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## **REQUESTING FINANCIAL SUPPORT FOR REFEREE RELATED EXPENSES**

### **PROCESS TO APPLY FOR EXPENSES IDENTIFIED IN THE USA JUDO REFEREE COMMISSION BUDGET**

Applications for all reimbursements or advances of budgeted (RC Budget) activities are to be submitted to the Co-Chair for Domestic Activities who will review each request to assure the expenditure meets the intent of the budget. He/she will track all expenditures in relation to the referee budget. After this review, the requests will be forwarded to the USA Judo CEO, or his/her designee, for processing. The current policy of USA Judo is that the reimbursement request, along with required receipts, must be submitted within 30 days of the event or the reimbursement may not be processed. Therefore these documents should be provided to the Co-Chair for Domestic Activities no later than 25 days following the event to allow for review and forwarding to USA Judo.

### **REIMBURSEABLE EXPENSES OF CHIEF REFEREE and 3 EVALUATORS AT NATIONAL CHAMPIONSHIPS – (Youth, Seniors, Junior Olympics and President’s Cup)**

Actual expenses for transportation to and from the event, airport parking fees and local transportation fees (hotel to/from tournament site, if not provided by the host organization) budgeted amount to be divided equally, up to a maximum of \$650.00 per person, plus actual hotel expenses up to a maximum of \$75.00 per night. Chargeable nights are typically limited to the night before the first meeting through the night of the last day of the event. Meal expenses are not normally reimbursable. These expenses are charged against the USA Judo event budget.

### **REIMBURSEABLE EXPENSES OF 1 RC ASSISTANT AT NATIONAL CHAMPIONSHIPS – (Youth, Seniors, Junior Olympics and President’s Cup)**

Actual expenses for transportation to and from the event, airport parking fees and local transportation fees (hotel to/from tournament site, if not provided by the host organization), up to a maximum of \$650.00. Meal expenses are not normally reimbursable. These expenses are charged against the USA Judo event budget.

## **REIMBURSEABLE EXPENSES FOR SELECTED REFEREES CONDUCTING WEIGH-INS AT NATIONAL CHAMPIONSHIPS**

Event referees selected to conduct weigh-ins at any of the four national championships will be reimbursed up to a maximum of \$75.00 per night. Chargeable nights are typically limited to one night during the competition (if the referee is required to miss time on the mat due to weigh-ins being scheduled during competition) plus an additional night if the referee needs to arrive the day before in order to conduct early morning weigh-ins. These expenses are charged against the USA Judo event budget.

## **REIMBURSEABLE EXPENSES FOR SELECTED REFEREES WHO SET UP, CHECK OUT AND PACK UP THE CARE SYSTEMS AT NATIONAL CHAMPIONSHIPS**

Event referees selected to set up, check out and pack up the CARE systems at any of the four national championships will be reimbursed up to a maximum of \$75.00 per night. Chargeable nights are limited to additional nights required to set up, check out and pack up the CARE systems. These expenses are charged against the event budgets.

## **STIPENDS FOR REFEREES AT NATIONAL CHAMPIONSHIPS**

Stipends, in the amounts designated in the annual referee budget, will be given to all referees who perform as on-mat referees, Mat Chiefs, Evaluators, Chief Referee and other designated officials. Referees are expected to perform their functions throughout the duration of the event and if, for any reason, they do not, the stipend may be reduced or eliminated. The distribution of these stipends and collection of pertinent documentation will be conducted by the RC Co-Chair for Domestic Activities (if in attendance) or his/her designee. Each recipient shall complete and sign a "Transfer of Funds" form which will be delivered to the USA Judo CEO or his representative. These stipends are charged against the USA Judo Referee Commission budget.

## **MISCELLANEOUS REFEREE PROGRAM RELATED EXPENSES**

All expenditures to be charged against the Referee Commission budget are to be reviewed and approved by the Co-Chair for Domestic Activity prior to incurring any financial obligation; otherwise the expense might not be reimbursed. If any referee related expenses are to be charged against any other budget (event budget for example), it is best to also have those expenses approved in advance of incurring any financial obligations and the Referee Commission Co-Chair for Domestic Activities should be notified for tracking purposes.