

Coach and judges' expenses to attend competitions



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Rimutaka Gymsports

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Policy on covering Coach and judges' expenses when required to attend competitions

Purpose

This policy sets out Rimutaka Gymsports policies and procedures on deciding when a required club employee eg coach, judge etc is needed at competitions and when and how their expenses are covered.

Definitions

Expenses	means reasonable travel, accommodation, and food expenses
Local competition	is a competition where generally you can drive to easily and not usually required an overnight stay (eg Kāpiti, Porirua, Wellington, Hutt Valley, Levin, Palmerston North)
Away competition	is a competition where generally an overnight stay is required (eg Hawkes Bay, Top of the South in Nelson, Christchurch, Auckland)
Travelling gymnast	Is a gymnast who is attending the competition with their squad.
Travelling gymnast levy	the amount of money worked out between travelling gymnasts to pay for the coach and judges accommodation, travel and food.

Principles

When developing this policy the following principles were considered:

- Transparency of decision making – everyone understands how the decisions are made
- Coaches and/or judges competition expenses will be covered by travelling gymnasts
- Sustainability of the policy to the club's financial outcomes
- Well-being and safety of coaches and/or judges

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- Special nature of the employer being a not-for-profit sports club
- Being a good employer

Background

About competitions

Competitions are an important part of gymnastics right through from Recreational to Excel and competitive. We are required to send a coach to accompany our gymnasts and we are usually required to send judges as well. If we are requiring our employees to attend these competitions there are considerations under the Employment Act that need to be considered – for example, being paid for the time they are working on the competition floor, being paid reasonable travel, food and accommodation (where required).

However, we need to balance up the unique features of Rimutaka Gymsports being a non-for-profit club and our financial position when we consider how we fund these expenses.

Our policy settings cannot override statutory requirements as an employer

This policy does not replace statutory requirements in the Employment Relations Act 2000. This must be adhered to for paid employees. If there is a contradiction between this policy and the club's requirements to abide by the Employment Relations Act 2000 then the statutory requirements prevail.

Travelling gymnasts pay coach and judges expenses

Fees policy for competitive gymnastics programme cover clarity around how the fees are set. It outlines how competition entry fees are set and advises that an 'additional levy to help cover the cost of travel and accommodation for coaches and judges attending competitions will be applied to invoicing where required'. This is called the travelling gymnast levy.



Competition Entry Fees

A set amount of \$300 for competition entry fees will be apportioned to the monthly invoicing. An additional levy to help cover the cost of travel and accommodation for coaches and judges attending competitions will be applied to invoicing where required. As a club, we are not made aware of entry fees until registrations are requested, and, should this not cover the cost of entry fees, you will be invoiced for any extra the original \$300 does not cover. If a Gymnast has overdue fees, they will not be able to compete until all fees are paid in full. If it is agreed with the coaches a gymnast needs to attend an additional competition this will be charged at time of entry and is expected to be paid before the competition. If the Gymnast attends less than four competitions over the season this will be credited to their account.

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Excel and Recreational competitions are not included in term fees

Excel and Recreational competition entry fees are not included in term fees. There is a per gymnast coach fee that is charged by Rimutaka for our gymnasts attending Excel Competitions. This is to assist in offsetting the Coach and Judges wages we need to pay.

Club will pay Coach's and Judges for their *work* at the competition

In line with our obligations under the Employment Relations Act, the club will pay Coach and Judge's for the time they are working at the competition. 'Working' is considered to be from when the round starts to when the round ends.

Decision on whether coach is needed at a competition

The decision on whether a coach or judge is needed at a 'local' or an 'away' competition is made by the head of WAG or Head of GFA in consultation with the squad coach and considering how many gymnasts are entered into the competition and the needs of those gymnasts.

Note: where it is suitable for the gymnast and the sustainability of the club's financial outcomes, a decision may be made not to send a coach with gymnasts where it is more financially viable to pay the fee to have the gymnast be looked after on the competition floor by another club. In this case, there is generally a fee charged for coaching the gymnast on the competition floor. This fee will also be covered by the travelling gymnasts.

If a gymnast does not feel comfortable with this option they are able to pay the Coach's expenses themselves and the Club will pay the wages of the Coach.

Currently we do not pay expenses for coaching and judging at local competitions

Local competitions are those where we can get to by vehicle and unless there are special circumstances don't need to stay overnight. These competitions are any competitions held in Wellington City, Tawa, Hutt Valley, Kapiti, Levin and Palmerston North.

Currently we do not cover travel expenses for coaching and judging at these competitions .

¹ We are seeking HR advice on this

Food expenses are not required to be paid at local competitions as Coaches and Judges are paid their usual wages for the rounds they work.

Expenses for coaching and judging at away competitions

If a Coach is required to be away at a competition and stay the night the following reasonable expenses will be paid:

- travel
- food
- accommodation

Travel expenses

Travel expenses including petrol, electricity, ferry, airfares and public transport costs may be paid and/or reimbursed for coaches and judges who have been required to work at an away competition. Rimutaka gymsports is a not-for-profit organisation. One of our values is for our club to be inclusive. Keeping costs relatively reasonable and affordable for our gymnasts and their whānau while allowing the club to be financially sustainable is our aim.

The most economical way to get to the competition, that also meets the needs of the competition timetable should be used. For example, flying to Auckland rather than driving, and ferrying and driving to Nelson rather than flying.

The first option for provision of travel to an away competition is for Coaches/Judges to travel with another gymnast's family if there is a seat available and it works in with the Coach/Judge timetable.

Travel option	Travel expenses paid?
Coach/judge drives with other club members to an 'away' comp	No
Coach/judge drives their own vehicle to away comp (includes ferry expenses)	Yes - Travel expenses to and from the coach/judges home to competition venue. The club will not pay extra petrol costs for travel to and from the competition venue and the accommodation.
Club agrees Coach must fly	Yes – Club will pay for the flights and the cost will be included in the Travelling Gymnast Levy
Coach prefers to fly when Club decides it can be driven (no space in another club members car to drive)	Can claim mileage rate for the drive to the competition and then pay the air fare themselves.
Coach prefers to fly when Club decides most economical way to get to the competition that also meets the need of the competition timetable is driving (and a seat is available with other club members)	No

Deciding what method to use to calculate reimbursement

There are two options for calculating travel expenses – either based on distance or actual cost of the method of transport used.

- IR rate – see below for the IR rates
- Actual costs for petrol (receipts) – where the coach or judge will have actual and reasonable petrol costs reimbursed to them

The Coach or Judge may have actual and reasonable petrol costs reimbursed to them by providing receipts.

The table below shows IR Rates, as at 26 June 2024. These rates include wear and tear, petrol and electricity.

Vehicle type	Tier 1 rate per km
Petrol or diesel	\$1.04 cents
Petrol hybrid	\$1.04 cents
Electric	\$1.04 cents

Accommodation expenses

If the Club decides that coaches or judges will be required to stay overnight for an ‘away comp’ then their accommodation will be covered by the travelling gymnasts.

The decision on when a coach is required to stay overnight will be made considering:

- the competition timetable
- distance from home
- health and safety of coach or judge

Note: sometimes coaches/judges will be required to stay overnight but squads won’t need to. The travelling gymnast levy will still fund the coach’s accommodation if they are competing at that competition, even if the gymnasts themselves don’t stay over.

Coach or Judge decides to stay at their own sourced accommodation eg with friends or family

If the coach or judge decides they will stay with friends and family, the club will not cover accommodation costs for this coach. Travel or food expenses for this coach may still be covered.

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Reasonable commercial accommodation is expected

Generally, a coach or judge should have their own bedroom at the accommodation (not necessarily their own unit). If a coach only has a preference to have their own unit, they can pay the difference between their own bedroom in the shared unit and their complete own unit. However, there are exceptions for coaches of different gender where it is reasonable for them to have their own unit. In this case, the full unit price will be covered.

The accommodation should be of a reasonable standard for the time that they are required to be there.

The most affordable options that meet the coaches' needs should be used. It is important not to book accommodation that accepts emergency housing clients as this may not be safe for our coaches or judges.

Authorisation



Crystal Smith

President

Date of approval by the Committee: 26 June 2024