



AB | NT | NU

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 30 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 seminars 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. Any expenses to be reimbursed must be submitted to the Section office within 30 days of the training occurring.

Officials Training Expense Reimbursement:

In-Section training:

- A. For In-Section Officials Training (those with no officials' status that have been accepted and or approved for official training):
 - 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 AB NT NU mileage rate per kilometer or the cost of a return flight from the official's home to the training location.
 - If applicable, 50% of your meals based on Skate AB NT NU per diem policy. 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. meals provided at the rink). No receipts are required for per diem meals.
 - Consideration will be used in scheduling training locations so that the candidate is not unduly compromised monetarily.

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)

Officials travel expenses for in-Section 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 the travel expenses that will be covered.

B. Expenses for In-Section 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 at the current Skate AB NT NU mileage rate per kilometer or the cost of a return flight from the official's home to the training location
 - If applicable, your meals based on Skate AB NT NU per diem policy. 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. meals provided at the rink). No receipts are required for per diem meals
- Consideration will be used in scheduling training locations so that the candidate is not unduly compromised monetarily

Out-of-Section training:

For travel greater than 50 km in distance (one way) to attend training:

- Accommodation, based on double occupancy
- The lesser of: Mileage reimbursement calculated at the current Skate AB NT NU mileage rate per kilometer or 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 Skate AB NT NU per diem policy. 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 Learning Facilitator costs or registration costs

Note: A candidate's attendance at an out of Section training opportunity will be approved by the OC prior to their registration and acceptance into a program.

Learning Facilitator/Leader Honorarium:

Honoraria amounts include preparation time and delivery of the session unless otherwise specified.

A. Honorarium for Seminars/Updates:

- \$125 will be paid to Learning Facilitators/leaders for a seminar/update that is no longer than 4 hours
- \$250 per day will be paid to Learning Facilitators/leaders for seminars/updates that are more than 4 hours
- \$20 marking of workbooks/exams
- \$20 assessment fee of promotion packages
- \$25 per 1-hour online training and technical assistance session

B. Trial Judge/Headset Program Type Programs:

- Full day of Trial Judge Coordinator or similar activity such as Headset program (maximum of 10 participants) \$250 per day
- Reports written in support of program (in addition to the above activity) \$20/report to a maximum of 20 reports

C. Annual Skate Canada Technical Officials Training sessions:

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

D. Specialized Development Programs

- Programs that require training development
- \$150 will be paid to officials for preparation/development of training materials
- \$125 will be paid to facilitator(s) for an apprenticeship program/training that is no longer than 4 hours
- \$250 per day will be paid to facilitators for an apprenticeship program/training that are more than 4 hours

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
- Judges
- STAR 1-4 Event Assessors
- Evaluators
- Technical Controllers
- Technical Specialists
- Base Level Technical Officials
- Data Specialists
- Data Input Operators
- Video Replay Operators
- Learning Facilitators and/or Seminar Leaders
- Officials In-Training (this includes Phase One Technical Officials, STAR 6-Gold Evaluators in Training and In Training Introductory Data Specialists)

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