



Honoraria and Reimbursement Policy

1. Purpose

- 1.1 To detail the payment of honoraria and reimbursement of expenses covered by the Alberta Taekwondo Association (ATA).

2. Principles and Applicability

- 2.1 The ATA Board of Directors will establish policies regarding payment of expenses to Directors and Officials, and from time to time may detail additional expenses not outlined in this policy.
- 2.2 This policy applies to (i) ATA Provincial Selection Tournaments, (ii) ATA Fundraising Tournaments organized by the ATA, (iii) ATA Executive Committee Meetings, (iv) ATA Board of Directors Meetings and (v) ATA General Meetings (Annual and Special).
- 2.3 All claims for honoraria and expenses shall be submitted to the ATA no later than 30 days after the conclusion of the event or activity, in order to be eligible for reimbursement.
- 2.4 All expense claims must contain original receipts in order for reimbursement to be issued.

3. Definitions Used in this Policy

- 3.1 A "director" refers to a member of the Board of Directors.
- 3.2 An "official" refers to a centre referee or judge at Provincial Sanctioned Events or ATA Fundraising Tournaments, who actively worked for at least one full day at such event.
- 3.3. A "meeting" refers to an Executive Committee Meeting, Board of Directors Meeting, Annual General Meeting or Special General Meeting.
- 3.4 A "tournament" refers to a Provincial Selection Tournament or ATA Fundraising Tournament organized by the ATA.

4. Policy Statement

- 4.1 The ATA is committed to ensuring a fair reward system for its officials and reimbursement for expenses incurred by volunteers in the process of contributing

their time to the ATA. The ATA acknowledges that it cannot fully compensate officials and volunteers for their time and commitment, but will continue to work to ensure that some level of financial recognition is accorded to them.

5. Eligible Expenses for Board of Directors

5.1 Meals

A meal (lunch or dinner) for Directors may be arranged and provided by the ATA at Board of Directors Meetings, General Meetings of Members (AGM) or Special General Meetings.

5.2 Travel Expenses

Return travel expenses, as outlined below, shall be reimbursed for Directors traveling to attend an ATA meeting, according to the distance from the Director's place of residence to the meeting location:

- (i) for one-way travel distance greater than 50km, but less than 199km, allowable return-travel expenses are:
 - a. car travel expenses, which shall be reimbursed at \$0.50 per kilometer. If two or more Directors are sharing a car ride, only one person may claim for travel related expenses.
- (ii) for one-way travel distance greater than 200km, allowable return-travel expenses are:
 - a. economy class air travel or car travel expenses (calculated using a kilometeric reimbursement rate of \$0.50 per kilometer), whichever is less. If two or more Directors are sharing a car ride, only one person may claim for travel related expenses.
 - b. airport parking and taxes. Only reasonable expenses will be considered, with original receipts.

6. Eligible Expenses for Referees and Officials

6.1 Honoraria

Any person assigned as an Official at a Provincial Selection Tournament or ATA Fundraising Tournament, who actively works at such event, shall receive a daily honorarium for each full day of the event s/he is present. Honoraria amounts will be set by the Board of Directors.

6.2 Meals

Lunch for active Officials working at a Provincial Selection Tournament or ATA Fundraising Tournament, will be provided by the ATA or event organizer.

7. Eligible Expenses for Referee, Tournament and Medical Committee

7.1 Honoraria

The Referee Committee Chair, Tournament Committee Chair, as well as the Medical Committee Chair, who actively work at a Provincial Sanctioned Tournament or ATA Fundraising Tournament, shall receive a daily honorarium for each full day of the event s/he is present. Honoraria amounts will be set by the Board of Directors.

7.2 Meals

Lunch for the Referee Committee Chair, Tournament Committee Chair and Medical Committee Chair, working at a Provincial Selection Tournament or ATA Fundraising Tournament, will be provided by the ATA or event organizer.

7.3 Accommodations

The Referee Committee Chair, Tournament Committee Chair, as well as the Medical Committee Chair, who actively work at a Provincial Sanctioned Tournament or ATA Fundraising Tournament, who actively works at such event, shall receive an accommodation expense allowance for one night (based on double occupancy in a standard room), if (i) their place of residence is more than 150km away from the competition site, and (ii) they were required to pay for accommodations at a hotel. Incidentals will not be reimbursed. The accommodation expense allowance will be set by the Board of Directors.

7.4 Travel Expenses

A travel expense per-diem shall be reimbursed for the Referee Committee Chair, Tournament Committee Chair and/or Medical Committee Chair, if both of the following conditions are met:

- (i) the one-way distance from the Chair's place of residence is more than 50km from the competition site; and
- (ii) they actively work for at least one full day at the Provincial Selection Tournament or ATA Fundraising Tournament

The travel expense per-diem can only be claimed by one person if more than one committee chairperson travels together in the same vehicle.

The travel expense per-diem shall be set by the Board of Directors.