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| **Club** | BUCC | **Element** | Finance |

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| **Purpose** |
| To establish clear financial procedures regarding, trips, expenses, and Club budget. |

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| **Scope** |
| This policy applies to all club members attending or organising Club Trips as well as the Committee. It applies to all trip withdrawals, refunds, cancellations, and expense claims. |

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| **Definitions/Acronyms** | |
| BUCC | Bath University Canoe Club |
| Committee | The elected group of individuals responsible for overseeing the operations of BUCC. |
| SU | Bath University Students’ Union. |
| Trip Leader | The individual designated to lead and coordinate a specific BUCC trip. |
| Club Trips | Activity advertised by BUCC on the club calendar, website, or social media that has been assessed by the club’s safety framework. Typically, a Club Trip will require transport to attend and a Trip Product to be paid. |
| Trip Product | The fee charged by BUCC via the SU to cover the anticipated expenses of a Club Trip. |
| Participant | A person attending a Club Trip. They must be a BUCC member and have paid the Trip Product in advance of the trip except in extraneous circumstances. A participant may also be selected in order for a certain activity to be run e.g. graduates as river leaders. |
| Mitigating Circumstances | Conditions which prevent a Participant from taking part in a Club Trip. They are usually unexpected and unavoidable circumstances. Typically, they will fall into one of these three categories:   1. Something unexpected and significant has happened or is happening to you. 2. Something unexpected and significant has happened or is happening to someone else in your life which is impacting you. 3. A significant event outside of your control. |
| Kit Tax | The additional “profit” made by the Club from trip income to contribute towards wear and tear on club equipment. |

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| **Policy** |
| **Club Trips**  The Club runs many trips throughout the year for which a product must be paid in advance to cover the costs anticipated by the trip leader.  Participants commit to paying the associated trip product available on the SU website by signing up to participate on the trip. The product must be paid for BEFORE the trip commences.  Club members may only attend Club trips by purchasing the relevant Trip Product in advance.  If a participant faces financial hardship, they are advised to contact the Welfare Officer or a trusted Committee member to see how the Club or the SU could assist them.   1. Withdrawal from Club Trips:   Members who wish to withdraw from a trip must inform the trip leader as soon as possible. Depending on whether their withdrawal was due to mitigating circumstances or not, the appropriate clauses within Case A or B, respectively, will be applied.   * 1. If a Participant withdraws with mitigating circumstances, they may choose to share this with one of the following: the Trip Leader, the Welfare Officer, a trusted Committee member.   The Welfare Officer, Chair, or the SU will review each case. During this period, any remaining payments will be put on hold. If the mitigating circumstances are accepted, the member will not be required to pay the associated Trip Product and may be refunded any product (or part of) that has already been paid for.   * 1. If a Participant withdraws without mitigating circumstances, a suitable replacement participant may be found, on agreement with the Trip Leader. Doing so will likely avoid any additional expense being incurred by the Club, and thus, it is more likely a full refund may be offered. The Trip Leader, however, may reject a replacement within reason, such as due to insurance, ability level, or timing issues.   Unless the Participant has requested mitigating circumstances, they must pay the Trip Product as a deposit.  Once the trip is completed, the Club will attempt to reimburse as much of the fee paid by the Participant as possible, except were doing so would cause the Club to lose money or reduce a potential refund that may otherwise be given to the remaining Participants.  *For example, suppose a Participant drops out of a weekend trip with transport and accommodation. In that case, the Participant would likely be charged their share of the transport cost if the number of vehicles required cannot be reduced. However, they are unlikely to be charged for food (if the deposit threshold is met); this amount may be refunded.*   1. Cancelation of a Club Trip   If a Club Trip is cancelled due to unforeseen circumstances, the Club aims to refund as much of the trip cost as possible.  **However, the Club cannot guarantee a refund due to non-refundable expenses such as accommodation deposits or prebooked transportation.**  Cancellation by a third party, extreme weather events such as river flooding, or force majeure events, also known as acts of God, are examples of circumstance where a full refund may not be guaranteed.  If the Club does request that Participants pay the costs of a cancelled trip, the Chair, Trip Leader, and Treasurer are to seek advice from the SU before doing so.   1. Club Trip Transport   Club members are not permitted to organise their own transport for Club Trips as this influences the cost for other Participants.  If the Club cannot or chooses not to supply sufficient transport capacity, Participants of the Club Trip may volunteer to drive their personal vehicles at the Committee’s discretion and subject to approval by the SU. The mileage rate may be requested from the Treasurer and changed before the trip at the discretion of the Committee.  The exception to the above is Participants currently on placement or does not have a current Bath address, non-Club members and other exceptions at committee discretion. This is to be agreed with the Trip Leader and Committee before each trip. These Participants may be asked to contribute to relevant expenses such as entry fees, food, transport, and where they use equipment supplied by official club transport.  Further details on Club transport may be found in BUCC-POL-01 Bath University Canoe Club Transport Policy.   1. Club Trip Cost Estimation and Refunds   The Club shall ensure a sufficient margin is included within a trip cost estimate, usually 10%, so that Participants shall not be requested to pay an additional fee beyond the advertised trip cost, except in extraneous circumstances.  The Club aims to have an equal trip product cost for all Participants. In some cases, upon agreement with the Committee, an alternative cost may be available for river leaders and / or drivers to offset the expenses they may incur in maintaining personal safety equipment and training courses.  For events where the capital costs may be covered across several individual trips (such as SWUPL), the number of trips and minimum Participants must be estimated. The capital cost may then be distributed among the total number of estimated Participants. Only once all the trips have been completed and after agreement with the Committee may refunds be issued.  The Club aims to generate a small profit on Club Trips, usually called “kit tax”, to contribute towards the cost of wear and tear on club equipment. This shall apply to each Participant regardless of the proportion of club kit they utilise. When estimating trip costs, the kit tax shall be calculated as a percentage of the trip product fee, usually 3%, or as a flat fee, such as £1 per Participant per day. The estimated profit shall never exceed 10% of the product cost.  If trip profits exceed 5% of the total trip product income, subject to a minimum amount of £2 per Participant, the profit above this threshold shall be distributed among the Participants as a refund. The amount refunded to each Participant will usually be equal. However, if a Participant pays a different trip product fee, then the amount refunded shall reflect the proportion of the Participants contribution to the total income. All refunds are made in agreement with the Trip Leader and processed at the discretion of the Chair and Treasurer. A refund may only be issued once all expenses have been totalled. If a refund is not issued, the reasoning must be explained to the trip Participants so that they may appeal the decision to withhold the refund.   1. Personal Expense Reimbursement   BUCC members should only purchase items or services on behalf of BUCC with prior permission. The maximum value that may be claimed in a single Konnect365 (Student expenses app) claim is £250. Claims above this amount must be discussed with the Committee and a yellow expense form should be filled out**. A member claiming reimbursement must have proof of purchase, such as a receipt.** One off expense (affiliation, equipment, coaching etc.) should usually be paid directly from the SU account using SU forms.  **Club Budget**  Any BUCC member may propose a Club expense to a Committee member. The proposer should only commit to any form of payment after approval. Each expense shall be subject to approval by the appropriate committee members as per the table below:   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | **Payment Authorisation Required By** | | | | | | | | **Type of expense** | **Example** | **Requirement** | **Amount** | **Trip Leader** | **Kit Sec** | **Social Sec** | **Treasurer** | **Chair** | **Committee** | | **Trip** | Coaching, Transport etc. | Receipt / invoice, Approved event planner | Under £100 | X |  |  | X |  |  | | £100 -£500 | X |  |  | X | X |  | | £500 & above | X |  |  | X | X | X | | **Equipment** | New kit, maintenance etc. | Receipt / invoice | Under £100 |  | X |  | X |  |  | | £100 -£500 |  | X |  | X | X |  | | £500 & above |  | X |  | X | X | X | | **Socials** | Decorations, pens, communal food etc. | Receipt / invoice | Under £100 |  |  | X | X |  |  | | £100 -£500 |  |  | X | X | X |  | | £500 & above |  |  | X | X | X | X | | **Other** | BUCC affiliation, harbour licences, sending invoices etc. | Receipt / invoice | Under £100 |  |  |  | X |  |  | | £100 -£500 |  |  |  | X | X |  | | £500 & above |  |  |  | X | X | X |   The Chair must provide authorisation if the Treasurer is the proposer / Trip Leader. If the Kit Secretary, Social Secretary, or Treasurer are unavailable to provide consent, the Chair may approve on their behalf. However, it is recommended that the Chair inform the Committee of the decision out of courtesy. |