

## OFFICIAL'S COMPETITION POLICY

### Purpose

1. The purpose of this policy is to govern assignment and reimbursement of Alberta Artistic Swimming's officials.

### Application of this Policy

2. This policy applies to all Alberta Artistic Swimming's officials at Alberta Artistic Swimming sanctioned meets hosted within the province.

### Assignment

3. The assignment of officials for meets within the province will be handled by the Official's Chair, Official's Committee and Technical Director of Alberta Artistic Swimming (AAS).

### Local Competitions

4. A competition is considered local to the official if the official travels no further than the greater area of the city or town of their residency (typically within a 100 km radius).

### Out of Town Competitions

5. A competition is considered to be out of town if the official travels further than the greater area of the city or town of their residency (typically beyond a 100 km radius).

### Reimbursement

6. Official Reimbursement Categories
  - a) Official (no-conflict) – those individuals acting as an official only – 100% of expenses reimbursed as per the following guidelines.
  - b) Official (conflict) – any individual acting as an official for events that has a conflict as per CAS rules – reimbursement will be prorated based on conflict and availability and will be communicated to the official prior to the event by the Technical Director and to the host club.
7. Officials Reimbursement Guidelines
  - a) Mileage will be provided to officials that live outside the city limits of the event that requires travel of a minimum of 60 km or more one way.
  - b) Mileage is provided on a per vehicle basis. The mileage rate is \$0.25/km for a single driver and \$0.40 for a carpooled vehicle with more than one official in it.
  - c) Rental vehicles or airfare will only be reimbursed up to the price of a single driver mileage rate, extenuating circumstances may be considered by the Official's Chair and/or Technical Director.
  - d) Officials who will be traveling on busses with a club will not be reimbursed for any driving expenses.
  - e) Shared accommodations of 2 per room (where necessary) will be arranged and paid for by the host club or AAS at the discretion of the Official's Chair and/or Technical Director. Officials who choose not to share a room will only be reimbursed up to 50% of their cost of accommodation that is equivalent to the rate paid by the host club or AAS.
  - f) The host club or AAS will communicate to the officials which meals will be provided at the event. In the event that the host club does not provide a meal or meals at the pool or it is a travel day, as determined by a representative of AAS, a per diem as outlined below will be provided.
    - i. In Province as per the Finance Policy
    - ii. Please note: officials who choose to forfeit a meal provided by the host club are not eligible to claim the per diem amount.

- g) Individuals cannot claim expenses that are being reimbursed by any other sources.
- h) For Alberta Artistic Swimming sponsored meets, the Official's Chair and/or Technical Director will provide an expense outline for officials.
- i) For Invitational meets, officials that require reimbursement must fill out a "Officials Expense Form", which will be provided by the host club and must return it to the meet manager no later than seven days following the competition.