



POOMSAE REFEREE RENUMERATION POLICY

(Effective from April 8, 2021)

(Next Review due by April 8, 2022)

POOMSAE REFEREE RENUMERATION POLICY

1. Objective

The purpose of this document is to define rules for the remuneration of British Taekwondo Poomsae Referees. This policy includes the process that must be followed when compensating referees for travel, accommodation, subsistence and other expenses whilst on Poomsae Referee business.

The policy aims to ensure:

- Value for money is maximised when booking travel and reclaiming expenses.
- Personal safety is not compromised whilst travelling as a referee.
- British Taekwondo remains compliant with HMRC regulations in relation to the reimbursement of expenses.

This policy applies to all BT Referees acting on behalf of British Taekwondo at British Taekwondo sanctioned events.

2. Benefit Rates for Domestic Events

Event	Role	Per Diem	Expenses	Notes	Paid By
BT Referee Courses	Tutor	£200	No expenses.		British Taekwondo
BT Referee Courses (Online and Physical)	IT Support		£40		British Taekwondo
Online BT Referee Courses	Tutor	£100	n/a		British Taekwondo
UK Events	Chief Referee	£200	No expenses. Flight cost is required if host chooses a Chief Referee outside of geography.	BBEM x 1 Night	Organising Committee
UK Events	Chief Referee - Supplement for Referee Management	+£75	n/a	Supplement will be payable for events where the Chief Referee has responsibility for recruitment and selection of referees.	Organising Committee

UK Events	Chief Referee - Supplement for Large Events	+£75	n/a	Supplement will be payable for events with more than 4 courts.	Organising Committee
UK Events	International IR	£75	n/a	BBEM x 2 Night Airport Transfer and Hotel to Venue Transfer	Organising Committee
UK Events	Domestic IR	n/a	£75	BBEM if driving over 2 hours (c120 miles)	Organising Committee
UK Events	Class 1	n/a	£45	BBEM if driving over 2 hours (c120 miles)	Organising Committee
UK Events	Class 2 & 3	n/a	£35	BBEM if driving over 2 hours (c120 miles)	Organising Committee
Department Meetings	Department Members	n/a	Yes, with Mileage @ BT Expenses Policy Rate	BBEM if driving over 2 hours	British Taekwondo

3. Standard Compensation for all Referees

Referees attending domestic competitions are not employees of British Taekwondo, they are considered to be volunteers and therefore do not receive an hourly rate of pay. Compensation is given to referees to cover reasonable costs of travel and other related expenses. Referees shall not receive compensation in terms of specific mileage incurred, however event hosts may offer additional support to referees travelling unusually long distances, at their discretion.

When travelling to British Taekwondo sanctioned events, Class 2 & 3 National Referees shall expect to receive £35 per day as a contribution to their travelling costs.

4. Additional compensation for BT International and Class 1 Referees

As Domestic International Referees and Class 1 National Referees incur additional expenses in relation to their refereeing duties on behalf of British Taekwondo, this group of refereeing officials shall receive a 'top-up' in addition the standard £35 travelling expenses. This additional support is designed to offset the additional costs incurred for this group of volunteers. The additional compensation is shown in the table above.

5. Chief Referee

The Chief Referee at a sanctioned event shall receive a standard daily rate of £150, paid by the Organising Committee. Supplements will attach to the daily rate if the Chief Referee is required to recruit the referee teams, or the championship is a large event with more than four courts. These additional supplements are shown in the table above.

6. Added Benefits

Referees attending full day events shall receive a good quality lunch and tea/coffee, water and snacks (such as fruit and biscuits) shall be readily available throughout the day. It is the responsibility of the Organising Committee to ensure adequate sustenance is provided for referees.

Referees travelling a substantial distance (2hrs+/approx. 120miles) to attend an event are eligible to receive overnight hotel accommodation Bed, Breakfast and Evening Meal (BBEM). For two-day events lasting two full days then the above requirement will be for two nights BBEM and any Referees travelling more than 1 hour's drive (approx. 60 miles) will be entitled to one-night BBEM.

All the above to be paid directly by the Organising Committee or Poomsae Referee Department as shown in the table above.

Guidelines for event hosts selection of suitable referee accommodation is as follows:

- The accommodation shall be a minimum of 3* (Travelodge, Premier Inn, Holiday Inn or similar).
- A **substantial** breakfast shall be provided for all Referees staying overnight, either at the hotel or event venue. Where it is not possible for breakfast to be provided at the hotel or venue, referees shall be given a breakfast allowance of up to £7.50 each. The Organising Committee may provide a breakfast at the Referee briefing.
- There will be an allowance of £15 for evening meal where required.
- The hotel should not be more than 30 minutes' drive from the event venue.
- Accommodation fees should be paid in advance by the event organisers, not by Referees upon arrival.

Procedure for room allocation is as follows:

- Referees over 18 will normally be expected to share a room with 1 other referee of the same gender (maximum 2 adults per room).
- Officials under 18 will never be expected to share a room with anyone over 18, other than a direct relation (parent or sibling).
- The Chief Referee will assume parental responsibility for any unaccompanied officials under the age of 18 and the behaviour of all Referees staying in the hotel generally.
- If the Chief Referee is not staying in the same hotel then they must appoint an appropriate adult as nominated for parental responsibility and Referee oversight.
- Referees may request to share a room with a specific referee providing they are either: a) both over 18 or b) both under 18 and are of the same gender.
- Referees not willing to share a room may request to do so but should make their request to the Chief Referee in advance and shall be expected to contribute towards the room cost.
- Referees may choose to stay in another hotel, opposed to the event approved hotel, however, this shall be at their own expense.

7. Expense Claims Procedure

Expenses should be submitted via email to the Chair of the Poomsae Referee Department no later than 4 Weeks after the sanctioned event. In exceptional circumstances (such as long-term illness), expenses claims may be made up to 2 months after the event.

All claims should be made before the end of the financial year (end of March) to ensure they are accurately reflected in British Taekwondo's financial accounts. Expenses will be reimbursed by the Poomsae Referee Department on a monthly basis and payments shall be made directly into the Referee's own bank account.

All items of expenditure being claimed should be detailed on the British Taekwondo Expenses Claim Form (accessible electronically from the British Taekwondo website) including the following information:

- Inclusion of a brief description of the activity and the date
- Receipts should be sent as email attachments when submitting the claim form
- Where a receipt can't be obtained referees should include a brief explanation

All incomplete or incorrect expense claims will be returned with a request for any necessary additional information, before reimbursement can be made.

Any false or deliberately deceitful claims shall be fully investigated by the department and may lead to disciplinary and/or legal action.