



Hockey Queensland Policy

Financial Assistance Policy for Officials & Volunteer's appointed to Hockey Queensland Events

Board Approved:	25 November 2021
Policy Effective:	01 January 2022
Last updated:	02 February 2023
Version:	Final

Contents

1. Purpose.....	3
2. Scope	3
3. Definitions.....	3
4. Expense Coverage.....	3
4.1 <i>Flights</i>	<i>3</i>
4.2 <i>Accommodation.....</i>	<i>4</i>
4.3 <i>Motor Vehicles.....</i>	<i>5</i>
<i>Car Hire</i>	<i>5</i>
<i>Use of Private Vehicles</i>	<i>5</i>
<i>Other Expenses Covered.....</i>	<i>6</i>
<i>Fatigue Management.....</i>	<i>6</i>
<i>Reimbursements.....</i>	<i>6</i>
4.4 <i>Meal Allowances.....</i>	<i>6</i>
4.5 <i>Other Expenses</i>	<i>7</i>
5. Uniforms	7
Appendix 1.	8

1. Purpose

The purpose of this policy is to provide guidance and to outline the requirements for Hockey Queensland (HQ) Officials and Off Field Volunteers regarding financial support for volunteering at HQ Events.

2. Scope

This policy applies to all HQ *appointed* Officials and Off Field Volunteers.

- a) Tournament Director (TD)
- b) Technical manager (TM)
- c) Umpire Manager (UM)
- d) Umpire Coach (UC)
- e) Assistant TD/TM (ATD/ATM)
- f) Technical Assessors
- g) Technical Officials
- h) Umpires
- i) State Team Selectors
- j) Other HQ appointed volunteers required to run the event.

3. Definitions

Volunteer – refers to all appointed officials and volunteers mentioned in the Policy Scope unless specifically noted.

4. Expense Coverage

Appointed Volunteers at all State Championships, State Team Trials and Hockey Queensland branded events will have the following expenses covered and logistics managed by HQ.

4.1 Flights

- 4.1.1 Airfares will be booked and paid for by HQ where appropriate. HQ will work with the Volunteer to best accommodate their requirements however it cannot be guaranteed. The priority of the booking will be to ensure the Volunteer arrives on time for the Championship.
- 4.1.2 All flights will be booked in Economy class.
- 4.1.3 Hockey Queensland will cover excess baggage for tournament baggage only.
- 4.1.4 Once bookings have been confirmed any changes required to be made to meet personal requirements will be at the Volunteer's expense.
- 4.1.5 Airport parking at your home location and travel to/from your home and the airport is not covered.

4.2 Accommodation

Accommodation booked for HQ Volunteers will take into consideration

- Safety;
- Level of comfort, amenities (i.e. 3-4 star preferred);
- Proximity to the business location;
- Cost;

4.2.1 HQ will organise group accommodation for all appointed Volunteers travelling from outside of the immediate tournament location. Any volunteer who resides in the host Association location will not receive accommodation.

4.2.2 The style of accommodation is at the discretion of HQ, however, accommodation will, where possible, be close to the venue to reduce ground travel times and expenses. Where possible, 2-4 people will be allocated per apartment/room. Where possible, free Wi-Fi will be available in rooms.

4.2.3 There will be no mixed gender sharing of rooms. Apartments may be shared of mixed genders only when there are separate bedrooms and bathrooms available within the apartment. This is to only occur when there are no other sharing options available.

4.2.4 Where two volunteers who are in a relationship, or are family member and are appointed to the same tournament they may request in writing to be accommodated together, however this is at the discretion of the CEO and is not guaranteed.

4.2.5 Where an appointed Volunteer has special circumstances that require them to either accommodate on their own (e.g. medical reason/other) or have family members stay with them to support their attendance at a championship, they may request in writing an arrangement with Hockey Queensland to allow their family members to stay in Hockey Queensland provided accommodation or to accommodate on their own.

4.2.5.1 Where there are no special circumstances appointed Volunteers cannot have their spouse/partner/friends or family members stay in Hockey Queensland provide accommodation.

4.2.5.2 If an appointed Volunteer chooses not to stay in the provided accommodation, and wishes to stay with their partner/family, or on their own, they must advise HQ of this request. On confirmation of the request, HQ may provide a set rate per night to the HQ appointed official via bank transfer to use towards arranging their own accommodation booking with their partner/family.

4.3 Motor Vehicles

All Volunteers driving to and from events either in a hire car or in their vehicle as per this policy, must have a valid driver's licence, and is required to adhere to road rules and laws.

Car Hire

- 4.3.1 HQ will provide a hire vehicle for any tournament:
- Where flights are required, and ground transport is required on arrival and to get around during the event.
 - Travel to the tournament is between 250 and 400km each way and flights are limited or more expensive.
 - Where there are no flights available.
- 4.3.2 The hire car must be shared by all officials requiring ground transport during the tournament. The number of people per vehicle will be limited to the number of seat belts available in the vehicle. Additional cars will be booked to cater for all volunteers. HQ will nominate the person responsible for the hire vehicle, including the transportation of all other volunteers when/where required. The nominated drivers of all HQ vehicles must be 25 years or older.
- 4.3.3 Hire car insurance will be covered by the corporate arrangement. Additional insurance should not be purchased for hire cars. It is the nominated official responsible for the vehicle to ensure they record the condition of the vehicle prior to leaving the car rental site.
- 4.3.4 If damage to the car takes place HQ must be informed as soon as reasonably possible. In the case of an accident please call the police first.
- 4.3.5 Volunteers will be responsible for any traffic infringements or parking infringement tickets received while representing HQ and using a hire car.
- 4.3.6 Re-fuelling the hire vehicle is the responsibility of the driver nominated by HQ. Petrol can be claimed following the tournament with submission of receipts.

Use of Private Vehicles

- 4.3.7 Individual vehicles are not to be used to travel to HQ Events that are beyond 250km's from their home location, unless prior approval from HQ is obtained and the individual will need to sign a waiver for insurance and liability against HQ.
- 4.3.8 Kilometres travelled will be determined via google maps as the fastest route from the Volunteer's home address to their event location.
- 4.3.9 If a hire car is available and a Volunteer chooses to utilise their own vehicle expenses will not be paid.

- 4.3.10 Volunteers who use their own vehicle to travel to a HQ event are eligible to claim a travel allowance of 35 cents per kilometre. This allowance will only be paid to Volunteers who;
- Are accommodating in HQ accommodation or have approval as per item 4.2.5.2;
 - Have had to travel between 50 – 249kms to a HQ event from their home and return only once, or have approval as per item 4.3.7.
- 4.3.11 Only the travel allowance rate of 35c/km will be paid. Fuel receipts will not be paid.
- 4.3.12 Volunteers will be responsible for any traffic infringement or parking infringement ticket received while on Hockey Queensland business.

Other Expenses Covered

- 4.3.13 Hockey Queensland will reimburse parking expenses that might be incurred by the volunteer during the event. This includes paid parking not parking tickets or airport parking as per 4.1.5, 4.3.5 and 4.3.12). E-tag expenses incurred whilst volunteering for Hockey Queensland will be paid. Receipts must be kept and presented with the reimbursement form.

Fatigue Management

- 4.3.14 If the Volunteer has driven to an event that is more than 250km from their home location and if they have volunteered more than 6 hours on the last day of the competition and or the event pack up is expected to finish after 4pm the Volunteer will receive another night's accommodation and is to return the following day.
- 4.3.15 If a Volunteer is driving to an event more than 250km away they should take a break every 2 hours and don't drive for more than 8-10 hours per day. Drivers should follow [Queensland Transport advice for long trips](#).

Reimbursements

- 4.3.16 All travel expense claims will only be processed after the event and the process outlined in Appendix 1 must be followed or payments will not be approved.

4.4 Meal Allowances

Meal allowances will only be offered to Volunteers staying in HQ accommodation or who have been approved as per item 4.2.5.1.

- 4.4.1 Meal allowances are paid at \$20 per day over the course of the tournament. (meals not covered by the association)
- 4.4.2 Meal allowances will be paid at least 1 day before the event begins and will be deposited into the official's nominated bank account.
- 4.4.3 Meal allowances cannot be claimed retrospectively.

4.5 Other Expenses

- 4.5.1 Any other expenses required for Volunteers to execute their duties where it has not been provided by Hockey Queensland are at the sole discretion of Hockey Queensland and must be submitted within 14 days of the tournament concluding. Submissions after this time will not be considered.
- 4.5.2 Hockey Queensland will not cover the costs of any of the following during a HQ event.
- Alcohol
 - Laundry and or dry-cleaning services
 - Penalties (overweight baggage, room damage, etc.)
 - Mini-bar room services

5. Uniforms

All Hockey Queensland Volunteers will be provided with a uniform to wear at HQ events and or when representing HQ as per the following schedule:

- a) Two polos provided every 3 years of volunteering in at State events
- b) Those who wish to replace items within these periods may purchase them via the Hockey Queensland Grays online shop when the shop opens usually twice a year.

END

Appendix 1.

All Volunteers must follow the process below to be eligible for reimbursements.

1. In the lead up to the event the Volunteer will receive an email with a link to the online form to be submitted for travel and other expenses.
2. This form must be completed by the deadline given. Hockey Queensland will not accept claims after the deadline. If for some reason the link cannot be accessed, please contact HQ immediately.
3. To be eligible for a reimbursement Volunteers must provide Hockey Queensland with a Statement of Supplier form (provided through the reimbursement link). This is only required to be provided once during your time as a Volunteer with HQ.
4. Volunteers will be required to submit an estimation of their kilometres according to google maps from their home to the venue and return.
5. Other expenses requesting reimbursement for must include receipts.
6. Volunteers will be required to submit their BSB and Account numbers.
7. Volunteers should expect their claim to be processed within seven days of the closing date.