

SOFTBALL ONTARIO

General Financial Information
Effective January 1, 2016 - December 31, 2016

a) Allowable Amounts

The attached sheet outlines the allowable amounts for our association for 2016. These amounts are to be used in the calculation of the budget.

b) Expense Forms

Please ensure you use the most updated Expense Claim. Check that the form states effective Jan. 1, 2013 (bottom left corner of expense claim).

c) Submission of Expenses

The chair of each committee is responsible for making sure each member of their committee gets an expense form with their initial on it at the time of the meeting. If the chairman's initials (or staff member in charge of meeting) are not on the expense forms the expenses cannot be paid by Softball Ontario.

Expense forms are to be completed separately for all meetings, clinics, or administrative costs. Expense forms are to be either collected by the Ad Hoc or Standing Committee Chairman and sent to the office or given to the staff person present at the meeting.

All expenses must be submitted within 30 days of incurring them, or they will not be eligible for reimbursement. (*Exception: telephone bills are allowed to be submitted within a 60-day deadline for claim, based upon the billing date of each bill.*)

d) Payment

Payment of expenses is done on the 15th and 30th of each month. Where a receipt is necessary and not attached, this amount will be deducted from the claim.

Any questions regarding payments should be directed to the office.

POLICY REGARDING ALLOWABLE AMOUNTS - Effective January 1, 2016

This policy is to be used to prepare the 2016 budget.

Travel:	Airfare, Train & Bus	Full amount, with receipts. (Note: includes cost of 1 piece of luggage if airline no longer offers it for free. Does not include cost of overweight or oversized luggage unless prior approval has been obtained).
	Taxi	Full amount, with receipts.
	Mileage	From point of departure to point of arrival: \$0.28 per kilometre, both ways.
	Tolls	Tolls are not considered an eligible expense therefore not claimable.
Accommodation:	Accommodations to be booked by the office and reimbursement is actual cost with hotel receipts.	

Meals: \$6.00 Breakfast.
 \$7.00 Lunch.
 \$12.00 Dinner.
 This is not a per diem rate. It is a per meal expense.

Supplies, Postage, Telephone, & Administrative Services: With receipts.

Meeting Room: That all meeting rooms, except member associations, should be booked through the Softball Ontario office.

Parks/Lights: \$300.00 per tournament or actual cost, if less.

Honorarium Schedule **

Master Instructors - 20 hours
 Coaches and Umpires \$100.00
 Pitching – RPI Training – 8-hours \$100.00

Head Instructors
 Learn to Coach – 5-6 hours \$35.00
 Umpires - 8 hours \$50.00
 Scorekeeping TBA

Regular Instructors

This information can be found in the section “Approved expenses for clinics”.

Evaluators

Level III Coach Evaluation \$50.00
 Competition Introduction, On-Field Evaluation Clinic – 8 hours \$100.00
 Competition Introduction, On-Field Evaluation – 1 on 1 \$35.00
 SP Evaluations*** \$50.00/day or \$25/1/2 day

Guest Lecturer

For Seminars \$50.00
 (with negotiations for mileage and accommodation, etc., depending on where they are coming from.)

* *Master and Head Instructors receive Master and Head Instructor fees for instructing at the Instructor Training Clinics only. If a Master or Head Instructor instructs at a regular clinic, they will receive regular instructor fees. This applies to all areas.*

** *A T4A slip will be completed for anyone earning more than \$500.00 in honorariums in one calendar year as per legislation.*

*** *Local evaluations of umpires not able to be evaluated in other forums and reside in remote areas: These evaluators may submit gas receipts as expenses but they must be approved by the PUIC. Evaluators at Super Series, Eliminations and Provincial events: to be paid flat rate of \$50/day (or \$25/1.2 day) and can submit gas receipts to be approved by the PUIC.*

Policy - For 2016

Re: Rooms

1. All rooms to be booked through the office.
2. Office must be contacted at least one week before scheduled meeting.
3. All rooms will be paid for by Softball Ontario. **Please Do Not Pay For Your Own Rooms.**
4. All rooms will be doubles - two in a room, unless number or sex attending indicates a single room.

5. Any items such as telephone calls, room service, etc., unless explained should be paid for by the individual before checking out of the hotel. If not they will be deducted from the individual's expense sheet.
6. If you find it necessary to cancel, please let the office know and they will cancel your hotel reservations.
7. If it is necessary to cancel on the day of the meeting, please let the hotel know and ask them to notify someone at the meeting.
8. If neither of the above two items can be accomplished, please let the office know what happened as soon as possible.
9. To be eligible for accommodations for a day or evening meeting, an individual must travel a minimum of 250 km. one way. Please note, common sense prevails regarding weather conditions. It should also be noted that if an individual is being flown in for a day or evening meeting, no accommodations are necessary if a flight out that same day or evening is available. Exception: For Coach Competition Introduction – Weekend # 2 NCCP Clinic Learning Facilitator there is no minimum mileage criteria and accommodations shall be provided.
10. If any Softball Ontario personnel wishes to have their spouses/family stay with them and it takes away the opportunity for another Softball Ontario personnel to stay with them, Softball Ontario will only pay for ½ of the room expenses associated with the individual staying with their spouse or family.

RE: AIRFARE AND RESERVATIONS

1. All air reservations can and should be made by the office and tickets delivered to the person for whom the reservation is registered.
2. Contact the office with your departure and arrival times. Obtain a "record locator" number from the airline. **Do Not Book Through A Travel Agent.** You will then either receive your ticket by mail or it will be sent prepaid to the airport of your departure.
3. If you find it necessary to cancel, please notify the office or the airline if the office is not open. Again if the office was not notified, please get to them as soon as possible with an explanation.
4. If you find it necessary to cancel after you have received your ticket, please return your ticket to the Softball Ontario office.

2016 APPROVED EXPENSES

1. **Meetings** (Board, Executive, Technical Services and Ad Hoc Committees)

Meals	As per allowable amount.
Travel	As per allowable amount.
Accommodation	As per allowable amount.
Meeting Room Rental	As per allowable amount.

2. **Clinics**

a) **Coaching Clinics**

1. **Learn to Play**

Travel	As per allowable amounts.
Accommodation	As per allowable amounts.
Meals	\$6.00 Breakfast. \$7.00 Lunch.
Honorarium	\$60.00 per day.
2. **Community Softball Coach**

Travel	As per allowable amounts.
Accommodation	As per allowable amounts.
Meals	\$6.00 Breakfast. \$7.00 Lunch.

- | | | |
|--|------------|-------------------|
| | | \$12.00 Dinner |
| | Honorarium | \$120.00 per day. |
3. **NCCP – Competition Introduction – Weekend 1 & 2**
- | | | |
|--|---------------|--|
| | Travel | As per allowable amounts. |
| | Accommodation | As per allowable amounts. |
| | Meals | \$6.00 Breakfast
\$7.00 Lunch.
\$12.00 Dinner. |
| | Honorarium | \$100.00 per day; \$50.00 per ½ day. |
4. **NCCP – Competition Introduction Evaluation Clinic (Weekend 3)**
- | | | |
|--|---------------|--|
| | Travel | As per allowable amounts. |
| | Accommodation | As per allowable amounts. |
| | Meals | \$6.00 Breakfast
\$7.00 Lunch.
\$12.00 Dinner. |
| | Honorarium | \$100.00 per day (8 hours). |
5. **NCCP Level III**
- | | | |
|--|---------------|---|
| | Travel | As per allowable amounts. |
| | Accommodation | As per allowable amounts. |
| | Meals | \$ 6.00 Breakfast.
\$ 7.00 Lunch.
\$12.00 Dinner. |
| | Honorarium | \$90.00 per day
\$45.00 per half day |
| | Facility | As per allowable amounts. |
6. **Other Clinics (Drills and Hitting)**
- | | | |
|--|---------------|--------------------------------------|
| | Travel | As per allowable amounts. |
| | Accommodation | As per allowable amounts. |
| | Meals | \$ 6.00 Breakfast.
\$ 7.00 Lunch. |
| | Honorarium | \$50.00 per clinic – 4 hrs. minimum |
- c) **Umpire Clinics (Levels I, II, III, Refresher and Rules for Coaches)**
1. **Certification Clinics (Level I, II, III)**
- | | | |
|--|---------------|--|
| | Travel | As per allowable amounts. |
| | Accommodation | As per allowable amounts. |
| | Meals | \$ 6.00 Breakfast.
\$ 7.00 Lunch.
\$12.00 Dinner |
| | Honorarium | \$80.00 per clinic (Level I)
\$80.00 per clinic (Level II)
\$160.00 per clinic (Level III) |
2. **Junior Umpire Clinics**
- | | | |
|--|------------|---|
| | Travel | As per allowable amounts. |
| | Meals | None |
| | Honorarium | \$60.00 per clinic (JD Clinic)
\$80.00 per clinic (JD/Int. Combined)
\$80.00 per clinic (Intermediate Clinic) |
3. **Refresher Clinics**
- | | | |
|--|--------|---------------------------|
| | Travel | As per allowable amounts. |
|--|--------|---------------------------|

Accommodation	As per allowable amounts.
Meals	\$7.00 Lunch or \$12.00 Dinner
Honorarium	\$60.00 per clinic.

6. **Rules for Coaches**

Travel	As per allowable amounts.
Accommodation	As per allowable amounts.
Meals	\$7.00 Lunch or \$12.00 Dinner
Honorarium	\$60.00 per clinic.

d) **Pitching Clinics**

1. **FUNDamentals Stage**

Travel	As per allowable amounts.
Accommodation	As per allowable amounts.
Meals	\$10.00 (if session is 4-hours or longer).
Honorarium	\$35.00 per hour.

2. **Learn to Train Stage**

Travel	As per allowable amounts.
Accommodation	As per allowable amounts.
Meals	\$10.00 (if session is 4-hours or longer)
Honorarium	\$35.00 per hour.

e) **Seminars** (depends on type of Seminar)

Travel	Negotiable.
Accommodation	Negotiable.
Honorarium	Negotiable.
Facility	As per allowable amounts.

g) **Scorekeeping**

Travel	As per allowable amounts.
Accommodation	As per allowable amounts.
Meals	\$6.00 Breakfast. \$ 7.00 Lunch. \$12.00 Dinner.
Honorariums	\$25.00 Basic \$35.00 Advanced

h) **Special Request Clinics or Skills Camp** (from groups outside of Softball Ontario)*

Travel	As per allowable amounts.
Accommodation	As per allowable amounts.
Meals	\$6.00 Breakfast. \$7.00 Lunch. \$12.00 Dinner.
Honorariums	\$50.00 a day based on 9.00 a.m. to 5.00 p.m.

* These expenses to be paid out to the instructors by the host or by Softball Ontario upon receipt of same from host.

3. **Evaluations**

a) **Umpires**

Travel	As per allowable amounts.
Accommodation	As per allowable amounts.

Meals As per allowable amounts.
 Honorariums (SP Only) \$50.00 per day

Note: *Honorarium for SP Evaluations is for \$50.00/day (or \$25.00/1/2 day) plus travel (no meals) for Evaluators assigned/approved by the SP PUIC starting in 2015 (expenses charged to SP Umpire Travel Fund).*

b) **Instructors**

Travel As per allowable amounts.
 Accommodation As per allowable amounts.

b) **CANpitch Program**

Travel As per allowable amounts.
 Accommodation As per allowable amounts.
 Meals \$6.00 Breakfast.
 \$ 7.00 Lunch.
 \$12.00 Dinner (weekday training session)
 Honorariums \$50.00 per Training Program location

4. **Administration**

Telephone, Postage, Supplies, etc., with receipts.

5. **Provincial Umpire-in-Chief or Designate - Travel**

Travel to include attendance at members' AGMs, National Tournaments within the province, speaking requests, problem solving meetings, attendance at Elite Tournaments.

Travel As per allowable amounts.
 Accommodation As per allowable amounts.
 Meals \$6.00 Breakfast.
 \$7.00 Lunch.
 \$12.00 Dinner.

Processing

- < All clinics – must be cleared through the appropriate Program Coordinator.
- < All invoices are submitted to and approved by the Program Coordinator.