



## Ice Skating Victoria Inc. Policy Document

Affiliated to Ice Skating Australia Inc.

### ISV REIMBURSEMENT POLICY

<b>Authority</b>	Ice Skating Victoria Inc.
<b>Application</b>	Ice Skating Victoria Inc. members and officials
<b>Related Documents</b>	Ice Skating Victoria Inc. Constitution, Objects & Rules ISV AFSC Qualifications Scores Policy

#### **Purpose**

The purpose of this policy is to provide guidance on the reimbursement of out-of-pocket expenses to ISV Officials and Volunteers and the provision of prize money to Athletes.

#### **Scope**

This policy applies to designated Officials at ISV Inc. Competitions and Test sessions. It also applies to Athletes receiving prize money, funding or financial support from ISV Inc.

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

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

## Responsibilities

The **ISV Council** is responsible for the following:

- Authorising payment as outlined in this policy
- Reviewing claims made by ISV members and volunteers
- Approving the funding of one interstate Judge or Technical Panel member for one competition per season that is hosted by an ISV affiliated clubs. This funding will cover airfare and accommodation if required and will be for economy flights.
- Provide, at ISV's expense, such officials who may have to be flown in to make up panels for VFSC (Victorian Figure Skating Championships).
- Annual review of this procedure to ensure its currency and to incorporate changes where required

### **ISV Judging Convenor**

The ISV Judging Convenor 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 on review by the Council.
- The ISV Council 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 Council. The rates noted below have been agreed as at February 2019 but may be reviewed if pricing policies change.

- Travel reimbursement rates are determined on round trip
- Reimbursements are payable per day of competition
- OBGA parking may be determined dependent on local price changes
- Officials may be asked to provide proof of parking costs.

<b>Distance Traveled</b>	<b>Reimbursement</b>	<b>Parking at OBGA</b>
Up to 100km	\$ 15.00	\$10.00 - \$25.00
>100km and < 300km	\$30.00	\$10.00 - \$25.00

## **Out-of-Pocket Expenses**

Expenses may include, but are not limited to, car parking and 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 Council for approval.
- Expenses such as rulebooks, stationery and items associated with the judge or official completing their duty are the responsibility of the judge or official.
- At the discretion of the Council, ISV Officials may receive reimbursement for expenses incurred with preparing and running ISV events and training programs.

## **Distribution of Funds**

Any ISV member who is entitled to collect reimbursements can, if they request, have an account made in their name in the accounting software. All reimbursement will be credited to the member's account.

- Accumulated funds can be used to pay ISV memberships, competition entries and expenses of that nature.
- Parents who are members may use their accumulated reimbursements to pay their own memberships or that of their children to the full value of their accumulated reimbursements.
- Any member may request an account balance at any time following an email to the ISV Treasurer.
- Any member who has accumulated reimbursements may at any time email the ISV Treasurer and receive any lump sum up to and including the full amount. Any remaining funds may be paid out at the end of the season or carried over to the next season.
- These requested amounts (and any other reimbursements) will be paid electronically by direct deposit. Cash payments will not be made unless by prior agreement with the Council.

## **Appendix:**

Below are the agreed reimbursements and prize monies for athletes and officials:

### **AFSC Athlete reimbursement**

Due to the increasing size of ISV's State Squad attending AFSC, and the impact to the available ISV funds, ISV will no longer be offering standard reimbursements to athletes who attend AFSC. The money previously used here will now support further State Squad programs however ISV will still offer reimbursements for exceptional performances at AFSC as detailed below:

- Athletes who attain a season's best score at AFSC will receive
  - Singles - \$50
  - Dance and Pair teams - \$80 per team
  - Synchronised teams - \$100 per team

### **Judges and Officials reimbursements for AFSC**

- Melbourne based AFSC
  - Officials to receive \$25 per event officiated, up to a maximum of \$100
- Out of state AFSC
  - Officials to receive total of \$50 each

### **ISV Officials reimbursements for Interstate Events**

- To be determined on an event-by-event basis and at the discretion of the ISV Council
  - Should only be for events at which ISV athletes have competed

<b>Date Reviewed:</b>
March 2019
July 2018
July 2017
May 2015
March 2013

<b>This document replaces the previous:</b>
<b>"Procedure – 001 Competition Levy &amp; Expense Re-Imbursement" - MS Nov 2011</b>

ISV Inc. may, without notice, review and amend details in this document in response to changing circumstances, including the fee structures. All changes will be notified to membership.
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