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

### **PROCESS TO APPLY FOR EXPENSES IDENTIFIED IN THE USA JUDO REFEREE COMMITTEE 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, Senior, 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 DESIGNATED MAT CHIEFS AT NATIONAL CHAMPIONSHIPS – (Youth, Senior, Junior Olympics and President’s Cup)**

Actual expenses for transportation to and from the event, airport parking fees, local transportation fees (hotel to/from tournament site, if not provided by the host organization) and hotel bill, budgeted amount to be divided equally up to a maximum of \$450.00 per designated mat chief. 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 RC ASSISTANTS AT NATIONAL CHAMPIONSHIPS – (Youth, Senior, Junior Olympics and President’s Cup)**

Actual expenses for transportation to and from the event, airport parking fees, local transportation fees (hotel to/from tournament site, if not provided by the host organization) and hotel bill, budgeted amount to be divided equally up to a maximum of \$650.00 per RC Assistant. 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 FOR SELECTED REFEREES CONDUCTING WEIGH-INS AT NATIONAL CHAMPIONSHIPS**

Referees will be selected by the RC to conduct weigh-ins at each of the four national championships and will be reimbursed for the following incurred travel expenses: Flight reimbursement up to a maximum of \$350.00 per person per event or gas reimbursement up to \$350 per vehicle (carpooling is encouraged). Ground transportation between airport/hotel/venue to be determined based on the specifics at each location. Lodging to be provided – 2 female rooms/3 male rooms double occupancy. Youth Nationals for 3 nights, Senior Nationals for 2 nights, Junior Olympics for 4 nights and President’s Cup for 1 night. Rooms will be booked by USA Judo and if a referee opts to stay outside the bloc, the cost for that room will be incurred 100% by the individual. Reimbursement request must be received by USA Judo no more than 14 days following the event (therefore the requests and receipts must be received by the RC Co-Chair for Domestic Activity no more than 12 days following the event). 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 “Acknowledgement of Receipt of Funds” form which will be delivered to the USA Judo CEO or his representative. These stipends are charged against the USA Judo Referee Committee budget.

### **MISCELLANEOUS REFEREE PROGRAM RELATED EXPENSES**

All expenditures to be charged against the Referee Committee 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 Committee Co-Chair for Domestic Activities should be notified for tracking purposes.

### **REQUEST AND PAYMENT PROCESS**

The process will start with the Referee either requesting advanced approval or, if the request is already specifically covered by a line item in the budget, the preparation of the appropriate form and emailing the completed form (in Excel format) and all required receipts to the Co-Chair (Domestic Activities) at [rschererjudo@gmail.com](mailto:rschererjudo@gmail.com) who will handle all referee financial requests, including both domestic and international activities. Provide the request using the “Referee Reimbursement Request Form blank Excel form” (available at <https://www.teamusa.org/usa-judo/forms/referee-forms>) Do not copy the information into a pdf or any type of picture file – additional notes and signatures are required.

The Co-Chair (Domestic Affairs) who handles all financial requests will then (after verifying the expenditure and receipts meet the budget and policy requirements) approve and forward the approved request to the USA Judo Director of Finance, Compliance & Office Operations for payment. Upon receiving payment, the Referee should notify the Co-Chair (Domestic Activities) by email of the date and amount received.