

# Version 7

## NORTHERN COUNTIES ARCHERY SOCIETY

### EXPENSES POLICY FOR NCAS JUDGES ATTENDING NATIONAL JUDGES CONFERENCES and SEMINARS

17 November 2018

For a number of years, NCAS has provided funding support for Travelling Expenses for Judges choosing to attend their National Judge Conference.

In May 2015 this was reviewed and additional funding support offered for accommodation and travel expenses for Regional and National Judges mandated to attend National Judge Conference, once every four years, as a part of their re-qualification.

During 2016 numerous changes were introduced Nationally, requiring Candidate, County and Regional Judges to attend various seminars and Conferences in order to qualify or re-qualify.

The NCAS Committee, in November 2016, further considered what funding support they should offer with the ever increasing requirements being placed on Judges who wish to qualify and re-qualify, and this resulted in a complete revision of the policy and the withdrawal of all previous versions of the funding policy.

In March 2018 further amendments were made dealing with the submission of claims and costs of attendance at Seminars etc

The NCAS Committee agreed it would be appropriate to suggest to County Associations That they may also wish to provide some financial support to their own Judges, to cover expenses not provided by NCAS.

In November 2018 a further amendment was made, dealing with examination fails and re-sits. For Judges claiming under categories A & B of this Policy will be able to claim expenses (as detailed) whether they are successful or not on their first attendance, and also for any first re-sit attendance. Any second or subsequent re-sit will not be eligible for support.

Any NCAS Judge wishing to access funding from this Policy, must notify the NCAS JLO, **before** attending the Seminar or Conference, of their intention to attend the Seminar or Conference. This is NOT as a means of seeking approval to attend, but to enable NCAS via the JLO & Treasurer to be aware of who may be attending and who may wish to claim support for their expenses under this Policy, and budget accordingly.

Each category of Judge and the requirements of attendance are considered independently in this new Policy.

#### **A) NCAS Candidate to County Judge Progression**

Based on 2-day Seminar, currently held at Lilleshall

- i The NCAS Judge will be eligible to claim up to 2 nights accommodation, at the rate of up to £75 per night.  
Copies of receipts will be required to support any accommodation claims.

- ii The NCAS Judge will be eligible to claim the cost (if any) of the Seminar, as charged by the host. A copy of the Seminar booking confirmation will be required to support this expense.
- iii No travel expenses to attend the event will be offered. It is hoped each County Association will consider providing travel expenses support.

**B) NCAS County to Regional Judge Progression**

Based on 1-day Seminar/Conference held at Lilleshall, to be held the day before the Judge National Conference.

- i The NCAS Judge will be eligible to claim 1 night accommodation, at the rate of up to £75 per night.  
Copies of receipts will be required to support any accommodation claims.
- ii Travelling expenses for the journey between home and venue (and return) at the approved NCAS mileage rate (9/5/15 = 28p per mile).
- iii Any bridge, tunnel or road tolls incurred on the journey between home and event venue.
- iv The NCAS Judge will be eligible to claim the cost (if any) of the Seminar, as charged by the host. A copy of the Seminar booking confirmation will be required to support this expense

**C) NCAS Regional to National Judge Progression**

Currently, it is understood Archery GB will cover travel and accommodation expenses for this event.

NCAS will NOT offer any funding support to Judges to attend this event, at this time.

**D) NCAS Regional & National Judges required to attend National Conference once every 4 years.**

Based on a one day National Conference.

- i The NCAS Judge will be eligible to claim 1 night accommodation, at the rate of up to £75 per night.  
Copies of receipts will be required to support any accommodation claims.
- ii Travelling expenses for the journey between home and venue (and return) at the approved NCAS mileage rate (9/5/15 = 28p per mile).
- iii Any bridge, tunnel or road tolls incurred on the journey between home and event venue.
- iv The NCAS Judge will be eligible to claim the cost (if any) of the Conference, as charged by the host. A copy of the Seminar booking confirmation will be required to support this expense

**E) Judges choosing to attend National Conference**

NCAS Regional & National Judges, who chose to attend the National Judges Conference on occasions other than the "Once in 4 years", and NCAS County Judges, who chose to attend the National Judges Conference.

It is understood that the National Conference will move around the Regions w.e.f. 2018.

The NCAS Judge will be eligible to claim the following expenses from NCAS-

Travelling expenses for the journey between home and venue (and return) at the approved NCAS mileage rate (9/5/15 = 28p per mile), subject to the maximum budget set by the NCAS Committee, for all judges attending in this category, for that year, not being exceeded (from 14/11/15 = £750). If the budget is exceeded, a lesser pro-rata rate will be applied to all claims to ensure the budget value is NOT be exceeded

**F) Judge Seminars held within the Region**

Traditionally these have been held at Wetherby.

NCAS will provide funding support, covering the cost of the venue and provision of lunch to hold two such Seminars, each year, within the Region.

No travel expense funding support will be provided.

All claims each year to be sent to the NCAS JLO within 30 days of the close of the Seminar/Conference. The JLO will pass on all Applications to the NCAS Treasurer at the end of the 30 day period. Any claims submitted after the 30 days, or where pre-notification has not taken place, will be taken to the next NCAS Committee meeting, and will be paid at the Committee discretion only.

NCAS Treasurer  
Dave Phillips

NCAS JLO  
Sharon Tideswell

**NORTHERN COUNTIES ARCHERY SOCIETY**

**APPLICATION FOR EXPENSES SUPPORT FOR NCAS JUDGES ATTENDING NATIONAL JUDGES CONFERENCES and SEMINARS**

Name..... Archery GB Number.....

Home Address.....

.....

e-mail address.....

**Category of Conference/Seminar attended**-(please tick appropriate box)

See Policy details above to identify descriptor of category, and expenses funding offered.

- A) NCAS Candidate to County Judge Progression
- B) NCAS County to Regional Judge Progression
- C) No NCAS Funding provided at this time.
- D) NCAS Regional & National Judge,  
required to attend National Conference once every 4 years
- E) NCAS Judge Choosing to attend National Conference   
(Dependant upon claims received within 30 days of the event,  
this may be subject to a pro-rata payment to  
prevent exceeding budget allocated)

Date of Seminar/Conference.....

Venue of Seminar/Conference.....

**Expense Claimed (as appropriate)**

Mileage home to venue & return .....(miles) at 28p/mile = £.....

Accommodation 1 or 2 nights at the rate of £.....per night = £.....  
Delete as appropriate

Cost of Seminar/Conference, as charged by the host = £.....

Cost of any bridge, tunnel or road tolls incurred on the journey = £.....

**Total expenses being claimed. = £ .....**

Signed.....(not required if e-mailed)

Date.....

Applications via e-mail are acceptable, providing a copy of the accommodation receipt is included (where appropriate). Please send completed application form, WITHIN 30 DAYS of the event, accompanied by accommodation/attendance receipts to:-

NCAS JLO - Sharon Tideswell