



Technical Officials Allowance Scheme Policy

Policy Statement

The Metro North East Region relies on the contribution of our volunteer technical officials (**TO**) for the running of our events. This allowance policy was developed to assist the TOs with their expenses in providing these services. SMNE will pay an allowance for **TOs** that provide volunteer services at Metro North East sanctioned events.

Payment of Allowance

1. Rostered volunteers who provide TO services at SMNE sanctioned events can claim an allowance of \$25 per session.
2. Technical officials must provide the rostered services for the full session.
3. SMNE sanctioned events are:
 - a. SMNE Summer and Summer Long-Distance championships;
 - b. SMNE Winter and Winter Long-Distance championships;
 - c. SMNE Speedo Sprint Heats; and
 - d. SMNE run events determined by the SMNE board from time to time.
4. All technical officials who provide services are eligible to apply for the allowance. However, SMNE must prioritise TOs from the SMNE Area when rostering.
5. The payment of allowance shall be subject to the authorisation of the SMNE TSC or a nominated SMNE Board member if required.
6. No volunteer may authorise their own allowance. The SMNE Treasurer or SMNE President shall authorize any allowances that require independent authorisation.
7. All claims for allowance shall be made using the SMNE Allowance Claim Form within 28 days of the event. SMNE reserves the right to refuse to pay allowances submitted after this period.
8. The relevant person, as stated above, shall authorise Claims Forms and forward them to the Treasurer for payment.
9. No allowances are to be paid in cash.
10. Timekeeping volunteers are ineligible to claim this allowance.

The SMNE Board has approved this policy which now applies to all technical officials at Metro North East sanctioned events. This policy is approved as a pilot between May to December 2021. This policy will be reviewed by the SMNE board following feedback after the pilot period.



Metro North East Technical Official Allowance Claim Form

Please refer to the SMNE Technical Official Allowance Policy found on the SMNE website before completing this form.

All claims shall be made within 28 days of the event. SMNE reserves the right to refuse to pay claims submitted after this period.

| | | | |
|---------------------------|--|--------------------------|--|
| Name of Claimant: | | Club: | |
| Phone number: | | Email: | |
| Event Volunteered: | | Date(s) of Event: | |

| DATE | DESCRIPTION (Include session number(s) if applicable) | ALLOWANCE AMOUNT |
|----------------------|---|-------------------------|
| | | |
| | | |
| | | |
| TOTAL CLAIMED | | |

Claimant Declaration – Please initial boxes

- This allowance contribute towards my costs whilst undertaking volunteer activities for SMNE. I have no reasonable expectation of profit or gain from this activity.
- I do not meet the definition of enterprise for tax purposes and hence no ABN is quoted. SMNE should not withhold an amount from this payment that is made to me.
- I have not and will not seek a claim for these costs from any other source. The information I have provide is true and correct.

| | | |
|--------------------------------|-------------|--|
| Claimant's Signature | Date | |
| Authorisation Signature | Date | |

Allowances are paid using bank transfer. Please make sure you have provided your bank details correctly in the space provided below.

| | |
|------------------------|-----------------------|
| NAME OF BANK | BSB NUMBER |
| NAME OF ACCOUNT | ACCOUNT NUMBER |