

**POLICY REGARDING PAYMENT OF HONORARIA AND
REIMBURSEMENT OF EXPENSES**

PAYMENT OF HONORARIA

General Principles

1. Board and committee members, other office holders and other club members who perform tasks for Croquet SA generally volunteer their services and as such, this should be done freely and no-one should be compensated for their time.
2. An exception to this general principle would be if a person is engaged to provide a service or perform a task on the understanding that they would be paid.
3. However in the case of a volunteer, out of pocket expenses such as travelling to meetings, phone calls and printing, photocopying and paper supplies are a different matter. There is a reasonable argument that people who volunteer their time for an organisation such as
4. Croquet SA should not have to pay out of pocket expenses and for some people, these expenses could be a deterrent to volunteering.
5. On the other hand Croquet SA's finances are limited and it cannot afford to pay all its volunteers' out of pocket expenses without increasing its income considerably. Currently that would require a large increase in registration fees which would be unacceptable to most of its members.
6. The notion of honoraria as a token payment towards expenses can then be seen as a reasonable compromise.

To Whom Should Honoraria be paid

1. If honoraria are to be paid, they should be directed towards those volunteers of Croquet SA who incur significant out of pocket expenses. Probably the most significant of these are travelling costs to and from meetings.
2. The volunteers who generally incur the most travelling costs are members of the Board and members of the AC and GC committees.
3. Volunteers such as the webmaster, hoop points editor, registrations officer and others may devote considerable time to fulfilling their task, but are unlikely to incur as large travelling costs as those who regularly attend meetings.
4. Accordingly, the policy has been adopted to pay honoraria to members of the Board and to members of the AC and GC committees, but in special circumstances the Board may resolve to pay an honorarium to any other volunteer.

The Amount of Each Honorarium to be paid

At the meeting of the Board held on 12 March 2019 it was agreed;

- that the President can be expected to have substantially greater expenses than other Board members and that \$300 would be an appropriate honorarium for that position;
- that the Sport Development Director is also likely to have greater expenses than other Board members and that \$200 is appropriate for this position;
- that, with the exception of the AC and GC directors, each other Board member receive an
- honorarium of \$100; and
- that a collective honorarium of \$300 be paid to each of the AC and GC committees to be

allocated amongst their members as the committees think fit.

Other Matters

Travelling Expenses

At its same meeting the Board approved a policy of reimbursing travelling expenses for Croquet SA volunteers who are required to travel interstate or from the city to the country (or vice versa) on Croquet SA business as follows;

Air fares, taxi fees etc., reimbursed in full.

Vehicle expenses up to 100 kms, no reimbursement. Beyond 100 kms, reimbursed for the full journey at the rate of 30 cents per km.

This policy will generally not apply to players, who are expected to meet their own travelling expenses (other than State team members for whom the State Teams Financial Assistance Policy applies) but in exceptional circumstances the Board may approve reimbursement or partial reimbursement of a player's travelling expenses to a tournament, State squad practice etc.

Where it is reasonable for two or more persons to travel together in the same car, they are expected to do so.

Other Expenses

The treasurer will accept a claim for reimbursement of other expenses (generally printing, photocopying and the like) upon presentation of documentary evidence. However, it is expected that anyone receiving an honorarium will only claim where the expense is significant or out of the ordinary.

Purchases made on behalf of Croquet SA will be reimbursed in full upon presentation of documentary evidence.

25 March 2019