

## EVENT OFFICIALS, SFC BOARD, AND VOLUNTERS TRAVEL REIMBURSEMENT POLICY

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### 1. Definitions

1. **SFC Sponsored event:** officially recognized by SFC as sponsored and funding is provided to support the event
2. **Official:** only ISSF trained officials / Electronics officials (up to 5 per range for rifle, pistol, at the discretion of the Match Director) events/Technical support (1 per field in trap, skeet), those individuals acting in an official capacity at a match as a jury member and/or are SFC Executive or Board Members
3. **Match Director:** Declared by the SFC as the main organizer and one responsible for the running of the event.
4. **Volunteer:** others that are required to support an event, or program in a formal capacity (these include any match officials/referees who are not listed under #2 above)
5. **Board and Executive members** hold equivalent reimbursement policy to Officials with specifics identified below

### 2. Operating Procedures

1. The following guidelines are mandatory for:
  - a. All SFC sponsored events (High Performance trials, Major Games trials, Nationals and other events deemed “sponsored” by the SFC Executive)
  - b. Meetings called by SFC Executive/Board that are in annual program plans
2. All non SFC sponsored events are welcome to use these guidelines.
3. The Vice President High Performance (VPHP), SFC Board (Board) and Match Directors (MDs) are responsible for this policy to be followed.
4. MDs should make clear to officials and volunteers recruited for an event, the reimbursement guidelines they will be using and the exact dates the officials and volunteers will be required.
5. All, volunteers and officials must either be members of the Shooting Federation of Canada or listed officially as volunteers to ensure liability insurance coverage for the event.
6. Match Directors and Executive should budget for these costs and incorporate them into the event budget or program budget taking into consideration grants available and entry

fees being charged.

7. When the SFC puts forward ISSF officials for working at World Cup and Major Games, this policy does not apply and the SFC is not expected to pay for the officials' expense to attend the games. Separate grants to support the official's development maybe available. Contact office.
8. Another organization running an SFC sponsored matches must provide proof that this policy is followed to the SFC office.

### **3. Eligibility**

1. Officials can include two days for travel, the official training day and the event days in their expense claims.
2. Match Directors and meeting organizers must provide a list of all eligible claimants and the dates they worked.
3. Board members can include 2 days of travel over and above the dates of the event or meeting they are attending.
4. MD's are considered volunteers unless they also act as a referee, range officer, official or jury member. They may only claim as officials on official training days and event days. If the Match Director is also an official, only one claim each day is accepted.
5. The MD may claim 2 more days daily allowance to cover a small portion of the time and paperwork preparing for and closing down the accounts for the event.
6. MD's, Officials, and volunteers may ask for less than the guidelines allow.
7. The SFC office can book and pay for travel and accommodations however the Match Director must be responsible to coordinate this with the office.
8. SFC does not pay for out of pocket expenses for sundry materials under this policy.
9. Should the Match Director arrange to cover expenses of the officials and volunteers and apply for reimbursement (not recommended), a clear accounting with travel and hotel receipts must be submitted to the SFC office and financial signing authorities.
10. The SFC reserves the right to contact any official or volunteer identified in the claim to confirm the receipt of the services.

11. Claims must be submitted to the SFC Office no later than thirty days after the final day of the event.
12. Scanned receipts for all expenses including meals must be attached, otherwise, no reimbursement will be made.
13. Funding from other sources for the same event must be declared.

#### **4. Financial Eligibility and reporting Requirements**

1. All reimbursements must be supported by an expense claim signed by the recipient.
2. Receipts are required for hotels, airfare, seat assignment, car rentals, gas, meals and baggage fees.
3. Car rental insurance is advised. SFC would like you to use your personal insurance to cover rental cars if your policy already had this built-in. If you do not have personal coverage, please obtain a quote and have insurance preapproved by the event financial officer. SFC prefers you purchase the add on with your personal provider for an event if this is cheaper than the car rental company insurance.
4. Travel to and from airports at both ends (note this does not include parking at your home airport unless this is cheaper than a taxi to and from) requires preapproval and receipts.
5. Ground mileage is calculated using the shortest route on Google Maps and must be 60km cumulatively over the course of the event.
6. Should an official or volunteer elect to drive back and forth to their home or friends rather than stay in a shared hotel room, the lesser cost of these activities will be reimbursed.
7. Airfare should be economy and the lowest rates available.
8. Shared accommodation at an approved hotel is expected unless odd numbers of male or female volunteers, officials. If a claimant chooses to stay alone, the difference in cost must be made up by the claimant
9. Accommodation with friends and family will be reimbursed at the rate identified below. the rate of \$25/day.

#### **5. Current Rates (Reviewed annually)**

1. Air Fare
  - a. Economy Airfare preferably booked by the SFC office.
  - b. Seat assignment will be reimbursed up to \$50 each way.

- c. One checked bag each way.
  - d. If purchased on reward points – only the amount of cash outpotted by the traveler will be reimbursed (as opposed to the lowest economy flight price).
  - e. MD, SFC office staff or SFC financial officer must approve price before purchase
2. Ground Transportation:
- a. Personal vehicle: .61 ¢/km (or economy airfare + seat Assignments+ and baggage cost equivalent whichever is lower) Claim must be for a minimum of 60km accumulated during the event for reimbursement.
  - b. Economy Car Rental if shared among event-goers
  - c. Taxi
3. Accommodations:
- a. Shared when possible
  - b. At preapproved location (Air BnB encouraged if cheaper)
  - c. With friends or family rather than a hotel (max \$25 daily allowance)
4. Meals
- a. \$100 /day Daily Allowance (including gratuities paid):
  - b. Receipts are required for meals to a maximum of (\$20 breakfast / \$30 lunch / \$50 supper) however amounts will be reduced \$20 if hot breakfast is included in the hotel, \$30 if lunch is provided and \$50 if paid for directly by an SFC representative
  - c. Out of North American continent Travel for the SFC - \$125/day (no receipts required)
  - d. Absolutely no alcohol purchases can be reimbursed.**
5. Honorarium
- a. Honorarium of \$25/day to officials and board and executive members (as defined in Section #1 ~ Definitions)
  - b. Honorarium of \$15/day to Volunteers and Match Director (as defined in Section #1 ~ Definitions)
6. Other Expenses – If preapproved
- a. Parking, luggage fees

## **6. Additional notes**

- a. If SFC is directly compensating for the officials and volunteers (ie not via a grant as is for National Championships), an itemized budget requiring pre-approval must be provided in writing/ email to the SFC office and an SFC financial officer with signing authority must provide written/ email approval for these items. Ideally, this should occur 4 weeks in advance of the event.
- b. While health care travel insurance is required for all volunteers, athletes and Board members when traveling out of province, the SFC is not responsible for the fees.

- c. Expenses for financial officers should be approved by other SFC financial officers.

**7. Special Guideline for athletes that act as Match Directors Officials or volunteers:**

- a. If the athlete is competing for the High Performance Team or event placing or prizes, no expenses will be covered.
- b. If the athlete is competing in the event without trying for the HP team or for placing or prizes and is also acting as an Official, volunteers or Match Director, the policy shall apply to them. This does not apply to line duties expected by some events. (ie “flanking” in shotgun events, or scoring of paper targets).