

AUSTRALIAN SAILING LIMITED



OFFICIALS EXPENSE REIMBURSEMENT POLICY

Policy Aim: *To provide guidance to organising authorities and officials on reimbursement of expenses to individuals offering their services in an official capacity on a voluntary basis. The policy includes recommendations only and sets out to support officials providing services and support to clubs and classes, State Associations and Australian Sailing.*

Individuals offering their services in an official capacity at various racing regattas typically do so in a voluntary basis to assist the Organising Authority and competitors. They also provide a service on a voluntary basis to State Associations and Australian Sailing by presenting seminars or courses to educate other Race Officials.

In recognition of their contribution, it is expected that the Organising Authority or seminar host will provide the following to all volunteer officials:

- Official regatta shirt or similar gift
- If presenting a seminar, a gift or payment value commencing at \$50 but not exceeding \$200 per day
- Invitation to attend sanctioned event functions without charge (including partner if appropriate)
- Reimbursement of all reasonable costs incurred as a result of attending the event or presenting the seminar

When officiating at an international or interstate event or presenting the seminar, the Organising Authority or host should also provide the following:

- Reimbursement of all travel expenses
- Provision of suitable accommodation
- Internet access at venue and accommodation
- Provision of meals or by either direct reimbursement or an agreed per diem or honorarium generally not exceeding \$50 per day