

# CSSC Finance Papers – No 3

## Guidelines relating to Corporate Cards, Competitions, Prize Draws, Voucher Schemes and Season Tickets.

To: Regions and Area Associations

### 1. Purpose of this paper

- 1.1. The purpose of this paper is to consider the provision of certain specified offers currently provided by Area Associations (AA). The specific offers being addressed in this paper are Corporate Cards, Competitions, Prize Draws, Voucher Schemes and Season Tickets. Please see proposals below for a description of each of these.
- 1.2. There has never been a consolidated or consistent approach to this issue across CSSC at a *local* level. Consequently, there is currently a variety of different practices across CSSC which causes inconsistency, inequity and disparity across the organisation for our members.
- 1.3. The aim of this paper and the previous two, is to achieve clarity and consistency across CSSC's AAs **by utilising best practice from within CSSC** and providing a Policy with a set of clear guiding principles on these benefits.
- 1.4. **This paper covers a difficult and challenging subject. Our members want and demand good value, fairness, transparency and consistency, and these guidelines in conjunction with Finance Papers 1 and 2, go some way to addressing that.**

### 2. Scope of guidelines

#### 2.1. In scope:-

##### 2.1.1 Regionals or AA:

- a. Corporate cards
- b. Competitions
- c. Prize Draws
- d. Voucher schemes;
- e. Season Tickets

- 2.2. The following items are out of the scope of this paper since these are all offered at a consistent level across CSSC and available to all members at one rate: -

##### 2.2.1 National offers - including:

- a. existing current national sport and physical activity subsidy schemes – see list in **Appendix 1;**
- b. anything available or acquired from the online shop;
- c. Experience Days;

2.3. Local offers included in the remit of Finance Paper 2 are also **out of** the scope of this paper since they will be governed by the new national subsidy sliding scale. These include the following types of offers managed or purchased **directly** by AAs (and Regions where appropriate):

- 2.3.1 Tickets for local events, e.g. theatre tickets
- 2.3.2. Trips (with or without accommodation), e.g. to Christmas markets
- 2.3.3. Activity days out, e.g. to an exhibition/shopping
- 2.3.4. Any cash back/rebate scheme offered by the AA (and Regions where appropriate) towards the cost incurred by a member to participate in or watch a sporting or leisure activity/event.

### 3. Proposal

**3.1.** Please find below a set of guidelines for each of the benefits referred to above which reflects practice currently being used by a number of AAs.

### 4. Corporate Cards

**4.1. Where AAs purchase and offer corporate cards for access/entry to events or attractions from third-party organisations** e.g. National Trust Scotland, Historic Houses Association (HHA), a local zoo or museum:

- 4.1.1. AAs should ensure that the use of their corporate cards is available to all their members on a first come, first served basis taking into account the further proviso below in clause 4.1.5.
- 4.1.2. The corporate cards should be allocated on a fair basis so that the use of the cards is spread across as many members as possible;
- 4.1.3. Where CSSC nationally has a negotiated members' benefit, AAs should not duplicate/replicate or subsidise this further;
- 4.1.4. AAs should consider carefully how much of their budget they commit to the purchase of corporate cards. As a guide, something in the range of 0-20% of your annual budget would seem reasonable and fair and in line with our research findings;
- 4.1.5. No member should have exclusive or excessive use of any one card. It is at your discretion as to how often any one member can use a card.

### 5. Competitions

**5.1. Where AAs run free competitions: -**

- 5.1.1.** All free competitions must have entry criteria i.e. a purpose which requires a member to enter and do something e.g. photography, word search, football fantasy teams;
- 5.1.2.** AAs should consider carefully how much of their budget they commit to free competitions. As a guide, something in the range of 0-15% of your annual budget would seem reasonable and fair and in line with our research findings;
- 5.1.3.** Competitions are open to members who live or work in their area;
- 5.1.4.** Any members details provided to the AA are only those that are necessary for the competition, are held securely and are deleted once the competition is over. This is to support compliance with GDPR and data legislation;
- 5.1.5.** Details of winners of the competitions are not made public to anyone (other than the winner), without their consent.

### 6. Prize Draws

**6.1. AAs may run free prize draws for its members on the following basis: -**

- 6.1.1.** All prize draws require an action from members to participate e.g. attend an AGM, email a response to someone/somewhere with their entry, answer a survey;
- 6.1.2.** The notice promoting the draw complies with the standards set by the Advertising Standards Authority;
- 6.1.3.** All prize draws encourage members to get active or engage in a leisure activity, unless the prize is cash or a cash voucher, in which case there must be a clear and provable benefit to CSSC e.g. results in a **significant** number of members being drawn to CSSC web pages or to engage with the AA, or provides updated member details to Head Office.
- 6.1.4.** AAs should consider carefully how much of their budget they commit to prize draws. As a guide, something in the range of 0-15% of your annual budget **in total** on the prizes for free draws would seem reasonable and fair and in line with our research findings;
- 6.1.5.** Prize draws are open to members who live and work in their area;
- 6.1.6.** Any members details provided for the purposes of the draw, either to Head office or the AA, are only those that are necessary for the draw, are held securely and are deleted once the draw is over. This is to support compliance with GDPR and data legislation;
- 6.1.7.** Details of winners of the draws are not made public to anyone (other than the winner), without their consent.

## 7. Voucher schemes

### **7.1. AAs may only provide cash vouchers to members on the following basis: -**

- 7.1.1.** They are given as prizes for competitions or prize draws which comply with the conditions in clauses 5 and 6 above;
- 7.1.2.** AAs should consider carefully how much of their budget they commit to cash vouchers. As a guide, something in the range of 0-5% of your annual budget would seem reasonable and fair and in line with our research findings;
- 7.1.3.** AAs may **not** give cash vouchers to members in exchange for cash, whether discounted or not e.g. L2Shop vouchers, local retail vouchers.

## 8. Season Tickets

### **8.1. There are primarily two slightly different circumstances where season tickets are offered to members:-**

- 8.1.1.** As prizes for draws or competitions; and
- 8.1.2.** As a members' benefit in their own right.
- 8.2** Season tickets may be provided as a prize for members provided they comply with the conditions in Clauses 5 and 6 above.
- 8.3** Season tickets may be provided as a benefit to members provided they comply with the conditions in Clause 4 above.

## 9. Information

If anyone has any queries on any aspect of these Guidelines, please contact the Volunteer Support Team at CSSC.

## Issue Status

The issue status is indicated by the version number in the footer of this document. It identifies the issue status of this Policy Document.

When any part of this Policy Document is amended, a record is made in the Amendment Log shown below.

The Policy Document can be fully revised and re-issued at the discretion of the Management Team.

The Policy Document will be reviewed on an annual basis as standard.

Please note that this Policy Document is only valid on day of printing.

Issue	Amendement	Date	Initials	Authorised
0.3	1st draft issued for consultation	11.3.19	KM	AS
0.4	Final draft completed ready for issue	05.11.19	LF	

## Appendix 1

### National Subsidy Schemes

- [National Subsidy Travel Policy](#)
- [Training Subsidy Scheme](#)
- [Physical Activity Fund](#)
- [Activity Subsidy Scheme](#)
- [Sponsorship Scheme \(Hardship\)](#)
- [Elite Fund](#)

01494 888444



cssc.co.uk



CSSC\_Offical



CSSCSportsandLeisure

