

Officials' Reimbursement Policy

Date approved:	09 August 2026	Effective start date:	09 August 2026
Policy Number:	ISV019	Version number:	7.0
Review date:	November 2027		
Related Policies/ Procedures/Forms:			

1. Purpose

To outline the reimbursement of out-of-pocket expenses to ISV and Interstate Officials .

2. Application

This policy applies to designated Officials at those Competitions, Events and Test Sessions as endorsed by ISV.

3. Officials Reimbursements

This policy applies to designated Officials at ISV Inc. Competitions and Test sessions.

Here "Officials" will include Judges, Referee, Technical Controller, Technical Specialist, Assistant Technical Specialist, Data Operators, Video Cutters and Accountants. IJS technical support, camera operators and ISV Board members may also be reimbursed at the discretion of the Board.

Any claims for monies outside the scope of this document will be discussed at an ISV Board meeting for further action and may be paid at the discretion of the Board. It is preferable that advance notice is given of larger costs so the Board has sufficient time to discuss the matter prior to a decision on expense.

4. Responsibilities

4.1 - The ISV Board is responsible for the following:

- Authorising payments as outlined in this policy.
- Reviewing claims made by ISV members and volunteers.
- Provide, at ISV's expense, such officials who may have to be flown in to make up panels for VFSC (Victorian Figure Skating Championships).
- Provide, at ISV's expense, such officials who may be flown in for specific feedback sessions.
- Annual review of this procedure to ensure its currency and to incorporate changes where required.

4.2 - The ISV Clubs are responsible for the following.

- Reimbursing any travel, accommodation and parking costs incurred by judges at club competitions.
- Covering all costs associated with bringing interstate officials to a club competition. This may include airfares, accommodation and sundry expenses incurred.
- Interstate officials may be those whose attendance is critical to meeting the requirements of an ISA Champ Series event.
- Interstate officials who attend ISV club events, but are not required to meet the requirements of an ISA Champ Series event, may be partially or fully reimbursed at the Club's discretion.

4.3 - ISV Judging Convenor:

The ISV Convenor of Officials shall undertake the following:

- Submit an expense claim form for reimbursement of monies from each competition, test session or Squad feedback session.
- Expenses outside of the above scope can be paid by ISV. The ISV Board will review this claim and make any necessary adjustments before authorising and forwarding to the ISV Treasurer for payment

Determining expenses:

Travel expense reimbursement rates will be set and reviewed on an annual basis at the discretion of the ISV Board. The rates noted below may be reviewed if pricing policies change.

- Travel reimbursement rates for Test sessions are determined on a round trip basis
- O'Brien Icehouse parking may be determined dependent on local price changes
- Officials may be asked to provide proof of parking costs.

Distance Travelled	Reimbursement	Parking at O'Brien Icehouse
Up to 100km	\$10.00	\$10.00 - \$25.00
>100km and < 300km	\$15.00	\$10.00 - \$25.00

Note: This Reimbursement seeks to cover the cost of petrol, road tolls or public transport. [ISV](#)

Officials - reimbursements for interstate events

- To be determined on an event-by-event basis and at the sole discretion of the ISV Board and should only be for events at which ISV athletes have competed.

ISV Officials - reimbursements for AFSC

- Melbourne based AFSC
 - Officials to receive \$25 per event officiated, up to a maximum of \$100 for the whole event
- Out of state AFSC
 - Officials to receive total of \$50 each
 - There is usually some funding available from the Local Organising Committee for officials at an AFSC

Out-of-Pocket Expenses

Expenses may include, but are not limited to, car parking, stationery for the preparation and printing of judging papers for tests and competitions.

- If the Organising Committee is provided with the exact cost of expenses, it is acceptable for the judging Convenor to incorporate this into the expense report and make appropriate notation.
- If the cost of expenses is not known, it is the responsibility of the judge or official to complete an expenses form and submit it to ISV Board for approval.
- Expenses such as rulebooks, stationery and items associated with the judge or official completing their duty is the responsibility of the judge or official.
- At the discretion of the Board, ISV Officials may receive reimbursement for expenses incurred with preparing and running ISV events and training programs.

5. Definitions

Events	Competitions, Test sessions, Feedback sessions
ISA	Ice Skating Australia
ISV	Ice Skating Victoria
Officials	means Judges, Referees, Technical Controllers, Technical Specialists, Data Operators (DRO), Video Cutters (VRO), Accountants, IJS technical support.
Volunteers	Non-reimbursed

6. Version history

Version	Approval date	Changes
7.0	August 2026	Obligation of ISV affiliated clubs to fund the cost of supplying officials for competitions. Clarification on ISV's obligations
6.0	December 2022	Policy name change, policy number change, removal of Athlete AFSC reimbursements to separate policy and removal of distribution of funds
5.0	March 2019	
4.0	July 2018	
3.0	July 2017	
2.0	May 2015	
1.0	March 2013	Initial version