

## NCAA COMPENSATION GUIDELINES ~ 2017~

### 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 with four officials or a three to five team competition with eight officials. Tri-meet Competition: When only using four judges the judging fee will increase accordingly. Conference Meets or Invitationals: The judging fee will increase according to the number of teams competing. Should a meet require two sessions the judging fee would be paid for each session. 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) \$125.00= Per Overnight Stay (air flight to competition)

If a judge is assigned to judge 2 meets in a 3 day period in the same locale (i.e. Competitions on Day 1 and Day 3 with one air flight), the judge is to receive an additional \$60 to cover airport parking and meals for the additional day. This fee is to be split between the two institutions. Rationale - A shared airfare has saved money for both institutions but the judge is still incurring airport parking, meals, and possibly the need to check a bag due to 3 days away from home.

Per diem is to be paid to a judge who does not successfully get to the competition due to weather, airplane delays, etc. This is only paid if the judge is enroute to the competition or returning home from the meet when the interruption occurs.

### GROUND TRANSPORTATION – MILEAGE REIMBURSEMENT

Travel by Car: Round trip mileage shall be paid at either the mandated rate of the institution or the present IRS rate - \$0.54 per mile (or as of January 1, 2016.) 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 up to 100 miles round trip. If a judge's residence is more than 50 miles (one way) from the airport (as determined by Mapquest's shortest route), the judge will be reimbursed mileage in excess of 100 miles roundtrip.

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 and/or airport, should be listed on the contract and agreed upon by the Meet Director and the judge, in advance. 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. Contact information needs (cell phone numbers) need to be provided to the judges traveling together. Car rental insurance is the responsibility of the host institution.

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. An example of incidental expenses would be excessive tolls.

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

#### 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 judges' contracts. If a judge cannot return home by 11:00 P.M. following the conclusion of the competition, it is strongly suggested that the host institution supplies a hotel room. The payment of the hotel room is in addition to the required per diem.

Accommodations: Contracts need to indicate whether separate hotel rooms will be provided. Separate hotel rooms are highly recommended. If that is not possible, it is requested that institutions attempt to reserve lodging where a "suite" is possible so that judges can have separate sleeping areas but share a bathroom. The minimum accommodation is a two person occupancy room, each with a bed.

Special Arrangements: An institution is only required to provide lodging for one night, unless travel arrangements are unusual; for example- weather conditions requiring 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: A judge will only be able to cancel an assignment in an absolute emergency. When a judge cannot honor a signed contract, they must immediately contact the Meet Director and the Assigner. (Meet Directors will be able to give the judge that information.) If an airline ticket has been purchased, the judge accepts the responsibility to reimburse the institution.

#### PUNCTUALITY

Report time: Judges should be at the meet site in uniform 30 minutes before the march in. The Meet Referee will be conducting their meeting at that time.

## UNIFORM

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

## INCLEMENT WEATHER POLICY

Most importantly, when weather creates a problem with transportation, communication between the host institution and the judge is essential.

The host institution(s) are ultimately accountable for the judges' lodging and per diem when weather delays the judge either to or from the meet.

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.

The judge will be responsible for submitting the receipts to the institution for any additional reimbursements in a timely manner.