



Procedure: Officials Training Expense Reimbursement and Clinic Leader/Trainer Honorarium

Objective:

There are two objectives to the Officials Training Expense Reimbursement and Clinic Leader/Trainer Honorarium Procedure.

- 1) To outline the travel expenses that will be covered by the Section, or reimbursed to Officials, for purposes of all Officials Training opportunities¹. All expenses must be submitted as one package for reimbursement within ten days of the training occurring. Officials covered under this policy are Evaluators, Judges, Technical Officials and Data Specialists.
- 2) To outline the honorarium to be paid to officials for the delivery of clinics and/or training sessions that are delivered in person or via video and/or conference call. Honorarium will be paid based on the allocations outlined below and only following submission to the Section office within 10 days of the training occurring.

Officials Training Expense Reimbursement:

In-province training:

- a. Expenses for In-Province Training of New Candidates (no officials status):
 - No expense coverage will be provided, but consideration will be used when scheduling the training location to accommodate the greatest number of new candidates attending.
- b. Expenses for In-Province Officials' Training (those with officials status):
 - For travel greater than 50 km in distance (one way) to attend training:
 - Accommodation, based on double occupancy
 - The lesser of:
 - Mileage reimbursement calculated as 0.5 times the current Skate Canada mileage rate per kilometer.
 - The cost of a return flight from officials' home to the training location.
 - Officials travel expenses for in province training will be reviewed by the OCC as per the current budget year allotments. Registrants will be advised of their acceptance into the training and of the travel expenses that will be covered.

Out-of-Province training and Annual Technical Officials (TS, TC & BLTO) Seminars:

- For travel greater than 50 km in distance (one way) to attend training:
 - Accommodation, based on double occupancy
 - The lesser of:

¹ Opportunities that do not fall into the above categories will be assessed on an individual basis by the Officials Coordinating Committee based on the needs of the Section. (i.e. an individual's attendance of another Section's clinic where our Section is not able or planning to provide such a clinic in the foreseeable future, and it is deemed of benefit to the Section to have the candidate attend the training)

- Mileage reimbursement calculated as 0.5 times the current Skate Canada mileage rate per kilometer.
- The cost of a return flight from officials' home to the training location.
- Airport parking and/or taxi if applicable.
- Meals based on a per diem of \$10 for breakfast (if not provided at the hotel), \$15 for lunch, and \$25 for dinner. Meal per diem will be provided for periods of travel and times where meal arrangements have not already been made for attendees of the training (i.e. lunch has been brought in for all participants).
- All shared moderator costs or registration costs.

Note: A candidate's attendance at out of province training will be approved by the OCC prior to their registration and acceptance into a program. We will follow National's prescribed guidelines for any seminar where exceptions from the amounts listed above may exist.

Clinic Facilitator/Leader/Trainer Honorarium:

1) Honorarium for Data Specialist, Technical Officials, and Evaluator/Judge Clinics/Training Sessions/Updates:

- \$100 will be paid to facilitators/leaders/trainers for a training session/clinic/update that is no longer than 3 hours.
- \$200 will be paid to facilitators/leaders/trainers for a training session that is more than 3 hours and up to one day.
- \$500 will be paid to facilitators/leaders/trainers for a training session/clinic/update that is two days (this includes \$100 for preparation and \$200 per day for the actual session).
- \$25 marking fee per exam

2) Annual Technical Officials Training sessions;

- Facilitator/leader/trainer fees are managed and paid for by Skate Canada National.

Note: Providing honorarium for clinic facilitators/leaders/trainers will be done in accordance with Revenue Canada regulations.

Definition of Officials: In the case of the work of the Officials Coordinating Committee, the term "officials" refers to the following group of contributors to the sport of figure skating;

- Technical Representatives
- Referees
- Judge
- Evaluators
- Technical Controllers
- Technical Specialists
- Base Level Technical Officials
- Data Specialists
- Data Input Operators
- Video Replay Operators
- Clinic Leaders