



# CAMBRIDGE UNIVERSITY

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## ROWING

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## Costs of Trialling and Triallist Expense Policy

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## Introduction

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This policy is designed to give all club members a clear outline of possible expenses that will be incurred as part of the trialling process. The Executive Committee and coaches appreciate the financial commitment that every triallist makes to be part of the squad and work hard to find ways to control costs and bring costs down where possible. Triallists' contributions in the form of subscriptions and training camp fees play a vital role in allowing us to provide the highest standard program possible. Without these contributions, the Club would be unable to afford services such as S&C, a physio, sports psychology, or a nutritionist. Your financial investment into the Club helps make it what it is.

As members of the Club, we are all responsible for making sure our finances stretch as far as possible. We all need to use equipment and money efficiently and responsibly to ensure we have the best possible performance programme. Everyone can make a difference by looking after equipment so that it stays in a useable condition for longer and by minimising unnecessary expense.

We are committed to making our high performance programme accessible; the Club Executive works hard to ensure that money is not a limiting factor in being able to trial for the Cambridge University Women and Lightweight. If finances are a legitimate concern, please approach a member of the Junior Committee or a coach. The Club will work with you to make it possible to meet the financial obligations of trialling.

## Subscriptions

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Member's subscriptions for new triallists have been set at £165 per term for the 2019-20 Boat Race season. Athletes returning from 2018-19 will pay the previous year's rate of £150. Athletes only racing to BUCS rather than Henley will have a £50 reduction for the Easter Term.

Subs and camp fees will be billed by the Club Coordinator via email and will be due as follows:

- Michaelmas subs due by 31<sup>st</sup> October
- Camp fees due by 31<sup>st</sup> December
- Lent subs due by 31<sup>st</sup> January
- Easter (BUCS/Henley) subs due by 30<sup>th</sup> April.

Subscriptions are not refundable (partial or full). Any triallist who fails to pay subs by the dates due, or to make alternative arrangements with the Senior Treasurer, will not be allowed to row in the following term, or could be stripped of any Blue or university colours earned. Again, anyone experiencing difficulty in paying subs should speak with a member of the JC, a coach or directly with the Senior Treasurer in order to make suitable arrangements.

Cheques should be payable to 'CUWBC Foundation'. If using BACS, please use the below account with your name as a reference.

**Account Name:** CUWBC Foundation

**Sort Code:** 20-41-41

**Account Number:** 80205311

## British Rowing Membership

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All members of the squad are required to hold current British Rowing RACE Memberships (£38). Please go to the BR website to join <https://www.britishrowing.org/membership>.

Without this, you will not be permitted to race. British Rowing membership also provides civil liability insurance (protects the insured party if they are held responsible for causing injury to someone else or for damaging someone's property) and personal accident insurance coverage whilst taking part in rowing and rowing-related activity.

## Training and Racing Kit

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### **Openweight Women**

Some training and racing kit is supplied as part of a sponsorship arrangement with the Boat Race Company, Ltd (BRCL).

Kit will be supplied to athletes as they require it for racing. On occasion, (i.e. media days), you may be asked to wear specific kit for training.

### **Lightweight Squads**

Kit for the men's and women's lightweight squads is provided by a sponsorship deal with Descente. Kit will be supplied to athletes as they require it for racing. On occasion, (e.g. media days), you may be asked to wear specific kit for training.

If any athlete leaves the squad voluntary at any point during the year, he/she will be expected to return any kit to the Club so that it can be used by other athletes. Athletes who are cut from the squad will be permitted to keep kit (the exception being anyone dismissed for disciplinary reasons, who will be expected to return their kit).

## Equipment

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Cambridge University Women and Lightweight members have access to excellent equipment that helps us to maximize our performance. However, it is essential that we look after this equipment.

Damage to any equipment must be reported to a coach immediately. In the case of incidents where significant damage and/or injury to an individual has been sustained, a written report should be sent to the Chief Coach and Club Coordinator within 24 hours so that this can be submitted to British Rowing.

Where an individual or individuals are deemed responsible for the loss or damage/breakage to Cambridge University Women and Lightweights equipment, they will be subject to covering the cost of replacing it.

## Travel Expenses

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The Club has minibuses that are used to transport the squad to races and to Ely where possible. Due to traffic, minibus travel to Ely can take a bit longer than the train. Occasionally, there will not be enough space in the minibuses to transport everyone. In those situations, you may be asked to take the train.

### Train tickets to Ely

Currently we have an arrangement with two train companies – Cross Country and Greater Anglia – who offer Cambridge University Women and Lightweight club members free travel on trains to and from Ely. You will be required to produce a passport size photo for the pass.

Train Times (Weekdays, September 2019-January 2020)

Cambridge - Ely: 05.56

Ely - Cambridge: 08.25

### **What happens if the train is cancelled?**

Although uncommon, please catch the next one!

### Other Train Fares

While triallists are encouraged and indeed expected to travel to race venues by minibus, you might occasionally need to take the train to or from other training or racing venues. In the event that you are unable to take the minibus and must take the train, you can request reimbursement from the club. Please use a Student Railcard and buy the cheapest available ticket. If you use an Oyster Card for the London Underground, you will need to provide a journey statement for the journey you are claiming.

Details on how to purchase a Student Railcard can be found here: <http://www.16-25railcard.co.uk/>. Anyone in full-time education qualifies, students who are 26 and over will need a form signed by their college as proof of status.

The restricted times for Student Railcard usage are weekdays before 10am if the fare is less than £12 (this is lifted for July and August).

## Fuel Expenses



If you are using your own vehicle or pay for minibus fuel on your own card, **please ensure that you ask for a VAT receipt** at the filling station. With a VAT receipt, the club is able to reclaim the VAT, thereby saving around 17% of the cost.

A VAT receipt will show the tax rate (20%) as well as a breakdown between the cost of the fuel and the amount that relates to VAT (see the area circled in red on the receipt to the left).

If you are asked to use your own vehicle, fuel costs will be reimbursed at a rate of 25p per mile. Mileages from Cambridge are calculated from Goldie Boathouse to the destination using Google Maps.

## Claiming Travel Expenses

**Non-Ely Trains expenses** - If you have expenses that fall into this category, please ask the Club Accountant for an expense claim form.

**Deadlines** - Expenses should be submitted within 2 weeks. Repayment will be made within 2 weeks plus any consideration of holiday periods.

## Overnight accommodation

Occasionally the squad will spend a weekend away, either training on the Tideway in London, or for races. When staying overnight in London, it is expected that sufficient accommodation will be sourced from athletes' families and friends, and/or alumni. It is expected that athletes pay for their own food when at venues. Generally speaking, the Club does not pay for overnight accommodation.

## Trial VIIIs Dinner

A dinner will take place at the end of Michaelmas Term as a celebration of the term's progress and the Trial VIIIs races. Athletes will be expected to pay for their own tickets (approximately £45).

## Training Camp

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Our winter training camp has traditionally been held in the 1992 Olympic rowing course venue, Banyoles, Spain. This venue gives us an excellent training and team bonding environment. Banyoles has warmer weather, and a buoyed 2k course have moved the team forward tremendously in preparation for the Boat Races.

We anticipate that the nine-day camp will cost £600/person, which includes transport to and from London Heathrow and the Barcelona airport, meals, accommodation, venue hire fees, and costs related to transporting boats and equipment. Anyone making alternative travel arrangements will need to pay for these themselves. **The payment for training camp will be due before you leave Cambridge for Christmas. If this presents a financial hardship, please speak with a member of the JC, a coach, or directly with the Senior Treasurer.**

## Boat Race Week

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Crews and named spares will be hosted in homes in and around Putney. Athletes will be asked to pay to cover the cost of accommodation and food. Last year this was £120 per person and included the cost of Boat Races Dinner.

## CUR Boat Races Dinner

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The main Club dinner after the Boat Races will be in London after the Women's Boat Race. Crews and named spares will contribute £20 towards the costs of these tickets (included in Boat Race Week accommodation fees). The balance is very generously covered by donations from CUWBC Alumni and supporters. It is intended to be a celebration of the year of training for the whole Squad.

## Summer Rowing

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If you trial for the 2019-20 Boat Race squad, we expect you to train and race post Boat Race and through the summer. There are many great racing experiences in which we want you to be able to take part. Please check dates of summer races; coaches will want to know you are available to race. The Club will pay for race entries and work to source hosted accommodation, but again, you might be required to pay for overnight accommodation.

## Grant Applications to your College and Hawks Club

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Many of the colleges have funds from which you will be entitled to claim money. Colleges are often willing to assist with out of term accommodation costs too. When you apply for a college grant, please contact the Club Accountant who will arrange a letter to provide details of the subscription costs you have incurred. Please ensure that you give sufficient notice before the application deadline.

The Hawks Club makes awards based on sporting performance, again the Club Accountant will be able to support applications to this resource.

The Junior Committee will be able to point you in the right direction with seeking financial assistance. So please do ask.

***If you are experiencing any financial difficulty please do approach one of your Junior Committee, coaches, or Club Accountant and we will all do our best to advise and assist.***