Oxfordshire Squash and Racketball Association

EXPENSES POLICY

1. Introduction

OSRA is very proud of the achievements of county players in the ES Inter County Championships and wishes to continue to support involvement in the competition, both in terms of quality and the number of teams entered each year. OSRA also has a mandate to manage its funds responsibly, supporting players within the county at all levels, which necessitates control over its limited expenditure.

This policy seeks to lay out OSRA's approach to reimbursement of expenses incurred by teams playing in the Inter County Championship. Any doubts should be raised with the Secretary or Treasurer in advance of spend.

2. Matches Played in Oxfordshire and Neighbouring Counties

Travel and accommodation expenses will not be paid for any home matches.

2.1 Who is entitled to claim?

For Inter County events played at an away venue, claims for travel and accommodation expenses may only be made by participants in Junior and Senior ICC (not Masters):

- The players in the team
- A travelling reserve (if a reserve was selected, attended the match and played)

2.2 How to claim:

Post match, those entitled to claim should submit an expense claim using the OSRA expense claim form. This form plus scanned receipts should be emailed to the Treasurer, copying the team captain, who should approve the claim. Claims for

reimbursement must be submitted to the Treasurer within 14 days of the date of the match

2.3 Travel Expenses:

Travelling to away matches will normally be by car and car sharing is expected. The minimum number of cars should be used. OSRA will reimburse total mileage up to a maximum of 200 miles at the current (25p) HMRC approved rate for miles in excess of 10,000.

- For 5 player teams, a mileage claim may be made for a maximum of two cars.
- For 3 player teams, a mileage claim may be made for a maximum of one car.

In the unlikely event that public transport may be used, the captain should contact the Treasurer in advance for approval.

2.4 Accommodation Expenses:

If travelling on each day of the event is deemed unreasonable by the team captain, an overnight stay (including breakfast) for one night is allowable. An accommodation allowance of £50 or the actual cost of the overnight stay (whichever is lower) may be claimed.

Meal costs, other than breakfast (which may be within any accommodation allowance claimed), will not be reimbursed. The host county will provide one meal daily during the course of the weekend.

3. Inter County matches played at a home venue:

3.1 Funding from England Squash:

The court hire and food expenses for Inter County Finals are paid by England Squash and Racketball. However, the costs for all other matches prior to Finals Weekend (i.e. Stage 1) are the responsibility of the host counties.

3.2 Court fees:

Where we are asked to host matches in Junior, Senior or Masters ICC, the Treasurer will negotiate court fees with suitable venues at the start of the season. These expenses will be recharged directly to OSRA by the venues.

OSRA will not contribute to the meal expenses for any ICC home fixtures.

3.3 Match balls:

OSRA will supply Dunlop match balls to the captain prior to a match.

Please note:

If you have any queries or seek exemptions to these rules, please contact the OSRA Treasurer in the first instance.

(This policy was updated in July 2026)