



Expenses and Allowances Policy

Background

Badminton Oceania (BOC) is one of five Continental Confederations endorsed by the Badminton World Federation (BWF), in accordance with the division recognised by the IOC.

Badminton Oceania shall promote, develop and regulate Badminton in the Oceania region, in mutual co-operation with support and encouragement of the process from the BWF.

Once an organisation becomes a member of the BWF, it also becomes a member of the relevant Continental Confederation. There are currently thirteen (13) Member Associations (MAs) and two (2) Associate Members of the BWF in the Oceania region, who BOC services. The BOC Office is located in Ellerslie, Auckland, New Zealand.

BOC is governed by an elected Executive Board and is managed by the Secretary General and other staff.

- All figures are NZD
- Where fees are invoiced, GST to be added if in NZ and registered
- All contractors to sign a contract once terms are agreed
- All flights are economy class
- BOC to make the bookings based on the best fares and travel times
- Any reward points or miles earned belong to the person who is travelling

When BOC books and pays for travel costs:

Any change/cancellation fees or costs that are incurred because of individual related changes/cancellations will be the responsibility of the individual concerned and will not be reimbursed by BOC; BOC may seek to recover costs from the person concerned

Contractors

Agreed fee per day or per project.

Fees as relevant and within budget of the project being undertaken

Coaches – player development/para

\$200 per day – standard rate

Discretionary: Travel days - \$100 per day, unless paying third party (eg employer) when it may need to be \$200 or \$100 if <8 hrs travel time to be negotiated and agreed with the third party

Coach Education – BWF Level 1 Course

The fee is per weekend (part 1 or part 2) to include: travel time, preparation, course reports, post-course follow-up, re-assessments.

- \$700 Experienced Tutors (ie. previously delivered minimum of 2 courses)
- \$500 In-experienced Tutor (ie. first or second time course, required assistance/supervision from experienced tutor or staff)

Fees will be paid following receipt of course reports and sign-off from the staff member over-seeing the programme.

Away from home assignments:

- Travel to be booked and paid by BOC – unless prior approval given to book own travel and claim.
- Accommodation to be booked and paid by BOC, unless otherwise agreed. Breakfast to be included if required
- Anyone doing any work or activity for BOC is covered under the BOC Travel Insurance Policy
- Visa costs covered by BOC. To be arranged by person travelling and claimed back from BOC
- Allowance
 - \$30 - 50 per day depending on the country and cost of meals
 - \$10 - \$15 per day additional, if no breakfast provided with accommodation
- No allowance payable if assignment is in own home town/region

Allowances are intended to cover incidental costs: meals, water, laundry, internet, phone etc.

No allowances paid for travelling days.

- Airport transfers and/or parking when travelling from home – to be agreed with BOC prior to departure
- Airport transfers in country working in – BOC to cover costs if the host MA does not arrange

BOC Staff

Head Office Staff – away from Home Base:

- All travel, accommodation, airport parking/uber etc arranged and/or paid for by BOC
- Up to \$30-\$50 per day, dependant on country and what is prior agreed, to be claimed back or charged to the credit card for days where meals are not provided by the Host. To include water. Receipts must be provided. Note – this is not cumulative
- Roaming charges will be covered while overseas where required for work purposes only. Recommendation is to where possible use hotel and venue wifi
- Mileage costs. Costs for petrol for private cars will be provided where agreed prior.
- Private accommodation. Where private accommodation is utilised, a gratis payment made be paid to the host where agreed prior. This may be a cash payment, vouchers, meals etc

Host MA where a programme or event is being held

- Ideally provide airport transfers
- Ideally provide meals when staff/contractor is working over this time

BOC Executive

- All travel, accommodation, airport parking/uber etc arranged and/or paid for by BOC
- Visa costs to be paid by BOC
- Up to NZ\$50 allowance per day to be paid if deemed necessary to meet costs of meals if not provided

Technical Officials

BOC appointed and covering expenses to events

- Travel to be paid by BOC.

- Visa costs to be paid by BOC
- Any additional costs incurred, through no fault of BOC; ie. missed flight etc to be the responsibility of the individual person
- Accommodation with breakfast provided, to be paid for by BOC or in some instances the host
- Allowance
 - \$25 per day – noting that when at the venue the event organiser to provide meals
 - \$10 per day additional, if no breakfast provided with accommodation

Allowances are intended to cover incidental costs: meals, water, laundry, internet, phone etc

No allowances paid for travelling days

- Airport transfers and/or parking in home country – own cost unless otherwise prior agreed with BOC
- The event host/organiser to meet all other transport costs

The BOC Secretary General to make the final decision on any of the above.