



Welsh Pétanque Association

COACH/DELEGATE EXPENSE PAYMENT POLICY

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Owner: National Treasurer

Welsh Pétanque Association

COACH/DELEGATE EXPENSE PAYMENT POLICY



Document Amendments

Date	Section No.	Page No.	Comments	Version No.
January 2020			Draft Version	0.0
28/01/2020			Draft Version adopted	1.0
January 2021			Various updates made for Sport Wales submission.	1.1
April 2021	1		Document amendment control added.	1.2
27/04/2021			Document approved and adopted	2.0

Certified as a true copy of the Coach/Delegate Expense Payment Policy of the Welsh Pétanque Association as adopted by the Executive on 27th April 2021.

Welsh Pétanque Association

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1. Introduction

The WPA, where possible, is committed to give assistance regarding the expenses incurred by any member acting as **coach or delegate** at events where there is a requirement for a coach or delegate to be present.

The implementation of this Policy within the WPA, is the responsibility of the National Treasurer.

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2. Payments

- 2.1. The WPA will initially pay for the accommodation and meals at such events on behalf of the representing coach or delegate
- 2.2. The WPA will invoice in full, this cost to the coach or delegate
- 2.3. The Coach or Delegate will receive a discount on costs regarding to:
 - a. Accommodation
 - b. Flights
 - c. Petrol
 - d. Parking
 - e. Food
- 2.4. Payment will only be applicable to the members who are representing WPA as Coach / Delegate
- 2.5. Sharing/Discount:
 - a. When sharing accommodation – transport – parking etc. with other persons then the cost will be divided by the number of persons sharing to give the correct amount paid by the person that is representing the WPA the discount will only apply to this amount
 - b. This discount will be paid only after the Coach / Delegate has paid their invoice for their accommodation and meals it will not be deducted from their invoice of said costs
- 2.6. The WPA executive will review the amount paid at the of each year and reserves the right to amend this payment at any time during the financial year.

The current re-imbusement is between 40 & 60% at the discretion of the Executive Committee.

WPA Executive Committee

Date: 27th April 2021

Review Date: April 2022