



Instructors' expenses policy

Stratford on Avon BSAC will pay limited expenses to instructors undertaking training of club members. This policy sets out the sums that will be covered by the club, who may claim expenses, and what documentation is expected to support a claim.

Summary

Subject to supporting documentation and to limitations, the dive site entry fees and cost of air fills will be covered for Advanced Instructors, Open Water Instructors, Practical Instructors and Assistant Open Water Instructors.

Additionally, the cost of fuel for travel to the site will be covered for Advanced Instructors and Open Water Instructors.

Details

Scope

The scheme covers only training dives where the trainees are current club members. A training dive is considered to be one in which training or instruction towards a module of the BSAC Diver Training Programme is delivered. An 'experience' dive which results in only an additional experience being signed off is not considered to be a training dive.

Site Entry Fees

The actual cost of entry to an inland dive site will be covered for Advanced Instructors, Open Water Instructors, Practical Instructors and Assistant Open Water Instructors. Payment will be limited to a maximum of the current cost of entry to Stoney Cove for DiverLog card holders, currently £15.

This payment is subject to a minimum of two training dives being conducted. If only a single training dive is conducted payment will be reduced by 50%.

Claims for this payment must be accompanied by a receipt for site entry fees.

Gas Fills

The actual cost of one breathing gas fill for each open water training dive undertaken at an inland dive site will be reimbursed to Advanced Instructors, Open Water Instructors, Practical Instructors and Assistant Open Water Instructors. Payment will be limited to the current cost of a single 12l air fill at Stoney Cove, currently £4.30.

Claims for this payment must be accompanied by a receipt for the breathing gas.

Fuel Costs

The cost of fuel used in travelling to an inland dive site will be reimbursed for Advanced Instructors and Open Water Instructors. Reimbursement will be at a rate fixed at £0.15 per mile. This figure

will be adjusted periodically on the basis of a vehicle having a fuel consumption of 40mpg and the current cost of diesel in the West Midlands, as reported by the AA.

Reimbursement will be based on actual miles travelled, up to a maximum of the distance from Stratford Leisure Centre to Stoney Cove, a 71 mile round trip.

This payment is subject to a minimum of two training dives being conducted. If only a single training dive is conducted payment will be reduced by 50%.

If more than one instructor travel together then this expense may only be claimed by one.

Exclusions

Reimbursement is strictly limited to those items specified in this policy. For the avoidance of doubt the following will **not** be covered by the scheme

- The cost of a Stoney Cove DiverLog card or any other dive site loyalty or membership scheme
- The cost of parking at the dive site or anywhere on the journey to the dive site
- The additional cost incurred by the those instructors who choose to dive on nitrox— payment for breathing gas is limited to a maximum of the cost of air at Stoney Cove

Documentation

All claims for expenses must be made on either the club's Excel based electronic expenses claim form, or on the paper based form. The use of the Excel form is strongly preferred. Claims will only be considered if the form is fully completed and signed, and accompanied by the documentation specified in this policy. Claims must be made within 30 days of the expense being incurred.

The expenses claim form requires that details of the trainees and the training undertaken be provided, including the number of training dives completed, the trainees receiving instruction, and the modules or skills taught.

Verifying training

Except as detailed below, the Training Officer will be responsible for verifying all claims made under this policy and confirming that training was undertaken.

In the case of a claim made by the Training Officer, the training will be verified by the Diving Officer.