



Domestic Assembly Update

The sporting landscape has changed in recent years and there is an ever-increasing financial pressure placed on all national governing bodies. British Athletics is not immune to this financial pressure and as such can no longer continue to pay for all aspects of an athletes' travel to/from every competition or championship they attend.

For most Olympic and Paralympic sports, the cost of domestic assembly already falls to each individual athlete. Therefore, from the 1 April 2018, all athletes, whether on the World Class Programme or not, will be responsible for the cost and arrangement of their own domestic assembly to all competitions/championships. This will apply to all athletes, whether their training base is in the UK or abroad. The cost of international assembly (international flights [from the UK to the official competition airport] and accommodation at the competition venue) will remain the responsibility of British Athletics.

For full details and when, in certain circumstances, British Athletics will offer a contribution towards an athletes' domestic assembly costs please see the British Athletics Domestic Assembly Policy.

Domestic Assembly Policy **Effective from 1 April 2018**

The **domestic assembly**⁽¹⁾ costs of getting to/from a competition or championship is the responsibility of each individual athlete (the international assembly costs will remain the responsibility of British Athletics). British Athletics will however offer a **domestic assembly contribution** to some athletes travelling to some specific competitions. The contribution is based on the distance the athlete is living/training from the international departure airport (whether based in the UK or abroad). This Domestic Assembly Policy outlines how athletes will qualify for a contribution.

1. Financial contributions will only be awarded to athletes who:
 - i. meet the criteria in this policy **AND**
 - ii. are representing GB and NI at one of the specific competitions listed under **Competitions List**⁽³⁾ in the appendix section of this policy.
2. In general, this policy will only apply for senior athletes attending senior competitions and not for age group athletes (U18, U20, U23) attending age group competitions. Age group athletes

will have to cover the full cost of their domestic assembly, although some exceptions are listed in the Competitions List⁽³⁾ in the appendix.

3. Financial contributions towards domestic flight ⁽²⁾, train, car mileage (paid at £0.25 per mile) or bus transport will be awarded based on the following schedule:

Distance of training base from international departure airport	Max. Contribution £ (return journey)
Under 100 miles	0
100-200 miles	50
200 miles and over	100

Note: Google maps will be used to determine distances.

4. For any athlete who requires personal equipment for competition (pole vault poles, racing chair or throwing frame) and needs to travel with them on a domestic flight, an additional £50 (per return journey) may be applied for by the athlete.
5. There will be no contribution to car parking.
6. All domestic assembly contributions will need to be claimed via submitting a [British Athletics expenses form](#) which must be sent (with receipts and signed by hand) within 1 month upon return from the competition. Expense forms submitted without any receipts will not be paid. Expenses submitted after this deadline may not be paid.
7. If there are more than 15 team members travelling from the same location, more than 100 miles from the international departure airport, British Athletics will, if cost effective, arrange a bus as an alternative to athletes claiming domestic assembly contributions.
8. If the international flight is departing the UK before 10am (with a check in time of 8am), British Athletics may contribute towards the cost of accommodation at the international departure airport for the night before. The policy for this will be dealt with on a competition by competition basis. It is worth noting that British Athletics will always aim to choose a late morning/early afternoon flight whenever possible but this will be dependent on airline flight schedules and budget constraints.
9. For the avoidance of doubt, for **any other competitions** that are not listed in the appendix the responsibility for arranging and paying for any domestic assembly lies with each individual athlete.
10. If the edition of the international competition is hosted in the UK (i.e. 2019 European Indoor Championships in Glasgow), this domestic assembly policy **does not apply**. British Athletics will arrange a separate policy for assembly costs in each instance.

11. This policy will be applied using a practical and reasonable approach. There may, on occasion, be exceptions or situations of extreme financial hardship, which are not covered by this policy. British Athletics reserves that right to make any reasonable exceptions and to amend this policy if deemed necessary.

Appendix

Domestic assembly⁽¹⁾

- a. Domestic assembly is defined as:
 - i. Return travel arrangements (within UK or country of residence) to/from the usual training base of the athlete to the international departure airport.
 - ii. Accommodation in the UK or country of residence (usually at the international departure airport) that is required the night before any international departure.

Domestic flights⁽²⁾

- a. Domestic flight is defined as a return flight within the UK or country of residence.
- b. For all athletes booking their own flights you can choose to book online directly with an airline of your choice or contact UKA's travel agency – contact details can be provided.
- c. British Athletics recommendations for booking a domestic flight:
 - i. The **arrival time** of the domestic flight at the international departure airport **should be a minimum of 2 hours** before the departure time of the outward international flight.
 - ii. The **departure time** of the domestic flight from the international departure airport must be a **no less than 1.5 hours after the scheduled arrival time** of the inward international flight.
- d. If the international flight is delayed to such an extent that an athlete missed their domestic flight (subject to athletes booking their flight based on the recommendations above), British Athletics will make further arrangements for athletes' travel back to their training base.

Competition List⁽³⁾

The list of competitions that this Domestic Assembly Policy is in place for is below. For all other GB and NI competitions, athletes are not eligible for a domestic assembly contribution from British Athletics.

- Olympics/Paralympics
- IAAF/WPA World Championships
- EA European Championships/WPA European Championships
- IAAF World/EA European Indoor Championships
- EA European Athletics Team Championships
- IAAF World Cross Country Championships – Senior and Junior athletes may qualify for a contribution
- EA European Cross Country Championships – Senior, U23 and Junior athletes may qualify for a contribution
- IAU World Trail and IAU 24 Hour Championships
- EA European Mountain Running Championships – Senior and Junior athletes may qualify for a contribution
- WMRA World Mountain Running Championships – Senior and Junior athletes may qualify for a contribution
- WMRA World Championships – Long Distance

Equality Impact Assessment

Section A

Date of screening	17/12/2018
Name of person and job title of the person screening	Jenny Close, Head of Performance Operations
What is being screened?	Domestic Assembly Policy

	Yes/No
Is this a policy or procedure document?	Policy
Is this a policy being taken to the Board?	No
Is this a document that provides guidance for employees?	Yes

If the answer to any of these is yes, please go to Section B. If the answer is no, you do not require to complete an EQIA.

Section B

Yes/No

Does the decision or policy impact disproportionately on gender and does the policy resolve this? (This can include pregnancy/maternity and marriage/civil partnerships?)	No
Does the decision or policy impact disproportionately on different age groups?	No
Does the decision or policy impact disproportionately on people from different ethnic groups?	No
Does the decision or policy impact disproportionately on people with a disability or disabilities?	No
Does the decision or policy impact disproportionately on people from different religions, faiths or beliefs?	No
Does the decision or policy impact disproportionately on people from different sexual orientations?	No
Does the decision or policy impact disproportionately on transgendered people?	No

Does this decision or policy potentially affect the health and safety of the employees or other parties?	No
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Any other changes to the policy required?	No
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