimant must:

1. Be a junior member of GVC;
2. Have represented GVC in the races attended;
3. Have not received funding from other sources for the same event (with the exception of funding received directly by GVC);
4. Wear the GVC Academy team kit or GVC kit as registered with British Cycling;
5. Provide a race report of between 100 and 200 words and photograph on themselves wearing the GVC Academy team or GVC kit showing sponsors logos.

### Refund Amount Non GVC organised trips

Subject to adequate funding being available within the reserves of the Junior Section of GVC, the maximum amount of refund on events attended by individuals shall be:

1. For national standard races - £250 per event, plus £125 per subsequent day for multi-day events; Those Racing in U12s and younger to receive 50% of subsidy
2. For regional standard races - £200 per event, plus £100 per subsequent day for multi-day events. Those Racing in U12s and younger to receive 50% of subsidy
3. For day return or inter-insular races - £100 per trip or 75% of travel cost whichever the highest
4. For other races – at the discretion of the Off Island Racing Sub-Committee, but not to exceed the amount refundable to national standard events.

## **GVC Organised Team Trips**

These trips will be run in conjunction with the 2024 GVC Child Travel Policy, Riders will be selected to travel to specific events

1. GVC will commit to transporting bikes and equipment to races with a van and driver if there is enough support for the event.
2. GVC will pay for chaperone required on flights to UK airport subject to safeguarding qualifications.
3. For National standard races - £125 per event, plus £50 for events on subsequent day or multi day events
4. For Regional standard events £125 per event, plus £50 for events on subsequent day or multi day events
5. For day return or any inter island event £75 per trip or 75% of travel cost whichever the highest
6. Any riders under the age of 12 must be accompanied by a parent and funding will revert to non-organised trip refund amount.

Furthermore, the Board may authorise a refund of up to 100% of the total costs incurred in exceptional circumstances or for races that are attended by a team of riders representing GVC.

The maximum that may be claimed by any one individual Academy member in any one financial year of the Club (1 November to 31 October) is £1,500 plus any B3 funding received by GVC from Guernsey Sports Commission on behalf of that individual. Under 12s maximum claim to be £500 per rider per financial year

### **3. Eligibility for Senior Riders**

To be eligible for a refund of travel expenses, the claimant must:

1. Be a senior member of GVC;
2. Have represented GVC in the races attended; and
3. Wear the GVC kit as registered with British Cycling

#### **Refund Amount**

Subject to adequate funding being available within the reserves of the Senior Section of GVC, the maximum amount of refund for events attended by individuals shall be:

1. For inter-insular races - £100 per inter-islands trip to Jersey.
2. For other races – at the discretion of the Off Island Racing Sub-Committee, but not to exceed the amount refundable to national standard events.

Furthermore, the Board may authorise a refund of up to 100% of the total costs incurred in exceptional circumstances or for races that are attended by a team of riders representing GVC.

The maximum that may be claimed by any one individual senior member in any one financial year of the Club (1 November to 31 October) is £200.

#### **4. Use of Vans**

GVC currently owns one van that is available for the use of both Junior and Senior riders when travelling to off island events. Priority will be given to those travelling to national standard events, then regional standard events, then any other competitive events, then any other events. The use of the van is at the final discretion of the Off Island Racing sub-Committee resource booking function in SportMember should be used to make a van reservation otherwise any use of the van may not be approved.

If four or more Junior riders are travelling to the same national, regional or other competitive event, then GVC will pay for a van and a driver to the event (subject to availability), otherwise the cost of the travel of the van will be borne by the riders subject to the discretion of the Board.

Bike transport for adult riders attending an event which the van is traveling to with Academy will be available if there is space. This will be on a first come basis at a cost of £20 per bike .

Drivers over the age of 25 are included on the GVC insurance policy, a copy of which is available from the Board if required, and users are required to return the van with a full tank of fuel, and cleaned inside and out.

#### **5. Procedure**

In order to submit a claim for a refund, the claimant (or their parent/guardian) must complete the attached expense claim form along with proof of the expenses being reclaimed and submit it to the Off Island Racing sub-Committee of GVC within 3 months of the travel being completed or before 31 October, being the financial year end of GVC, whichever is the sooner.

As any subsidy is based on commitment we would suggest checking that funding is available before booking

The claim will then be considered by the Off Island Racing sub-Committee and, if approved, payment will be made to the claimant within 1 month of approval. All decisions by the Off Island Racing Sub-Committee can be appealed to the Board whose decision will be considered final and no further correspondence will be entered into.

Approved by the Board  
5th February 2024