

Officials Reimbursement Policy

This document outlines the opportunities and the process for reimbursement of the Saskatchewan Triathlon Association Corporation (STAC) officials' expenses.

STAC Annual Membership Fees

All officials must be a STAC annual member to ensure insurance coverage is in place for themselves.

An official that is a Provincial Technical Official (PTO) level II or higher can claim a reimbursement for their STAC annual membership fee within the annual membership period by submitting an expense form to the STAC Executive Director – except under the following circumstances:

1. The official will be a participant in any provincial event requiring a STAC membership.
2. The official will be claiming officials' activity credits in a paid position (e.g. paid Race Director) in any provincial event.

Provincial Race Events

Note: For officials that either themselves or have their youth participating in a provincial event, those officials will be ineligible for claiming expenses for that event.

Within four weeks of event end date:

1. Collect copies of receipts and complete the STAC expense form. The form is available from the STAC web site under "Officials > STAC Officials".
 - a. Accommodations: One night's accommodation per event day.
 - b. Meals and Travel costs: As defined in the STAC expense submission form.
2. Submit the STAC expense form to the event Local Organizing Committee (LOC). As a side note, the LOC is entitled to submit a MAP grant application to STAC for this expense.
3. Payment by the LOC is expected within four weeks of submission. If the payment cannot be obtained, contact the STAC Executive Director to resolve.

Out-of-Province Race Events

- Officials must track and submit to the STAC Director of Officials the log of event days worked as an official – both in-province and out-of-province. The log form will be provided to all officials at the beginning of each season by the STAC Director of Officials.
- For out-of-province officiating, officials must submit a record of their travel, accommodation, and meal expenses for the events to the STAC Executive Director to be eligible for subsidy claims. Expense receipts must be available if a subsidy is provided for a given event.

Subsidy Process

- Total budget pool for out of province travel will be divided up and calculated as a daily subsidy rate based on the total number of worked days submitted for all officials.
- For each individual official, the portion of that pool allocated will be based on that official's individual claimed, worked days multiplied by the daily subsidy rate.

- For example, if the budget pool was \$1,000, and 10 total days were submitted by two officials, the daily subsidy rate would be \$100. Therefore, the following table would outline the subsidy that would be allocated for the two officials.

| Official's Name | Out of Province Days | Budget Pool Allocation |
|-----------------|----------------------|------------------------|
| Person A | 3 | \$ 300 |
| Person B | 7 | \$ 700 |
| Total | 10 | \$ 1,000 |

- Note that the all officials would still need to submit their event expenses to justify receiving the calculated, allocated subsidy.
 - If the allocated subsidy exceeds the expenses submitted by an individual official, the subsidy would be capped for that individual official at the total submitted expense amount (with the remaining portion being put back into the pool).
 - In the above example, if Person B only claimed \$500 for expenses, their subsidy would be capped at that claimed expense amount (i.e. \$500). So, the remaining \$200 would be put back in the budget pool and divided between the rest of the officials. This would mean, in the above example, that Person A could now be allocated up to \$500.
 - Further to this, if Person A's claimed expenses happened to be less than \$500 (say, \$400), then the same cap would be applied as was done for Person B, and they would be reimbursed only for the \$400.
 - This distribution process would continue recursively until all officials have been allocated subsidies to their claimed amount (which would mean the budget pool fund was not used up) or all funds have been distributed from the budget pool.
- All log files and out-of-province expense claims must be received by the STAC Executive Director by October 15th of each year. The subsidy calculations and distribution will take place following this deadline.

Training Events

Individuals attending the STAC PTO I and II courses will not be reimbursed for travel and accommodations. These courses are normally offered at major centers as well as through web conferencing. The courses are short enough in duration that meals are not a consideration. Course facilitators are not reimbursed for a per diem, but may be reimbursed by STAC for travel and accommodation if travel to a major center is required.

Individuals attending the International Triathlon Union (ITU) National Technical Official (NTO), Continental Technical Official (CTO), and International Technical Official (ITO) certification courses will be fully reimbursed for the transportation, accommodations, and meals expenses associated with attending the course. Approval to attend and receive this subsidy is subject to:

1. The number of officials that can be accommodated annually. This is based on the recommendation of the Officials' Committee and approval by the STAC board.
2. Triathlon Canada approval of the individual.
3. The actual subsidies available are subject to annual STAC budget considerations.