

## SLO-PITCH UMPIRE TRAVEL FUND POLICY

### Travel Fund Pool

Seven dollars (\$7.00) per umpire who registers with Softball Ontario will be set aside for the use as determined by the following criteria. This money will be split between the Fast Pitch and Slo-Pitch Umpires Committee by a formula agreed upon by the two committees.

In the event that not all of the funds from the present year have been allocated, any remaining balance is to be placed in a reserve for the use in the following years in order that dollars received from the umpires be given back to the umpires so that we may provide greater opportunities for carded umpires with Softball Ontario.

### Objectives

To improve the caliber of umpire in the achievement of uniformity in umpire mechanics and consistency in rule applications and interpretations throughout the Province of Ontario.

### Criteria

To provide umpires an opportunity to officiate at the S.P.O.A Eliminations and Provincials Tournaments without incurring large expenses to the said umpires.

To provide umpires the opportunity to officiate at selected tournaments to develop their umpiring skills with the idea that evaluations are being done by qualified personnel.

To provide ZUIC's and Evaluators an opportunity to supervise umpires at these said tournaments in order to develop and improve the caliber of umpiring without incurring large expenses to the said umpire.

To allow zone staff to evaluate local officials who do attend Provincial events.

The following are to be selected as tournaments for the Travel Fund:

1. S.P.O.A. Elimination Tournaments (Masters, Co-ed, Men's' and Women's)
2. S.P.O.A. Provincials Tournaments
3. Other S.P.O.A. tournaments approved by the SP PUIC

### **Eligible Expenses (Working Umpires): (Sample of Form – (Appendix G)**

(a) Mileage – see flat rate mileage chart

(b) Travel by air, rail or bus\* (baggage costs a maximum of \$25per event)(most economical route)

(c) Accommodations at actual cost with hotel receipt\*

(d) #4 the expense claim with all receipts (gas) and evaluations attached must be submitted to the PUIC for approval.

### **\* Receipts must accompany claim. See No. 6**

1. Expense will not be reimbursed if arrangements are made by the host centre to incur expense of the umpires or the supervisors.
2. Expense claims under the Travel Fund are to be submitted to the Softball Ontario office for payment and over a certain amount must be approved by the SP Provincial Umpire-in-Chief.
3. The allocation of eligible expenses claimed is subject to availability of funds. The order of eligible expenses claimed is determined by the order of Eligible Expenses provided above.
4. The SP Umpire-in-Chief must approve all mileage claims in order to be eligible for payment.

5. That any claims for reimbursement of hotel (whether in part or whole) must be supported with a hotel bill, outlining dates, number and names of people in room, and cost (credit card receipts not acceptable).
6. Accommodations will be based on one (1) umpire per bed.
7. Arrangements made by hosts to cover umpires' accommodations (whether in part or whole) must be requested in writing and followed up with written confirmation of who is in the approved accommodations.
8. Any additional expenses incurred as a result of guest(s) accompanying an umpire or a request for a single room will be the responsibility of that umpire (i.e. two rooms required instead of one).
9. Umpires deciding to travel, when offered the opportunity to accommodations, will be reimbursed for mileage based upon on one round trip only.
10. The SP PUIC must first approve overnight accommodations before bookings are made.

**Eligible Expenses (UIC Assistants & Evaluators): (Sample of Form – (Appendix H)**

- (a) Mileage – See flat rate mileage chart.
- (b) Travel by air, rail or bus\* (baggage costs a maximum of \$25per event)(most economical route)
- (c) Accommodations at actual cost with hotel receipt\*
- (d) Meals:           \$15.00 half Day           to cover a continuous time period of early morning to afternoon though the evening.  
                          \$30.00 Full Day               to cover a continuous time period of morning though evening.
4. Local evaluations of umpires not able to be evaluated in other forums and reside in remote areas. These expenses must be approved by the PUIC before the event.
5. Evaluators at Super Series, Eliminations and Provincial events to paid flat rate of \$50 per day. (no mileage or meal claims permitted)

**\* Receipts must accompany claim. See No. 6**

1. Expense will not be reimbursed if arrangements are made by the host center to incur expense of the umpires or the supervisors.
2. Expense claims under the Travel Fund are to be submitted to the Softball Ontario office for payment.
3. The allocation of eligible expenses claimed is subject to availability of funds. The order of eligible expenses claimed is determined by the order of Eligible Expenses provided above.
4. The Tournament Services Coordinator must approve all mileage claims in order to be eligible for payment.
5. That any claims for reimbursement of hotel (whether in part of whole) must be supported with a hotel bill, outlining dates, number and names of people in room, and cost (credit card receipts not acceptable).
6. Arrangements made by hosts to cover umpires' accommodations (whether in part or whole) must be requested in writing and followed up with written confirmation of who is in the approved accommodations.
7. Where possible, umpires traveling together from the same city/town travel together or share allowable mileage claim monies.

8. Any additional expenses incurred as a result of guest(s) accompanying an umpire or a request for a single room will be the responsibility of that umpire (i.e. two rooms required instead of one). The Umpire bringing the guest should be responsible for the entire room cost.
9. Umpires deciding to travel, when offered the opportunity to accommodations, will be reimbursed for mileage based upon one round trip only.
10. The SP PUIC must first approve overnight accommodations before bookings are made.
11. Every Tournament UIC is required to contact the office no later than the Wednesday following the tournament to report the details and total cost of expenses for the tournament. This notification can be done by either a phone call or via email. (PLEASE DO NOT FAX IN FORMS OR EMAIL SCANNED COPIES OF EXPENSE CLAIM FORMS) This does not eliminate the expense forms, as you will have to continue to fill them out and send in the original form to the office in order to be paid. This will, however, provide for an up-to-date budget allowing the office to report to the SP PUIC. This also allows the SP PUIC to make an educated answer when someone asks for extra money for a tournament.