

Officials' Reimbursement Policy

Date approved:	13 December 2022	Effective start date:	1st December 2022
Policy Number:	ISV019	Version number:	6.0
Review date:	November 2023		
Related Policies/ Procedures/Forms:			

1. Purpose

To outline the reimbursement of out-of-pocket expenses to Association Officials.

2. Application

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

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
- Approving the funding of one interstate Judge or Technical Panel member for one competition per season that is hosted by an ISV affiliated club. 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

4.2 - 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 have been agreed as at December 2022 but may be reviewed if pricing policies change.

- Travel reimbursement rates are determined on a round trip basis
- Reimbursements are payable per day of competition
- 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	\$15.00	\$10.00 - \$25.00
>100km and < 300km	\$30.00	\$10.00 - \$25.00

Note: This reimbursement seeks to cover the cost of petrol and road tolls

ISV Officials - reimbursements for interstate events

- To be determined on an event-by-event basis and at the 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
- 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

ISV Ice Skating Victoria

ISA Ice Skating Australia

Officials means Judges, Referees, Technical Controllers, Technical Specialists, Assistant Technical Specialists, Data Operators (DRO), Video Cutters (VRO), Accountants, IJS technical support, camera operators.

Volunteers Non-reimbursed

Events Competitions, Feedback sessions

Test Sessions

6. Version history

Version	Approval date	Changes
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