

# NCAA COMPENSATION GUIDELINES

~ 2011 ~

Revised 9/22/2010

## JUDGING FEE

**Judging Fee** each Institution or conference must list their respective judging fee on the JAS website, when they enter their request for officials.

**Number of Officials:** the fee listed will be for either a dual meet competition with four officials or a three to five team competition with eight officials.

**Tri-meet competitions:** with only four officials will increase the judging fee accordingly.

**Conference meets or Invitational Competitions:** will increase the judging fee according to the number of teams competing. Should a meet require two sessions the judging fee will be paid for each session but the per diem will only be paid one time for each day. **If a Meet Referee is required to be on site prior to the competition day, the full judging fee plus additional per diem must be paid for the competition day and each additional day he/she is required to be on site.**

## PER DIEM REIMBURSEMENT (meals, mileage to airport, airport parking)

\$ 15.00	= 4 to 7 hours	(away from home)
\$ 30.00	= more than 7 hours	(away from home)
\$ 50.00	= Overnight Stay	(away from home)
\$ 75.00	= No Overnight Stay	(air-flight to competition)
\$ 100.00	= 1 Overnight Stay	(air-flight to competition)
\$ 175.00	= 2 Overnight Stays	(air-flight to competition)

## GROUND TRANSPORTATION / MILEAGE REIMBURSEMENT

**Travel by Car:** round trip mileage shall be paid at either the mandated rate of the Institution or present IRS rate **\$0.50** (as of August 2010). The total mileage cost shall not exceed the cost of airfare to the same location.

**Carpooling:** It is not mandatory to carpool. Judges should arrange carpooling when possible and only charge the mileage that they personally incur.

## TRANSPORTATION EXPENSES (airline tickets, car rentals)

**Airplane, Train or Bus Expenses:** shall be paid in full by the host Institution.

**Travel by Airline:** The host Institution is responsible for travel arrangements. The judge must be contacted before the ticket is purchased. The host Institution must adhere to the time parameters listed in the judge's profile on the JAS website.

**Airport Mileage** is included in the per diem reimbursements listed above.

**Airport Parking** is included in the per diem reimbursements listed above.

**Car Rentals:** needed by the judge(s) to arrive at the meet site from the hotel or airport, should be listed on the contract and agreed upon by the Meet Director. If judges are expected to share a rental car, it is the responsibility of the host Institution to inform the judge(s) and coordinate arrival times and contact information (cell phone numbers).

Car rental insurance is the responsibility of the host institution.

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**Airports:** it is assumed that the closest airport to the judge's home is the one to be used, unless the judge specifies in the JAS that another airport is also acceptable.

**Additional Expenses:** Expenses not listed on the contract should not be paid. If there are last minute changes or incidental expenses, it is the responsibility of the judge to notify the meet director in a timely manner of any changes in the contracted expenses. Examples of incidental expenses would be excessive tolls.

**Shared Expenses:** A judge, who travels to multiple Institutions, must split the expenses with each the host Institutions for that weekend of travel. It is the responsibility of the judge to inform the institutions of their portion of the expenses.

## LODGING

**Overnight Stays:** if a judge must stay overnight prior to, during or following the competition, lodging must be provided and paid by the Meet Director. The form of accommodations shall be specified in the judge's contract. If a judge cannot return home by 11:00 pm following the conclusion of the competition, it is strongly suggested that a hotel room is supplied by the host institution.

**Accommodations:** shall be based on two persons per double room or an institution / conference may supply a single room.

**Special Arrangements:** an institution is only required to provide lodging for one night, unless travel arrangements are unusual; for example, weather conditions, reporting time requires the judge to arrive the day before the competition. If an institution requires a judge to arrive in town a day prior to the competition, it should be noted in the "notes" field on the JAS, so that the judge is aware of this, before accepting the contract.

## CANCELLATION

**Assignments:** if a judge needs to cancel an assignment, a minimum of 15 days notice is required, unless it is *an absolute emergency*. When a judge cannot honor a signed contract, they must immediately contact the Assigner and Meet Director so that a replacement can be contacted without further cost to the institution.

**Airline Tickets:** if an airline ticket has been procured, the judge accepts the responsibility to notify the Meet Director and cancel the plane ticket.

## PUNCTUALITY

**Reporting time:** is 30 minutes before the march-in. When using air transportation, an institution may request that a judge arrive in town prior to the meet reporting time.

## UNIFORM

**NAWGJ navy uniform:** Judges should be attired in the NAWGJ navy uniform and white blouse or shirt. Men must wear a tie. Women may wear either navy pants or skirt.

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<b>NCAA INCLEMENT WEATHER POLICY</b>
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- 1 Most importantly, when weather creates a problem with transportation, communication between the host institution and judge is essential.
- 2 The host institution(s) are ultimately accountable for judges' lodging and per diem, when weather delays the judge either to or from the meet.
- 3 The judge, who is having transportation problems, should inform the host institution(s) of the need for additional accommodations and per diem. The judge and the host institution will work together on the arrangements and reimbursements.
- 4 The judge will be responsible for submitting the receipts to the institution for any additional reimbursements in a timely manner.

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