

# Billeting and Hosting Policy

InterPlay  
Australia



InterPlay Australia:

- is a voluntary organisation reliant upon the goodwill, enthusiasm and commitment of hundreds of volunteers and Board appointed contractors.
- appreciates the valuable commitment of volunteers supporting its operation as a Not for Profit organisation.
- expects that volunteers and paid contractors accepting roles will deliver the agreed outcomes or raise and discuss delivery challenges.
- believes in equity, justice and fairness
- aspires to be open and transparent.
- affirms and looks for good.

InterPlay Australia seeks to provide and encourage opportunities that:

- nurture and inspire;
- assist people to discover and develop strengths and talents;
- share ideas across the national community; and
- support new and existing communities to develop.

## Purpose

Where InterPlay Australia events (eg SummerPlay, Leaders Gathering, Life Practice Program or training/workshops), are attended and/or led by interstate/international InterPlayers, billeting and hosting visitors are significant ways that regional InterPlay groups can be welcoming and act in a spirit of generosity and hospitality.

Billeting and hosting build relationships, and are also convenient and low cost ways to support and accommodate our visitors.

This policy outlines InterPlay Australia's approach to billeting and hosting. This policy applies to InterPlay Australia events but may also be adopted by InterPlay regional areas.

## Policy statement

Event organisers may choose to facilitate a billet arrangement between visitors and their local InterPlay community.

When arrangements need to be made for accommodating visiting leaders, hosting in a local InterPlayer's home may be considered.

Where billeting or hosting arrangements are made, it is important that the host and visitor clearly understand what is involved, and that each arrangement is suitable and agreed in advance.

## Scope/definition

### Billeting

During InterPlay events, local InterPlayers may billet visitors in an informal arrangement. Such arrangements may be individually negotiated or through a co-ordinator. The arrangement needs to work positively for both parties and can be re-negotiated at any time.

Billeting generally includes the usual impacts of having a friend to stay – providing bed, meals and helping with transport. The person providing the billet will bear the costs of having someone to stay. The visitor may contribute food, help with meals, share transport, etc.

### Hosting

Hosting is considered a step on from billeting and requires more focused care. Often, this applies to overseas visitors. On top of 'having a friend to stay', hosts may be expected to provide or arrange all meals and transport. Hosts may also take their guest/s sightseeing or to regional events, or on occasion provide a meal for a number of people (as part of community building and developing a relationship with the leader). As there will be financial outlay involved, hosts may be reimbursed for reasonable costs from InterPlay Australia Board or their local InterPlay community.

Examples of reasonable claimable costs for hosting visiting leader(s) include:

- Entry fees
- Meals and coffees out
- Food costs for larger gatherings
- A contribution towards the general costs of hosting: transport, food, etc (up to \$20 per day)

## Re-imburement procedure

When claiming from InterPlay Australia, email an itemised invoice to [enquiries@interplayaus.com.au](mailto:enquiries@interplayaus.com.au). Receipts are not required at this time but may be requested.

When claiming from your local community, discuss with your Regional Contact.

## Planning timeline

- Event Organisers determine hosting and billeting needs
- Appropriate InterPlayers approached by organiser to host visiting leader(s) (at least one month before event)
- Billeting organiser -
  - determines the number of billets required
  - sends notice calling for billets
  - matches billets and visitors appropriately (at least one week before event)
- Claims for reimbursements submitted to [enquiries@interplay.com.au](mailto:enquiries@interplay.com.au) (within 2 weeks of event)

## Example Letter of Appreciation

Dear (name of Host)

I am writing on behalf of InterPlay Australia to thank you for your generosity in hosting (name of leader). As a visiting leader they were appreciative of your kindness and of your focused care. The provision of meals and other activities is an important way of demonstrating our support for InterPlay facilitators and how we can weave together the fabric of our community.

As there will often be financial outlay involved as a host you are entitled to apply for reimbursement of reasonable costs either from your local InterPlay community or if this is not in place then from InterPlay Australia Board.

Examples of reasonable claimable costs for hosting visiting leader(s) include:

- Entry fees
- Meals and coffees out
- Food costs for larger gatherings (This may include costs associated with providing a meal for a number of people as part of community building and developing a relationship with the leader)
- A contribution towards the general costs of hosting: transport, food etc (up to \$20 per day)

When claiming from your local community, discuss with your Regional Contact.

When claiming from InterPlay Australia, email an itemised invoice to [enquiries@interplayaus.com.au](mailto:enquiries@interplayaus.com.au). Receipts are not required at this time but may be requested.

Again thank you for your wonderful contribution to deepening relations within our community and the success of this event.

Yours in play

**Chair of the Board**