



TRAVEL POLICY

Richmond Hockey Club aims to manage travel arrangements fairly, transparently and in a way that supports both participation and good club governance.

Player travel arrangements

- As a general principle, Richmond Hockey Club does **not** pay travel or accommodation expenses for players attending away fixtures.
- Teams are expected to make their own travel arrangements and to share transport wherever possible in order to reduce road mileage and environmental impact.
- Where travel costs are incurred, players are expected to agree and share these costs amongst team members.

Exceptional circumstances

- In cases of **extensive travel requirements** or **financial hardship**, the club may consider making a contribution towards travel or accommodation costs.
- Requests for support will be considered:
 - on a **confidential and individual basis**, and
 - at the discretion of the **Club Executive Committee**.
- All requests should be submitted in advance, where possible, for consideration.

Coach travel expenses

- Coaches attending matches in a **working capacity** may claim travel expenses.
- Where a coach uses their own vehicle, mileage may be claimed at a rate of **45 pence per mile**, in line with club arrangements.
- The club encourages coaches, wherever practicable, to share transport with players and other officials to minimise travel costs and environmental impact.

General principles

- Travel arrangements should be planned safely and responsibly.
- All members are encouraged to consider sustainability and cost-effectiveness when organising travel.
- This policy should be read alongside the club's **Transport Policy**, **Safeguarding Policy** and **Code of Conduct**, where applicable

Dated April 2026 by Richmond Hockey Club Committee.