

Travel Reimbursement Policy for High School/Middle School Soccer Matches

Tri-Cities Soccer Referees Association

I. Purpose

The purpose of this policy is to minimize reimbursement to referees for necessary travel to cover high school and middle school soccer matches, and to provide a fair travel cost of refereeing service to client schools.

II. Scope

This policy covers all individuals who referee high school or middle school matches under the direction of the Tri-Cities Soccer Referees Association (TCSRA).

III. Basis and Background

This Travel Policy is based upon the WOA-WIAA Statewide Agreement. However, the TCSRA Board of Directors has determined that the current Statewide Agreement does not adequately address some of the travel issues involving members of the TCSRA who live in the TCSRA coverage area but not in the Tri-Cities. Therefore, this Travel Policy expands upon the Statewide Agreement.

IV. Local Travel Reimbursement

Local Travel is defined as travel within the referee's local community. The Tri-Cities – including Kennewick, Richland, Pasco, and Benton City – is one local community. Grandview, Sunnyside, and Prosser are one local community. All other cities in the TCSRA's area of coverage are considered separate local communities.

<p>Any referee providing match coverage in his/her local community shall be reimbursed at the rate specified in Appendix A of the Statewide Agreement.</p>

For communities in the TCSRA coverage area not specifically stated in Appendix A, the Tri-Cities rate shall be applied.

An out-of-area referee is considered a resident of the Tri-Cities.

Examples of local travel reimbursement:

- A Richland resident refereeing in any Tri-Cities community shall be reimbursed at the Appendix A rate.
- An Othello resident refereeing in Othello shall be reimbursed at the Appendix A Tri-Cities rate.
- A Hermiston, OR resident (out-of-area) refereeing in the Tri-Cities shall be reimbursed at the Appendix A Tri-Cities rate.

V. TCSRA Coverage Area Travel Reimbursement

Referees traveling out of their local community to referee soccer matches in the TCSRA coverage area shall be reimbursed at the lesser of:

- 1) the rate specified in Appendix B of the Statewide Agreement; or**
- 2) actual mileage from their local community to the match-site community.**

Only the referees driving the cars are reimbursed under this provision. Referees riding to the match are not reimbursed.

Appendix B travel rates for a stated community are considered to apply when that community is both the match site and the referee's point of departure/return for the match.

Examples:

- A Tri-Cities resident driving to and refereeing in Othello shall be reimbursed at the Appendix B Othello rate. Other referees riding are not reimbursed.
- An Othello resident driving to and refereeing in the Tri-Cities shall be reimbursed at the Appendix B Othello rate. Other referees riding are not reimbursed.

Travel reimbursement is provided for only one car/driver when up to four referees travel to an out-of-town match. Reimbursement may be provided for two cars when five or more referees travel. If there are two or more cars and four or fewer referees traveling, the Appendix B travel rate shall be split among the cars/drivers.

Situations where two or referees from different towns travel to a match are to be avoided and are the responsibility of the TCSRA Assignor. If unavoidable, a single coverage area travel fee shall be split between the two (or more) out-of-town referees. In no case shall two separate out-of-town travel fees be charged, as this represents an unreasonable burden to the affected school.

VI. Combinations of Local and Coverage Area Travel

When both local and out-of-town referees are assigned to cover a soccer match, the local referees shall be reimbursed at Appendix A rates as stated in Part IV, and out-of-town referees shall be reimbursed at the lesser of Appendix B rates or actual mileage – as stated in Part V.

Examples:

- Two Tri-Cities referees travel to Prosser to cover a match, along with a Prosser resident referee. The Tri-Cities driver is reimbursed at the Appendix B out-of-town travel rate. The Prosser referee is reimbursed at the Appendix A local travel rate.
- An Othello referee travels to the Tri-Cities to referee a match. The Othello referee is reimbursed at the Appendix B coverage area travel rate, while the two Tri-Cities referees are each reimbursed at the Appendix A local travel rate.

VII. Other Travel Considerations

The TCSRA Assignor shall have the responsibility of assigning referees to matches to minimize the cost to schools. The Assignor may also remove self-assigned referees to reduce the cost to schools.

The TCSRA recognizes that in some cases, particularly when multiple matches are scheduled on the same day or when there is late notice of a match to be played, full referee coverage takes priority over cost minimization to the schools. In these cases the Assignor should explain the situation and cost to the responsible individual at the affected school.

Approved by the TCSRA Board of Directors
May 11, 2010