



Officials Travel Reimbursement & Compensation Procedures

The BC Athletics Officials Reimbursement & Compensation Procedures outlines how BC Athletics will support member officials during travel to sanctioned events and provide reimbursement for Clinicians and Evaluators. By following these procedures, it will support consistency, transparency, and fairness in covering travel-related expenses. By fostering clear expectations and standards, BC Athletics aims to encourage participation, recognize the essential role of officials, and ensure their contributions are supported and valued.

1. General Eligibility for Reimbursement

Officials must meet the following criteria to be eligible for travel reimbursement:

- Be a current registered BC Athletics official in good standing;
 - Be assigned to officiate at a BC Athletics sanctioned event by the appropriate coordinator or governing body;
 - Submit all required documentation within the 30 days of the competition;
 - Officiate for at least four consecutive hours in one day and receive credit for your time at an event
 - Officials who are attending a sanctioned event as a parent, coach or athlete are eligible for travel reimbursement under the following conditions;
 - **Local Region** – MUST officiate for at least four consecutive hours in one day.
 - **Out of Region** – MUST officiate for at least six consecutive hours in one day or four consecutive hours each day (2+ Day Competition)
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2. Travel Reimbursement Guidelines for BC Athletics Sanctioned Competitions

2.1 Mileage:

- Officials using personal vehicles will be reimbursed at a rate of \$0.XX per kilometer (See Table 1)

Mileage Type	Rate
Local Region	\$0.35/km
Local Region with Carpool Passengers	\$0.45/km
Out of Region	\$0.25/km
Out of Region with Carpool Passengers	\$0.30/km

Table 1: BC Athletics Mileage Rates

- Mileage is calculated from the official's home address to the event venue and back.
- Carpooling is encouraged; where possible, only the driver will be reimbursed.

3. Travel Types and Reimbursement for BC Athletics / Athletics Canada Sanctioned Competitions

The following travel types will outline the travel reimbursement covered by BC Athletics. Please note that this might include shared accommodation with another official (as appropriate).

3.1 Local Regional Travel

- **Eligible Expenses:** Mileage (in accordance with mileage reimbursement table) and/or public transportation (Sky Train, ferry, bus), parking fees, if not covered by event host
- **Ineligible Expenses (not limited to):** Meals, rental car, accommodation, additional nights of accommodation

3.2 Out of Region Travel

- **Eligible Expenses:** Mileage (in accordance with mileage reimbursement table), public transportation (ferry, Sky Train, bus), parking fees, if not covered by event host
- **Ineligible Expenses (not limited to):** Meals, rental car, accommodation, additional nights of accommodation

3.3 Out of Province Travel

- BC Athletics must approve travel prior to the start of competition.
- **Eligible Expenses:** Mileage (in accordance with mileage reimbursement table), public transportation (ferry, Sky Train, bus), airfare (if applicable), accommodation, parking fees, if not covered by event host
- **Ineligible Expenses (not limited to):** Meals, rental car, additional nights of accommodation, flight upgrades

4. Credit Seeking

4.1 National /National Championship (N/NC) competition credits

An official on the Officials Pathway needs specific credits to upgrade and thus they are high on the priority list for assignments. To meet the needs of the officials trying to earn credits, BC Athletics has put together the following additional criteria.

4.1.1 In Province Competitions

- Will be reimbursed in accordance with section 3.

4.1.2 Out of Province Competitions

- BC Athletics Officials may be invited to attend out of province competitions by other branches or host organizing committees where they can obtain additional credits towards the upgrading criteria.
- In most cases, officials are not eligible for any travel reimbursement through BC Athletics when seeking out of province N/NC competition credits.
- In some circumstances, BC Athletics may be able to provide a travel grant to support out of province travel at N/NC competitions to fulfill upgrading requirements.

4.2 Credit Seeking (Provincial competition credits)

An official on the Officials Pathway needs specific credits to upgrade. Provincial credits are readily available.

4.2.1 In Province Competitions

- Will be reimbursed in accordance with section 3.

5. Travel Reimbursement for Officials being Evaluated

When a BC Athletics official has been assigned an evaluation for level 3-5, they are eligible for the following reimbursements;

5.1 In Province

- Must be assigned an evaluation by BC Athletics or by NOC through BC Athletics
- **Eligible Expenses:** Mileage (in accordance with mileage reimbursement table), public transportation (ferry, Sky Train, bus), parking fees, if not covered by event host, shared accommodation (if not covered by host organizing committee, or out of region)
- **Ineligible Expenses (not limited to):** Meals, rental car, additional nights of accommodation

5.2 Out of Province

- Must be assigned an evaluation by NOC through BC Athletics
- **Eligible Expenses:** Mileage (in accordance with mileage reimbursement table), public transportation (ferry, Sky Train, bus), airfare, parking fees (if not covered by event host), shared accommodation (if not covered by host organizing committee)
- **Ineligible Expenses (not limited to):** Meals, rental car, additional nights of accommodation, flight upgrades

6. Travel Reimbursement and Compensation for Evaluators

A certified evaluator will be assigned to conduct evaluations at select BC Athletics sanctioned events or out of province N/NC sanctioned events.

Evaluators are eligible for the following reimbursement and compensation.

- BC Athletics who evaluate BC Athletics Officials (in or out of province) are eligible for a \$60 honorarium.
- Please note that any person earning more than \$500 per year as a honorarium will be issued a T4A by BC Athletics.

6.1 In Province

- Must be assigned an evaluation by BC Athletics or by NOC through BC Athletics
- **Eligible Expenses:** Mileage (in accordance with mileage reimbursement table), public transportation (ferry, Sky Train, bus), parking fees, if not covered by event host, accommodation (if not covered by host organizing committee, or out of region)
- **Ineligible Expenses (not limited to):** Meals, rental car, additional nights of accommodation, flight upgrades

6.2 Out of Province

- Must be assigned an evaluation by NOC through BC Athletics
- Expenses will be reimbursed by NOC, according to their reimbursement procedures.

7. Travel Reimbursement and Compensation for Clinicians

A certified clinician will be assigned to conduct an officiating clinic by BC Athletics.

- BC Athletics Clinicians are eligible for a \$75 honorarium, or \$60 honorarium if co-leading.
- Please note that any person earning more than \$500 per year as a honorarium will be issued a T4A by BC Athletics.

7.1 In Province

- Must be assigned to facilitate a clinic by BC Athletics or by NOC through BC Athletics
- **Eligible Expenses:** Mileage (in accordance with mileage reimbursement table), public transportation (ferry, Sky Train, bus), parking fees, if not covered by event host, accommodation (if out of region)
- **Ineligible Expenses (not limited to):** Meals, rental car, additional nights of accommodation, flight upgrades

7.2 Out of Province

- Must be assigned to facilitate a clinic by NOC through BC Athletics
- Expenses will be reimbursed by NOC, according to their reimbursement procedures.

8. Travel Reimbursement for Attending Clinics

BC Athletics Officials are encouraged to attend officiating clinics to stay up to date on their skills and knowledge and to pursue upgrading opportunities.

- BC Athletics officials who attend a BC Athletics clinic are not eligible for any travel reimbursement.
- Attending clinics are voluntary.

9. Travel Policy Submission

9.1 Required Documentation

- Completed BC Athletics Officials Expense Form;
- Upload receipts for all claimed expenses;
- Event assignment confirmation, if applicable.

9.2 Submission Method

- Complete the online Officials Expense form and upload receipts.

10. Limitations and Exceptions

- Reimbursement is subject to the BC Athletics Annual Operating Budget and may need to be adjusted from time to time;
- Travel not approved in advance may not be reimbursed;
- Exceptions to this policy require written approval from BC Athletics;
- Travel expenses submitted after 30 days will not be reimbursed;
- BC Athletics will provide reimbursement through electronic funds transfer or cheque;
- BC Athletics will process officials reimbursement one time per month.

11. Procedure Review and Updates

These procedures will be reviewed annually to ensure it remains fair, transparent, and aligned with BC Athletics' goals. Any updates will be communicated to all officials.

For questions or further clarification, please contact:

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