



# HASSRA North West

## Policy Digest

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## INTRODUCTION

1. Our HASSRA *NW Regional Constitution* includes Articles of Association which outline the management & administrative structure of our Region, alongside responsibilities of the Association including the rights of members.
2. Distinct from Articles, this *Policy Digest* supports the application of our Constitution & is a compilation of policy decisions (a set of ideas or a plan of what to do in particular situations) generated by our Regional Board of Management (BOM).
3. There will be instances where policy decisions are generated by one or other of our sub-committees. In such cases those decisions will be tabled at a subsequent BOM meeting for ratification.
4. It follows then that this Policy Digest will be updated on a regular basis (managed by version control), conventionally following a BOM meeting (via the meeting's Decision Log) where a new policy decision has been made & included in this Digest.
5. There will also be instances where policy decisions affect the rights of members (eg, penalties on clubs that fail to return their audited accounts & relevant paperwork on the required date set by the Association). Such decisions will be recorded in the Policy Digest & additionally, tabled as a Motion to Conference for ratification at our Annual General Meeting (AGM) & then included in an updated version of our HASSRA NW Regional Constitution.

## ANNUAL AWARDS

6. As an acknowledgement of the significant commitment & achievement of our members, officials & volunteers throughout the year, HASSRA NW conventionally holds an Annual Awards Dinner on the evening of our AGM, where we proudly recognise & reward achievement from across the Region with a number of trophies which recognise club & personal accomplishments.
7. We have 16 award categories in HASSRA NW, listed at **APPENDIX 1**. Winners in 12 of those categories are subsequently nominated for National awards. **APPENDIX 2** illustrates the distinction.
8. We present 14 stock trophies. We present 2 other (glass) trophies (for Best Newcomer & Innovation) which are purchased annually by our Admin Team.
9. Winners of our stock trophies are required to sign a Safeguarding Certificate upon presentation at the Awards Dinner. A copy may be found at **APPENDIX 3**.
10. The winner & runner-up in each award category are invited to the Awards Dinner without them actually knowing why. Henceforth, when Admin issue the invites to award nominees, the invite letter will explain why the individuals have been invited {Source: Awards Sub-Committee January 2024}.
11. The National Awards Dinner is conventionally held 2 months after our NW Awards Dinner. Following our NW Awards Dinner, winners in the 12 National categories are sent their original NW nomination form & given the opportunity to fine-tune their nomination before it is submitted to the National Awards Committee.
12. An action plan for our NW Awards process may be found at **APPENDIX 4**.

## ANNUAL AWARDS DINNER

13. A list of invitees is included at **APPENDIX 1**.

14. We no longer ask for a £50 deposit. This was manageable when we used cheques as we didn't present them unless someone failed to turn up. With BACS we don't have that facility. We do still include a line on the booking form conditions about having to pay in full if failing to turn up & ask individuals to sign this – although in reality we can't actually enforce it.

On the letter we include the following:

*Please enter into the spirit of the occasion and ensure you adhere to the HASSRA Code of Conduct.*

**And on the booking form:**

*By accepting this invitation, I am agreeing to cover the cost of meals and accommodation booked on my behalf if I fail to attend the event without medical exception.*

*Print Name*

*Signed*

*Date*

15. Invitations will include a copy of the HASSRA Code of Conduct (a copy may be found at **APPENDIX 5**), & include our expectation that dress code is 'smart/casual.'

## PROMOTIONAL EVENTS & SUBSIDIES

16. Budget for monthly member draws for 2023 = £5,700 {Source May 2023 Planning Event}

17. Budget for New Year Draw = £1,500: 1x£500 + 10x£100: Black Hawk vouchers {Source May 2023 Planning Event}

18. NW will subsidise up to 50% on tickets for members to attend venues covered by the National summer promotion {Source May 2023 Planning Event}, bearing in mind ~

19. Events subsidies capped at £50 per event per member {Source BOM December 2018}

20. Reduced Gulliver's tickets to £5 per ticket & free for Martin Mere Wetland Trust {Source May 2023 Planning Event}

21. Budget for additional summer promotion events = £7,500 {Source May 2023 Planning Event}

22. £2,000 subsidy for members' attendance at NW Women's football events {Source May 2023 Planning Event}

23. Budget for Valentine's Day draw = 6x£150: Envy vouchers {Source Virtual BOM Jan 2023}

24. CostCo Membership is £33 per year. 200 members will receive £20 totalling £4,000 benefit to members. Advertised as 'first come first served' on HASSRA Live {Source September 2022 BOM}.

25. Budget for Christmas Draw = 1x£1,000: Envy voucher {Source BOM December 2021}

26. £5K promotions budget for December 2021 ~ March 2022 {Source BOM December 2021}

27. The Region will pay for the engraving of our stock trophies, with correspondence amended to advise clubs of their responsibility to get trophies engraved at a reasonable cost & claim back the expense {Source BOM June 2021}.

28. Tickets for free events will be advertised as individual events with 2 tickets per HASSRA member allowed {Source BOM July 2021}.

29. HASSRA Live will be set above the number of tickets available then if oversubscribed, a ballot will take place. If undersubscribed those members who have applied will be offered additional tickets {Source BOM July 2021}.

## **HASSRA FESTIVALS**

30. Starting afresh, with the existing WhatsApp group to be closed, an individual WhatsApp group will be set up for each festival. Participants will be added when they are successful in their application & are advised to register on HASSRA Live. The individual festival-specific WhatsApp group will be closed down when the festival has ended {Source: Ad hoc BOM 18 October 2023}.

31. All correspondence regarding festivals will be issued using our [hassra.nw@dwp.gov.uk](mailto:hassra.nw@dwp.gov.uk) email address, & all responses to emails, adverts & EOIs for festival competitions will be sent to the NW inbox (so that they aren't going to a personal inbox & don't rely on one person having to pick them up). Those with access to the inbox will forward any emails to BOM colleague(s) as required eg, Team Manager {Source: Ad hoc BOM 18 October 2023}.

32. We need to be mindful of the DWP D&I Survey results & alert to what may put people off from participating (discussed at BOM on 22 September 2023) when drafting emails, adverts & EOIs for festival competitions {Source: Ad hoc BOM 18 October 2023}.

33. We will identify one or two volunteers to help with planning for specific festivals to help manage the NW Team at individual festivals in the future {Source: Ad hoc BOM 18 October 2023}.

34. Subject to the availability of information from HASSRA National about the forthcoming year's festival events we will give members a 'heads up' around Christmas each year & start advertising qualifiers (& EOIs for events without qualifiers) early in the New Year {Source: Ad hoc BOM 18 October 2023}.

## **CIVIL SERVICE SPORTS COUNCIL (CSSC)**

35. Conventionally CSSC has awarded HASSRA National an annual grant & distributed to Regions in turn, used for the payment of expenses to HASSRA members who are also CSSC members attending a CSSC event.

36. From 1 January 2024 CSSC has terminated the grant. From that date all expenses incurred by HASSRA members attending CSSC events must be claimed from CSSC. HASSRA members querying this matter should be advised to direct their questions to CSSC.

## **TRAVEL & SUBSISTENCE (T&S)**

37. National BOM updated the HASSRA T&S POLICY at their meeting held November 2022. The new Policy ~

- Increased mileage rates
- reinstated the 400-mile limit exemption for members carrying heavy equipment
- replaced the flat rates of subsistence of £5 & £12 with actual costs, subject to the production of receipts

38. NW BOM agreed to mirror the National policy at their meeting held December 2022. NW BOM also agreed that members' claims for T&S at the new rates may be backdated to 8 December 2022.

39. National BOM wrote to Regional Chairs with details of the new Policy on 18 November 2022. A copy may be found at **APPENDIX 6**.

## **T&S FOR ATTENDING HASSRA NW AGM**

40. Travel expenses may be claimed by 2 members per affiliated club (1 club official & 1 delegate/observer). Subsistence may not be claimed (lunch provided) {Source F&P December 2023}.

## **TRAVEL POLICY FOR ATTENDING HASSRA FESTIVALS**

41. At the same meeting National BOM revised the Travel Policy for attending HASSRA Festivals. A copy of the revised Policy may be found at **APPENDIX 7**.

## **PURCHASING POLICY**

42. HASSRA NW needs to ensure that Association funds are used correctly, & that high accounting standards are maintained. This section sets out rules for purchasing goods & services.

### **43. All purchases**

All purchases should be supported by an authorised purchase order form in line with Association policies.

### **44. Purchases in Person**

Where purchases are made in person, the *HASSRA Credit Card Return* should be accompanied with both the original credit card transaction receipt & the 'normal' till or other receipt. Care should always be taken to make sure that the amount charged is always exactly equal to the till or other receipt.

### **45. Purchases on the Internet**

Where purchases are made on the Internet, the order confirmation page of the Internet site should accompany the *HASSRA Credit Card Return* or, if different, a copy of the confirmatory Email.

### **46. Purchases over the phone**

Where purchases are made over the telephone, purchase evidence will not be immediately available. In these circumstances, order/purchase confirmation should be requested at the point of purchase & when received, either with the goods or otherwise, attached to the purchase order.

### **47. Authority to spend over £750**

Spend over £750 for individual items will be authorised by BOM. In an emergency a spend may be agreed by the Chair or Vice Chair & then ratified at the next BOM meeting. Regular spend will be dealt with on a budget basis. Budget limits for these areas of expenditure will be set on an annual basis. Our Finance & Policy Sub-Committee (F&P) will be responsible for these budgets, & will notify BOM immediately if the set budgets are likely to be exceeded.

### **48. Authority to spend up to £750**

F&P may authorise spend up to £750.

49. **Purchase of printing, coaches & hotels**  
BOM members/event organisers may place these orders subject to F&P approval, the need for 3 estimates, & the rules contained at paras 36(5) & 36(6).
50. **Minor purchases for events**  
Event organisers may make minor purchases, & make payments required to support the running of their events, subject to F&P approval. Event organisers will be responsible for authorising claims in respect of such expenses. A voucher must support all purchases not billed by suppliers.
51. **Suppliers**
- A list of preferred suppliers is conventionally held on HASSRA Live. Obtaining 3 prices is the norm; F&P agree best VFM; & subsequent transactions are uploaded onto HASSRA Live for invoice/payment.
  - Every three years, tenders should be sought to confirm that suppliers remain competitive.
  - All negotiations should be recorded in writing, & where a higher cost is considered to provide better VFM, the reasons for accepting that tender should be recorded.
  - For recurring items, once a supplier who can provide VFM is identified they may be used without the requirement to tender for specific items.
52. **Assets**
- All our NW stock is held at our storage unit in Accrington (Unit 5, Bridge Street, Accrington BB5 4HU) & is controlled in an asset register.
  - The asset register is updated on a regular basis as new items of stock are purchased.
  - A stocktaking exercise is completed annually (last stocktake 18 February 2023).
53. **Kit & losses**
- Team managers are responsible for obtaining details of kit required for their HASSRA NW team events (Item? When? Size?), & advise our Admin Team of the requirement.
  - Admin Team will compare the requirement against the asset register, & fill any gaps by placing orders.
  - Admin Team will check the stock out to team managers on the asset register
  - After the event, team managers are responsible for checking the kit back in, arranging the kit's delivery back to the storage unit, & advising our Admin Team so that the asset register may be updated with details of returned stock.
  - Team managers are responsible for reporting any losses to the Admin Team
  - Team members are responsible for the cleaning of their kit before it's return
  - If any HASSRA NW kit is loaned out to a local club then the club will be responsible for the cost of any replacement.
54. **Purchase of celebratory sporting event drinks**
- If a North West team/representative reaches the semi-final/final at their sporting event, one drink may be included in their expenses claim on HASSRA Live, with a suitable explanation & copy of the receipt.
  - The receipt should be annotated that the team manager/official concerned has approved the expenditure.



55. **Purchase of refreshments whilst attending HASSRA meetings**
- Meeting organisers will consider whether the meeting needs to be held face to face vs MS Teams
  - For face to face meetings, refreshments will be provided as an alternative to T&S
56. **Purchase of refreshments whilst attending National & Inter-Departmental championships**
- Where HASSRA NW is hosting a National or Inter-Departmental competition, 3 bottles of wine & 3 bottles of water will be provided for each table at the presentation dinner.
57. **Purchase of refreshments whilst attending HASSRA NW Annual Awards Dinner**
- 3 bottles of wine & 3 bottles of water will be provided for each table at the Awards Dinner.
58. **Purchase of refreshments whilst attending HASSRA National Annual Awards Dinner**
- In the event of HASSRA NW winning any of the awards made at this event, then drinks may be purchased on the same basis as for representative teams.
  - Association Officers will be reimbursed for the cost of purchasing a drink for themselves or officials of other Associations in attendance.
  - All subject to the production of receipts, suitably annotated, with expenses claims on HASSRA Live
59. **Purchase of refreshments whilst attending HASSRA festivals**
- All members of HASSRA NW attending HASSRA festivals may have 1 drink provided from HASSRA NW funds, as a preliminary to the festival dinner
  - This will be the only venue & time where a drink will be provided, & is subject to the production of a receipt , suitably annotated, with the HASSRA Live expenses claim
60. **Car parking & toll road fees**
- Where mileage expenses are incurred, reasonable parking & toll road fees will be reimbursed on the production a receipt with the HASSRA Live expenses claim
61. **Use of private phone for HASSRA business**
- For landlines, calls on HASSRA business incurring call charges may be reimbursed subject to production of a full copy of the relevant phone bill, suitably annotated, with the HASSRA Live expenses claim
  - Many mobile phone contracts conventionally provide unlimited minutes. Where this is not the case & a call is made on HASSRA business incurring call charges, the charge may be reimbursed subject to production of a receipt, suitably annotated, with the HASSRA Live expenses claim

## **PROMOTIONS & SPONSORSHIP**

62. The nature of HASSRA activity allows the Association to seek outside sponsorship for its activities & may well lead to the receipt of various items of a promotional nature. This section sets out the criteria for dealing with these situations.

63. **Free places on trips**

- Association policy is to provide one courier on each coach who is a HASSRA member. The courier shall be entitled to have a free place on the trip in return for undertaking these duties.
- If more free places are available than are required for couriers, then the value of these places shall be used to reduce the cost of the trip for the HASSRA members travelling, or to cover the hidden cost to the Association of running the trips.

64. **Selecting couriers**

- Couriers should normally be drawn from BOM members or event organisers who are willing to act in this role.
- If the posts cannot be filled on that basis our Events Sub-Committee will identify a suitable candidate(s)

65. **Freebies**

- From time to time suppliers produce sample items when seeking orders from HASSRA NW. Most are of limited value, but may occasionally be of a more worthwhile nature.
- If the item is of little value, but can be utilised by our AdminTeam, this should be done.
- Items of little value & no use may be disposed of
- Items of greater value may be used as a raffle prizes.

**MEMBERSHIP CARDS**

66. Members may now download a brand new digital membership card from the **MY PROFILE** page on HASSRA Live.

**LOCAL CLUB REBATES**

67. BOM has the power to judge the amount of rebate, drawn from subscriptions to HASSRA, paid to affiliated HASSRA NW clubs.
68. The prevailing amount of rebate (£10 per member) is contained in our HASSRA NW Regional Constitution (para 18(e), along with the procedure necessary to change the amount of rebate.

## HASSRA NW ~ INVITATION LIST FOR ANNUAL AWARDS DINNER

The **President**, plus 1 guest

**Guest(s) of honour**, as selected by the Association Board of Management, in consultation with the President, plus 1 guest

The **Life Vice- President(s)**, plus one guest

Association **Board of Management members**, plus 1 guest

One representative from each of our affiliated clubs, plus 1 guest

**Regional organisers**, if not already invited, plus 1 guest

The **winner** of the Regional **Alan Holland Trophy (Volunteer of the Year)**, plus 1 guest

One representative (to be nominated by the club chairman concerned) to represent the club winning the **R.L. Jackson Trophy (Best Large Club)**, plus one guest.

One representative (to be nominated by the club chairman concerned) to represent the club winning the **Peter Ross Trophy (Best Small Club)**, plus one guest

The **winner** of the Regional **Dennis Hatton Trophy (Business Sponsor of the Year)**, plus one guest

The **winner** of the Regional **Best Newcomer Award**, plus 1 guest

The **winner** of the Regional **Best Performance for a Non-Sporting Event Award**, plus 1 guest

The **winner** of the Regional **Best Single Activity Club Award**, plus 1 guest

The **winner** of the Regional **Innovation Award**, plus 1 guest

The **winner** of the Regional **Charles Boyes Trophy (Best Contributor)**, plus 1 guest

The **winner** of the Regional **Bob Dover Trophy (Team Manager/Organiser of the Year)**, plus 1 guest

One representative (to be nominated by the club chairman concerned) to represent the club winning the **K.C. Martin Trophy (Best Communications)**, plus 1 guest.

One representative (to be nominated by the club chairman concerned) to represent the club winning the **Paul Adams Trophy for Wellbeing**, plus 1 guest.

One representative (to be nominated by the club chairman concerned) to represent the club winning the **Pilling-Hughes Charity Shield (Most Money Raised for Charity)**, plus 1 guest

One representative (to be nominated by the club chairman concerned) to represent the club winning the **Ashworth POA Charity Trophy (Most Money Raised for Charity per Member)**, plus 1 guest

**Winner** of the **Sportsman of the Year**, plus 1 guest

**Winner of the Sportswoman of the Year**, plus 1 guest

**Winners of Regional individual and pairs competitions** held during the previous calendar year, plus 1 guest

**Individual winners of a National HASSRA competition** held in the previous calendar year, plus 1 guest

**Individual winners of a National CSSC competition** held in the previous calendar year, plus 1 guest

**Members of a winning Regional team competitions** held during the previous calendar year (**no guests**)

**Members of a winning National CSSC team competitions** held during the previous calendar year (**no guests**)

**Members of a winning National Inter Association HASSRA team competitions** held during the previous calendar year (**no guests**)

The **Master of ceremonies**, plus 1 guest

One representative from the **Association's chosen charity**, plus 1 guest

The Awards Dinner sub-committee may additionally invite anyone else whom it deems worthy of such an invitation (invite to all affiliated clubs).

Where not covered above, all other guests will have their meal funded by HASSRA NW but the 'other' guest, if staying, will be liable for their overnight accommodation charge.

## HASSRA ~ Regional &amp; National awards (mapped)

**National award categories****NW award categories**

Best Large Club

Best Large Club

Best Small Club

Best Small Club

Best Sportsperson

Best Sportsman

Best Sportswoman

Volunteer of the Year

Volunteer of the Year

HASSRA/DWP Wellbeing

Wellbeing

Best Association

Best Single Activity Club

Best Single Activity Club

Innovation

Innovation

Best Newcomer

Best Newcomer

Best Arts &amp; Crafts Contributor

Best Performance for a  
Non-sporting Event

Best Business Sponsor

Best Business Sponsor

Best Participant

Contributor of the Year

Best Communication

Most money raised for charity

Most money raised for charity per member

Team Manager/Organiser of the Year



Trophy Record {insert year}

{Insert Name of Trophy}

### Winner Guarantee of Safe Keeping

{Insert Name of Winner}

Being the winner of this HASSRA North West Award, I do promise to keep the trophy presented to me in good condition and arrange to return it to {insert name} by February {inset year} unless advised otherwise. Please do not use the internal courier. Please report to the NW Board of Management immediately if it becomes damaged, lost or stolen.

I am aware that the safekeeping of the trophy is MY RESPONSIBILITY for the period that the trophy is in my possession.

Signature	
Print Name	
Office	
Contact Number	
Date	
Witness Name	
Trophy condition - Good	Yes / No
Trophy condition No – Needs repair :please state	

Admin  
HASSRA North West  
[hassra.NW@dwp.gov.uk](mailto:hassra.NW@dwp.gov.uk)

## HASSRA NW AWARDS ~ ACTION PLAN

### WORKING BACKWARDS:

- Awards Dinner
- Prepare abridged 'Announcement' words for DOM for presentation of awards ([Paul A](#))
- Provide running order for presentation of awards at Awards Dinner (ie, the detail contained in our table menu cards ([Admin Team](#)))
- Prepare Safekeeping certificates ([Marilyn](#))
- Purchase keepsake trophies (& glass trophies for Innovation & Best Newcomer) ([Admin Team](#))
- Clean trophies. [Request to retrieve trophies will ask for trophies to be cleaned & boxed \(Refer to Safekeeping Certificate\)](#)
- Retrieve trophies from 2022 winners, ensuring the 2022 winners have had them engraved (& Business Sponsor trophy from storage, if necessary). [Kev](#)
- Send results table to Admin Team (Paul A)
- Double check results table (Marilyn)
- Create 2023 results table ~ winners & runners up (Paul A)
- Awards sub-group meet to consider nominations & decide winners & runners up.
- Collate all nominations by category & distribute to Awards sub-group ([Paul A](#)).
- Deadline for receipt of nominations.
- Fortnightly reminder to nominate on HASSRA Live ([Kev](#))
- Publish Awards 2023 invitation to nominate & nomination proforma (to all clubs & members, via email, HASSRA Live & Facebook ([Kev](#))). All nomination proformas to be returned to Paul's HASSRA email address.
- Awards sub-group review invitation & nomination proforma.
- Draft invitation to nominate (containing process, award categories & criteria) & nomination proforma ([Paul A](#))

Following the Awards Dinner [Paul A](#) will ~

- Write to those of our winners who will be nominated for National awards (not all NW awards are matched with National awards), inviting them to 'stiffen' their evidence before Paul submits their nominations to National Awards sub-group. And then,
- Submit refined nominations to National Awards sub-group

**DN ~ If National BOM:**

1. decide to change criteria of the existing awards, include that for our winners when I write to them post-Awards Dinner about stiffening their nominations, for completeness.
2. decide to introduce any new awards, our Awards Sub-Committee will meet later to consider whether we wish to do anything about that.

To be clear, neither of those potential outcomes will impact on our own HASSRA NW Awards process.

## HASSRA CODE OF CONDUCT

### Responsibility and Reputation

All competitors and spectators should familiarise themselves with this code of conduct and comply with its letter and spirit at all times. Remember that you are representing your employer and HASSRA and have a personal responsibility to uphold the good reputation of both.

In summary, please:

- be aware of the proper administration of the event.
- report changes in availability and requirements to the organisers immediately
- do not bring unauthorised guests
- know the itinerary and be on time

Tell us if anything goes wrong or if you are aware of faults or damage to any of the facilities at the venue. It's always better if we can deal with issues promptly rather than await contact from the authorities after the event has ended.

Know the rules of the game and adhere to them in practice and in spirit. If you are unsure ask for guidance as ignorance or cheating will lose you the respect of those around you and may cost you success.

Never argue with referees and organisers. Remember they are likely to be volunteers and will be doing their very best to ensure you have a great time.

Abide by the Association's policies on alcohol and misuse of drugs, and diversity and inclusion.

Above all, enjoy your event, play to the full, respect and applaud good play from all sides, make friends!

### Alcohol

Many of us enjoy an alcoholic drink at social events. However, over-consumption and inebriation can be detrimental to everyone. Any member whose conduct is deemed to be inconsistent with our standards will be asked to modify their behaviour or leave the event immediately. Such incidents may also be reported to the HASSRA Disciplinary Committee and to the member's employer for consideration of further disciplinary action.

### Misuse of Drugs

HASSRA has a policy of zero-tolerance of the use of illegal drugs and other banned substances at any HASSRA event. Any such instances will be reported to the HASSRA National Disciplinary Committee with a view to expulsion and a life-time ban from the Association. It will also be reported to the member's employer for consideration of further disciplinary action.

### Diversity and Inclusion

HASSRA is committed to providing a programme of sports and leisure activities and membership benefits which embraces diversity and promotes equality of opportunity. We are also committed to promoting diversity and inclusion within our community of members, volunteers and officials, and with every organisation which plays a part in delivering our programme.



We will not tolerate discrimination on grounds of gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, HIV positivity, working pattern, caring responsibilities, trade union activity or political beliefs – *or any other grounds*.

We are committed to:

- treating our members, volunteers, organisers, officers and partner organisations fairly and with respect.
- promoting an environment free of discrimination, bullying and harassment of any kind, and tackling behaviour which breaches this.
- recognising and valuing the differences and individual contribution that everyone connected with our Association makes.
- providing support and encouragement to members, volunteers and officials to make the most of their membership and to get the most out of their chosen pursuits.

Every one of us has a personal responsibility for upholding these principles. Inappropriate behaviour is not acceptable and will not be tolerated. If you believe you have suffered discrimination in any way or if you believe others have suffered discrimination in any way, act straight away. Report such instances to your employer and to HASSRA so that we can take immediate action.

In the first instance, talk to the most appropriate person at work. This may be your line manager, second line manager or trade union representative. Please also inform a HASSRA official so that we can act too. This may be your local club official, a regional officer or the National Operations Director.

To: HASSRA Regional Chairs & Deputies  
From: Harvey Clarke  
Date: 18<sup>th</sup> November 2022

Dear Colleagues

## NATIONAL TRAVEL & SUBSISTENCE

Following a review of the National mileage and subsistence policies, the National Board has agreed the following changes which come into force with immediate effect:

- a) the rate of driver mileage has increased from 25p to 30p per mile.
- b) the 400-mile limit exemption for members carrying heavy equipment has been reinstated.
- c) the flat rates of subsistence of £5 and £12 have been replaced with actual costs as follows:
  - Actual cost up to £5 for any meal\* when you are not staying overnight. Members can claim one meal if they are at an event/travelling for less than 10 hours; or two meals if they are at an event/travelling for more than 10 hours.
  - Actual cost up to £20 for an evening meal\* when you are staying overnight. Members can also claim up to £5 for a meal at breakfast and up to £5 for a meal at lunchtime.

*\*A meal is defined as food or food and a drink. A drink purchased on its own does not constitute a meal and cannot be reimbursed.*

Receipts must be provided for all meals.

The full rules are available on HASSRA Live. [Claim Expenses \(hassra.org.uk\)](https://hassra.org.uk)

For consistency, regions may wish to make similar amendments to their own policies. However, while we always recommend that regions adopt the same rules as National, they remain free to set their own.

The National Board has also agreed a separate policy specifically for travel to National festivals. A copy of the policy is attached here.



Festival%20Travel%20Policy%20AGREED%

Regards,

Harvey Clarke  
HASSRA National Team

## TRAVEL POLICY FOR HASSRA FESTIVALS

### Summary

1. HASSRA aims to offer a value for money programme which is sustainable and fair for everyone. It is members' money that pays travel expenses; therefore, the most economical form of transport must always be used.
2. The travel policy for Festivals assumes that, where geographically viable and within reasonable cost, regions will arrange coach travel for all their members to be paid for by National HASSRA. Where coach travel is not geographically viable or is cost prohibitive, members may travel by car or rail ensuring best value for money.
3. Competitors with a disability or carrying heavy/bulky equipment they need to compete will be permitted to travel by car/rail, even if their region provides a coach.
4. In all cases members should not make travel arrangements without prior approval from their Regional Team Manager.
5. This policy applies to competitors and volunteers.

### Policy

#### Coach Travel

6. The cost of coach travel will be met by National HASSRA subject to the conditions below. This will usually include overnight accommodation and meals for the coach driver.
7. Coach travel to and from the festivals will be organised on a regional basis depending on geographical viability and value for money based on number of members travelling. Regional Team Managers should consult with the National Team to seek approval.
8. Invoices for coach travel should be sent to the National Finance Team who will raise the Payment on HASSRA Live.
9. If a region provides a coach, it is anticipated that most competitors from the region will travel on the coach provided, although there will be some exceptions who will be permitted to travel independently by car/rail. For example:
  - Members with a disability.
  - Members carrying heavy equipment needed for competing.
  - Members who are competing in events which start on Friday before the coach is due to arrive.
  - Members with personal circumstances such as domestic commitments; however, these should be assessed on a case-by-case basis.
10. Members who cannot travel on the coach provided should contact their Regional Team Manager by email to agree an alternative mode of transport.
11. Where a coach is not provided by the region, travel by rail or car is permitted. Members should contact their Regional Team Manager by email to agree transport arrangements. Regional Team Managers may need to discuss travel proposals with the National Team for advice to ensure best value for money

## Rail Travel

12. The cost of rail travel will be met by National HASSRA subject to the conditions below.
13. Some regions may opt to organise group rail travel at discounted rates for competitors. This will be permitted provided that the total costs are cheaper or comparable to the cost of group coach travel. If the costs are more, the Region can still proceed provided that the Region pays the extra cost of the travel. The Regional Team Manager should discuss and agree arrangements with the National Team.
14. Individuals wishing to travel by train should contact their Regional Team Manager by email to seek approval.
15. Members should book train tickets as far in advance as possible to ensure best value for money. Saver or other discounted tickets are the norm and only in exceptional circumstances will 'Walk on' standard tickets be refunded. Under no circumstances will the cost of First-Class travel be reimbursed.
16. Where rail costs are deemed excessive, members should consider car sharing to get best value for money. Decisions on cost-effectiveness should be made by Regional Team Managers in consultation with the National Team.
17. Members travelling individually by rail should purchase their own tickets and submit expenses claims retrospectively for reimbursement (except where the member has been given permission to claim in advance of the purchase because of the high cost of the ticket.) See [Expenses Rules](#) for further details.

## Car Travel

18. The cost of travel by car will be met by National HASSRA subject to the conditions below.
19. Members wishing to travel by car (own or hire car) should contact their Regional Team Manager by email to seek approval. In all cases when travelling by car is permitted, members should look to car share wherever possible to keep costs down and ensure value for money.
20. Members travelling by car should submit expenses claims retrospectively for the appropriate mileage/fuel costs. See [Expenses Rules](#) for further details.

## Minibus Hire

21. Members wishing to hire a minibus should contact their Regional Team Manager by email to seek approval. Consideration should be given to the cost depending on the number of members involved. Alternative transport such as car share may be better value for money.
22. Members driving a minibus must take out all necessary motor insurance. We recommend that minibus hire should include a driver. This will inevitably be costlier and decisions on cost-effectiveness should be made by Regional Team Managers in consultation with the National Team.
23. If travel by minibus hire is agreed, the costs will be met by National HASSRA.

## Refusal to travel by requested means

24. Where competitors are refused permission to use their own/desired transport but still intend travelling by their own/desired means, they will be required to fund their own transport costs

## Car Parking at Warwick University

25. Members must register for parking in advance as per the information brochure and park in the correct allocated car park at the University. Disabled drivers must notify the National Team in advance to request a disabled parking space. Disabled drivers must display their blue badges at all times. Any parking fines incurred must be met by individuals.

## Travel from Coventry Train Station to Warwick University

26. Individuals travelling from Coventry Train Station to Warwick University should travel by bus. Regular buses are available (Numbers 11 and 12). Taxis may be used when travelling as a group to keep costs down. Individuals should not travel by taxi unless in exceptional circumstances (for example, when travelling alone late at night).

## Costs which can be reclaimed from National HASSRA

27. The following costs can be reclaimed from National HASSRA by submitting expenses claims retrospectively:

- Bus fare from Coventry Train Station to Warwick University (and return). See para 26.
- Taxi fare from Coventry Train Station to Warwick University (and return), but members must share where possible to keep costs down. Receipts must be submitted. See para 26.
- Car parking charges at members' home train station. Receipts must be submitted.

## Costs Met by Regions

28. The following costs should be met by regions. However, to avoid members having to make a separate claim, they can reclaim these costs from National HASSRA who will recover monies from regions as appropriate:

- From Home to Train Station - Using own car (mileage) or taxi\*.
- From Train Station to Home – Using own car (mileage) or taxi\*.
- Mileage (or taxi\*) from Home to Coach Pick-up point; and from Coach Drop-off point to Home.

\*Members wishing to travel by taxi should contact their Regional Team Manager by email to seek prior approval.

## Late Festival Cancellation

29. If the festival is cancelled and members have purchased advance train tickets:
- If train tickets are refundable, members should claim a refund from the ticket provider. The cost of any additional admin fees can be claimed back from National HASSRA by submitting expenses claims.
  - If train tickets are non-refundable, members can claim back the full cost from National HASSRA by submitting expenses claims.
30. If members travel by car without knowing the festival has been cancelled, they can claim back their mileage costs from National HASSRA by submitting expenses claims.
31. Mileage costs cannot be reimbursed if members travel knowing the event has been cancelled.