



## **Referees' Expenses**

### International Mounted Games Association

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## Referees' Expenses

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#### 1. Referee Expense Claims Policy

IMGA Sanctioned Competition Referee Expense Claims Policy (applicable from 1st January 2020).

Officially appointed referees officiating at IMGA sanctioned competitions may claim the following expenses from IMGA :

- Travel expenses from the referee's home address to the hosting location of the IMGA sanctioned competition. If the referee does not start their journey from their home address (e.g. they come directly from a different competition) then the cost of the actual journey will be reimbursed unless this was more than it would have been had they started from their home address, in which case the estimated cost of the latter will be reimbursed instead.
- Travel expenses from the hosting location of the IMGA sanctioned competition back to the referee's home address. If the referee does not return to their home address (e.g. they travel directly to a different competition) then the cost of the actual journey will be reimbursed unless this was more than it would have been had they returned to their home address directly, in which case the estimated cost of the latter will be reimbursed instead.
- Accommodation costs necessarily incurred by the referee for the entire period the referee's presence is required at the hosting location of the IMGA sanctioned competition.

#### 2. Travel Expenses

These include :

- Cost of transport from the referee's home address to the required airport / ferry terminal / railways station etc.
- Reasonable parking costs at airport / ferry terminal / railways station etc. (e.g. long term airport parking)
- Cost of Economy/budget class air, rail, ferry tickets
- Cost of transport to the hosting location of the IMGA sanctioned competition from the required airport / ferry terminal / railways station etc.



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- Cost of road travel in a private vehicle will be reimbursed at a rate of GBP 0.25 per kilometre for ordinary vehicles and GBP 0.40 if the vehicle is also the referee's accommodation
- Cost of road/bridge tolls when travelling in a vehicle that would not otherwise have made the journey anyway
- Cost of obtaining Visas and Vaccinations if these are required to travel to the hosting location of the IMGA sanctioned competition

These do not include :

- Taxi fares for any part of a journey unless it can be proven that there was no viable alternative
- Unreasonable parking costs at airport / ferry terminal / railways station etc. (e.g. long term airport parking but in the short term parking next to the departures gate charged at a premium hourly rate)
- Cost of Premium/Business/First class air, rail, ferry tickets
- Cost of road travel in a private vehicle which would have made the journey anyway if the referee had not travelled
- Any travel costs for individuals other than the referee themselves (e.g. family members)

### **3. Accommodation Expenses**

All IMGA sanctioned competition hosts are required (where possible) to provide suitable accommodation for referees, free of charge, for the entire period their presence is required at the hosting location of the IMGA sanctioned competition, as stipulated in the IMGA sanctioned competition hosting document (aka HOST).

If this is not possible for any reason and referees are required to make their own accommodation arrangements then these will be reimbursed by IMGA within reason. In this context, "within reason" means that IMGA will not (for example) reimburse the cost of a hotel room in a five star hotel if there is a suitable and more affordable alternative available. If, in such a situation, the referee chooses to stay at the five star hotel anyway, they will only be reimbursed for the equivalent cost of the suitable and more affordable alternative.



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#### **4. Food and Entertainment**

All IMGA sanctioned competition hosts are required (where possible) to provide food and entertainment packages for referees, free of charge, for the entire period their presence is required at the hosting location of the IMGA sanctioned competition, as stipulated in the IMGA sanctioned competition hosting document (aka HOST).

#### **5. Additional clauses**

In all cases, if a referee chooses a more expensive option (e.g. Business class airfare), they will be reimbursed at the cheaper rate (e.g. the equivalent cost of an economy airfare).

No other expenses other than those explicitly mentioned above can be claimed, including but not limited to: food, drink, entertainment, dry cleaning, laundry, speeding tickets.

The exact and final amount to be paid out will be calculated by the IMGA Finance and Administration officer whose decision in all matters is final.

#### **6. Procedure for processing a claim**

Procedure for processing a claim above should make such a claim in writing to the IMGA Finance and Administration officer, stating :

Name and Address

- Competition at which they were officiating
- Dates of the competition at which they were officiating
- An itemised breakdown of the claim being made
- Bank account details and currency where they wish the claim to be paid

...as well as including copies of all receipts corresponding to the items being claimed for.

#### **7. How will IMGA finance these expense claims ?**

Following the 2019 IMGA AGM, once the referees have been selected for the 2020 season the IMGA Finance and Administration officer will calculate an estimate of the expenses which are likely to be claimed by the selected referees from IMGA during 2020. This total figure will be divided by the estimated total number of riders expected to be competing in IMGA sanctioned competitions in 2020. The result of this calculation will be added to the already existing rider fee figure of



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GBP 5 per individual, GBP 10 per pair and GBP 30 per team. The "new" total rider fee figure for the 2020 season will be communicated to all countries hosting IMGA sanctioned events in 2020 before the end of 2019 so that they can factor this into the entry fees that they collect.

At the end of 2020 the same exercise will be repeated for the 2021 but will also include a comparison between funds that were raised during 2020 and those that were paid out. The difference will either be added to or subtracted from the total amount to be raised in 2021.

Although complicated this process achieves two aims:

- 1. It reduces IMGA financial exposure
- 2. It spreads the cost evenly across all events (otherwise riders at NTC would be paying huge rider fee payments and those at ET&IC would be paying very small ones).