



BRITISH  
TAEKWONDO

## Sport Officials Expenses Policy

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### Table of Contents

Paragraph	Title	Page
1	Purpose	3
2	Scope	3
3	Applicable Regulations and Policies	3
4	Who will Undertake the procedure?	3
5	Procedure	4
6	Expenses for International Competitions	6
7	Expense Claim Procedure	6
8	Appendix	7

## **1. Purpose & Background**

The purpose of this document is to define the purpose for the expenses of British Taekwondo Sport Referee Officials. This policy includes the process that events must follow when compensating referees for travel, accommodation, subsistence and other expenses whilst on British Taekwondo Officials business. This policy will be communicated to all British Taekwondo Sport Referee Officials and Event Hosts to clearly outline the expense processes.

## **2. Scope**

This policy applies to all British Taekwondo Sport Referee Officials acting at British Taekwondo sanctioned events. British Taekwondo Sport Referee Officials will be reimbursed expenses in line with Appendix 1 Expenses Rates.

All expense allowances will follow the current British Taekwondo financial year which is April 1<sup>st</sup> – March 31<sup>st</sup>. Any unused allowances will not be carried forward to the following financial year.

## **3. Applicable Policies or SOPs**

- British Taekwondo Finance Policy
- Code of Conduct
- British Taekwondo Travel Mileage Policy
- HMRC Guidance on expenses

## **4. Who Will Undertake the Procedure**

All British Taekwondo Sport Referee Officials

- Sport Referee Committee Members
- International Referees (All Classes)
- BT Sport Officials (All Classes) who meet the minimum age requirement
- Event Hosts

## **5. Procedures**

The types of competition that British Taekwondo Referees can reasonably expect expenses for attending are as follows:

- British Taekwondo sanctioned domestic competitions (local, regional and national)

With a separate process followed for each type of event being as per Appendix 1

### **5.1 Standard expenses for all BT Sport Referee Officials**

Referees attending domestic competitions are not employees of British Taekwondo or British Taekwondo Referees, they are volunteers and therefore do not receive an hourly rate of pay. Set expenses are 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 domestic competitions, a British Taekwondo refereeing official shall expect to receive expenses per day as set out in Appendix 1. All British Taekwondo Sport Referee Officials are responsible for their own membership, Indemnity Insurance and DBS/PVG/AccessNI as applicable. The Sport Referee Department will not take responsibility for these expenses

### **5.2 Weigh In & Accreditation Officials**

Referees responsible for the weigh in will receive either £25 or BBEM for the weigh in the day before the event. Any further weigh ins on the day(s) or during the event will not receive any additional expenses as this forms part of the official duties on the day. If BB is provided but is not early enough for Weigh in team to partake the Event Host must ensure that alternative arrangements are made. Officials responsible for issuing Coaches Accreditation will receive either £10 or breakfast and if the Officials pick it up then receipts must be provided to the Event Hosts

### **5.3 Chief Referee**

The Chief Referee at a British Taekwondo sanctioned event shall receive a set daily rate paid by the Event Host as per Appendix 1.

### **5.4 Technical Delegate & Technical Support**

Technical Delegates & Technical Support acting on behalf of the British Taekwondo Sport referee department shall receive a standard daily rate as per Appendix 1 paid by the British Taekwondo Sport referee department.

## 5.5 Refreshments

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 event host to ensure adequate sustenance is provided for referees.

## 5.6 Accommodation

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 all officials will be eligible for one-night BBEM for a 2 night event regardless of distance, two nights for a 3 day event etc.

All the above to be paid directly by the Event Host, OC or Referee Committee as per Appendix 1.

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)
- A substantial breakfast shall be provided for all Officials 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 £10.00 each.
- 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 Officials upon arrival. If there are any issues regarding accommodation, the Officials should contact the Event Chief Referee who will resolve the situation

Procedure for room allocation is as follows:

- Referees over 18 will 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)
- In the event of unaccompanied officials under the age of 18 staying in the hotel the Event Chief Referee will assume parental responsibility and must stay in the hotel.
- The Event Chief Referee is responsible for the behaviour of all Officials staying in the hotel. All Officials are expected to abide by the Code of Conduct regardless of age.
- Referees may request to share a room with a specific referee providing they are over 18 and both Officials agree to the room allocation
- Referees wishing to have a single room may request to do so, but should make their request to the Chief Referee when requesting accommodation in advance and shall be required to pay 50% of the room cost when the room is confirmed
- Referees may choose to stay in another hotel, opposed to the event approved hotel, however, this shall be at their own expense unless the accommodation provided by the Event Host is not at the standard already set out above. The accommodation should be agreed with the Chief Referee prior to booking.

## 6. Remuneration for International Competitions

Referees attending qualifying International Events (as per British Taekwondo Referee Funding Policy) are entitled to additional funding from the British Taekwondo Referee Department. The international event host is responsible for remuneration per diem. Referees entitled to department funding should submit an Expense Claim Form as per section 7 of this document.

## 7. Expenses Claim Procedure

Expenses should be submitted after event attendance via email to [Operations.Sportreferees@britishtaekwondo.org](mailto:Operations.Sportreferees@britishtaekwondo.org) 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. Receipts must be attached with the invoice, no expenses will be paid without the correct documentation

All claims should be made before the end of the financial year (end of March) to ensure they are accurately reflected in BT's financial accounts. Expenses will be reimbursed by BT and payments shall be made directly into the Official's own bank account.

All items of expenditure being claimed should be detailed on the British Taekwondo Expenses Claim Form (accessible electronically from the BT 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.

## Appendix 1

### 1. Expenses Rates for Domestic Events

Event	Role	Per Diem	Expenses	Notes	Paid By
BT Referee Courses	Tutor	See Appendix 2	No	1no. required for Class 3 Courses /2no. for Class 2 & 1 Courses BBEM x 1 Night	BT Referee Department
UK Events	Technical Delegate	£200	No	BBEM x 1 Night	BT Referee Department
UK Events	Event Chief Referee	£200	No	BBEM x 1 Night	Event Hosts
UK Events	Event IRs, Centre Referees/Team Leaders	n/a	£50	BBEM if driving over 2 hours (c120 miles). This set of Officials occur more expenses such as indemnity, DBS	Event Hosts
UK Events	Event Corner Judges/ Computer Operators	n/a	£40	BBEM if driving over 2 hours (c120 miles)	Event Hosts
UK Events	Coaches' Accreditation Desk	n/a	£20	Per Official Per Registration session	Event Hosts
UK Events	Weigh-in Station Referees	n/a	£25 for evening weigh in or BBEM	Per Referee per weigh in session	Event Hosts
National Championships	Technical Delegate	£300	No	BBEM up to 3 Nights	BT Event OC
National Championships	Chief Referee	£300	No	BBEM up to 3 Nights	BT Event OC
National Championships	Referee Manager	£300	No	BBEM up to 3 Nights	BT Event OC
National Championships	Event Overseas Referees & BT IRs	n/a	£100	BBEM up to 3 Nights	BT Event OC
National Championships	Event BT Referees & Judges etc.	n/a	£75	BBEM up to 3 Nights	BT Event OC
National Championships	Coaches' Accreditation Desk	n/a	£20	Per Official, per Registration session	BT Event OC
National Championships	Weigh-in Station Referees	n/a	£25 for evening weigh in	Per Referee, per weigh in session	BT Event OC
Department Meetings	Department Members	£0	Yes, with Mileage @ 45p per mile)	BBEM if driving over 2 hours Up to £15 per committee member for refreshments	BT referee department

## Appendix 2

### Tutor Fees

**Objective:**

To minimise the costs to British Taekwondo whilst ensuring Referee Tutors are recompensed for the expenses incurred.

Wherever possible 'local' Tutors shall be utilised.

Duration of Training	Tutor Expenses
4 Hours	£50
6 Hours	£75
8 Hours	£100
Mileage	45p per mile

Mileage measured as: From their own home to the Course Venue (measured by AA Route Finder – Post Code to Post Code)