

Procedure: Officials Training Expense Reimbursement and Learning Facilitator/Leader Honorarium

Objective:

There are two objectives to the Officials Training Expense Reimbursement and Learning Facilitator Leader 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 OC 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 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/ride sharing 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). No receipts are required for per diem meals.
- All shared moderator costs or registration costs.

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

Learning Facilitator/Leader Honorarium:

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

- \$100 will be paid to learning facilitators/leaders for a training session/clinic/update that is no longer than 4 hours.
- \$200 will be paid to learning facilitators/leaders for a training session that is more than 4 hours and up to one day.
- \$500 will be paid to learning facilitators/leaders 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
- \$25 assessment fee of promotion packages

2) Trial Judge Type Programs:

- Full day of Trial Judge Coordinator or similar activity such as Headset program (maximum of 10 participants) \$200 per day to a maximum of \$450 per event.
- Reports written in support of trial judging program (in addition to the above activity) \$20/report to a maximum of 20 reports.

3) Annual Skate Canada Technical Officials Training sessions:

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

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

Definition of Officials: In the case of the work of the Officials Committee (OC), 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
- Learning Facilitators/Leaders
- Officials In-Training

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