

SGC Expenses Guidelines

March 2016. Rev 4

Background

Like many sports clubs the SGC is primarily a volunteer-based organisation. It is also a trading business and needs to be run in an appropriate manner.

The club's flying activities include;

1. General flying by members including routine instructional flights plus Walking on Air and Edinburgh University gliding club flying
2. Visitor flying
3. Trial lessons/air experience flights for individuals and groups, such as local schools
4. Courses for members and visitors, including booked flying
5. Strathclyde University (SU) flying as part of the aeronautical engineering course.

The first three are managed and arranged on a volunteer basis. The courses are covered by the professional instructors. Instructor cover for SU has been a mixture of paid and volunteer instructors in the past. The recent practice of securing instructor cover for Strathclyde by paying the instructors is on the basis that the SU courses involve a commitment for flying via a specific arrangement or contract and the SGC has to ensure that it has the resources to meet these commitments. It should be noted that the money paid by SU for their courses adequately covers the cost of a professional instructor to cover. We may need to extend this to cover RAF Air Cadets (ATC) experience flights should this materialise in future.

Members are expected to help run the club on a voluntary basis including for example;

- Supporting daily flying activities on the airfield via the duty rota or on a casual basis
- Routine instruction
- Aerotowing
- Winch duties when professional drivers are not available on a short-term basis
- Maintenance and repair work of the fleet
- Upkeep of the airfield, buildings and vehicles
- Being a member responsible for certain areas of the club's business
- Being on the Board
- Representing the club and gliding externally

The club could not exist without the efforts the members put in. While it is expected that members provide their time and effort freely, it is recognised that members do incur direct costs on club business and can receive expenses and other remuneration under certain circumstances.

To clarify the expectation the following guidance is given.

SGC GUIDANCE ON EXPENSES AND ALLOWANCES

PLEASE DO NOT ASSUME THAT YOU WILL BE REIMBURSED COSTS OR RECEIVE AN ALLOWANCE – THEY CAN ONLY BE PAID IF PRE-APPROVED BY A BOARD MEMBER SO CHECK FIRST.

Expenses and /or remuneration will be considered for the following;

- Acting as an instructor or standing in for a professional instructor for booked flying, holiday courses, Strathclyde University courses, and RAF Air Cadet flying. A £10 per day meal allowance is also available based on a full day duty.
- Travel expenses for delivering and collecting club gliders except when associated members' use of a glider away from Portmoak. Normal retrieves from field landings are also excluded. The rate of remuneration is 35p per mile with no trailer and 45p per mile with a trailer. This covers fuel, vehicle wear and tear, and refreshments.
- Attending conferences, meetings etc. on behalf of the SGC, at cost for travel, lodging and meals within reason.
- Incurring costs on behalf of the club for approved purchases. Note that approval must be sought from a Board member or Club Manager ahead of any commitment or expenditure.
- Winch driving – reasonable refreshment allowance. For a full day's duty up to £10
- Grass cutting – reasonable refreshment allowance. For a day's duty up to £10
- Other duties as pre-agreed by a Board member

The Club will normally credit the member's account with the approved expense amount unless another method of payment is specifically requested and agreed.

SGC Board
March 2016