



Crossgar Golf Club

231 Derryboye Road
Crossgar
Downpatrick
BT30 9DL

Telephone: +44 (0) 2844831523

Email: crossgargolfclub@gmail.com

Expenses Policy

Introduction

1. It is an honour to be selected to represent Crossgar Golf Club ('the Club') in Inter-Club and Inter-Provincial competitions. Being chosen to be a representative of the Club comes with a great responsibility to uphold the values and traditions of the Club and to make sure that everyone is having a safe and enjoyable experience.

Aim

2. The aim of this Policy is to ensure that all members understand what expenses will be covered when representing the Club in Inter-Club and Inter-Provincial competitions. It also outlines the procedures for claiming reimbursement and any other terms and conditions that may apply:

- a. **Travel expenses.** The Club is committed to reducing its environmental impact, and as such, members are encouraged to coordinate car sharing arrangements with other members, as the Club will not pay for travel expenses;
- b. **Practise rounds.** Team captains should ensure that practice rounds take place at least two days before the match, i.e., if the match is to be played on Saturday, then the practice round must be held on Thursday at the latest. This will give the team enough time to practice and review their strategies and make any necessary adjustments. This will also ensure that the team can avoid the need for overnight accommodation, and will help keep costs down for the Club;
- c. **Accommodation.** Only in exceptional circumstances will the Club pay for hotel or similar accommodation. Where this is the case, team captains are required to provide justification in writing to the Club's Honorary Treasurer, who will raise the matter with the Club's committee;
- d. **Post match meal and drinks.** Team captains are responsible for arranging and paying for the post-match meal and one non-alcoholic drink for the team. Team Captains are also responsible for submitting receipts for the post-match meal and drinks to the Club's Honorary Treasurer, who will reimburse them for the cost. In exceptional circumstances, team captains may request an advance payment from the Club's Honorary Treasurer, to cover all such costs;
- e. **Personal expenses.** All personal expenses incurred by the member must be paid for by the member;

Authorisation of expenses

3. The Club's Honorary Treasurer is responsible for authorising and paying all expenses related to Inter-Club and Inter-Provincial competitions.

Summary

4. Representing the Club has many rewards. Members get to develop their skills and learn new techniques from more experienced players. They also get to make new friends and have a sense of accomplishment from representing the Club. Additionally, members get to play on different courses for free during practice sessions and the match itself.

5. The Club's Committee may amend this policy from time to time as it sees fit and any such amendment shall come into force and have effect from such date as the Club's Committee may determine. The Club's Committee will review this Policy at least every two years, when there are changes in legislation, and will ensure that it is published on the Club's website and posted on the Club's noticeboard.

{Signed on Original}

Tony Moore
Secretary
Crossgar Golf Club