



Bowls Alberta



Member Compensation Policy

Purpose

The purpose of this policy is to inform all members of Bowls Alberta (BA) as to the amounts of compensation that will be paid to them when performing functions on behalf of our Association.

Policy Application

1. Whenever possible, all fees paid to members shall come from grants or private funding organizations.
2. The Executive Director shall submit all Grant Applications, as well as to receive and record all member requests for funding and reimbursements for expenses.
3. Approved fees and expenses, other than BA pre-authorized mileage/gas allowances and honorariums, require the submission of receipts with an expense report form. Should the receipted expenses total less than the amounts shown herein, only the receipted amounts shall be paid. Expense forms are available and submitted through the BA office.
4. When hotel accommodations are necessary to fulfill a duty on behalf of BA, prior authorization should be obtained from either the BA President or Executive Director. When costs are not covered directly by BA an expense claim form with receipts must be submitted as outlined in point 3 above.
5. Fees paid for delivering programs as follows (all amounts include GST):
 - A. Tournament/Championships Volunteers;
Umpires \$25 per draw
Drawmasters \$60 per day
 - B. Coach Learning Facilitators:
Per Course \$200
Course includes one evening and one full day
 - C. Alberta Head Coach
Annual Honorarium \$1,500
 - D. Umpire Clinics led by 'Trained' Head Umpire
Per Course \$150
Course includes 3 components to be completed
 - E. Athlete Training/Development Camps Leaders
Honorarium \$100 per day

6. All members, including Board Members, Committee Members, Coaching & Umpire Leaders and players representing AB at a National event held in Alberta, shall receive a 'Mileage Allowance' which includes GST, as set out below for travel within the province, calculated at approximately \$.35 per km. One expense claim form may be submitted per vehicle.

Travel to Spring and Annual General Meetings in Red Deer

Payment for 1 vehicle per club round trip as follows:

- Calgary \$105
- Edmonton \$110
- Medicine Hat \$285
- Lethbridge \$245

Travel reimbursement for travel between cities related to program delivery:

- Calgary – Edmonton \$ 210
- Calgary – Medicine Hat \$ 210
- Calgary – Lethbridge \$ 150
- Medicine Hat – Edmonton \$ 370
- Lethbridge – Edmonton \$ 355

Travel reimbursement for AB team players based on number of players per vehicle and based on travel between Edmonton and Calgary:

- One team member per vehicle: \$ 125.00
- Two team members per vehicle: \$ 165.00
- Three or more team members per vehicle: \$ 210.00

Of special note: travel reimbursement is allocated only for travel which is greater than 50 km from one's home to the city where the event is held.

7. Travel by personal vehicle outside the Province for program events, courses or National events requires prior approval from the BA office and shall be reimbursed as follows upon submission of a claim form:
- Rate of \$.35 per km
 - Distances calculated from home city to event city using google maps
 - Total amount not to exceed cost of travel by air determined by the BA office.

8. At times meals are covered for representatives of BA at the following allowance:

| | |
|-----------|------|
| Breakfast | \$10 |
| Lunch | \$15 |
| Supper | \$20 |

Receipts will only be required if reimbursement is made from casino funds.

9. In all cases, Directors of the BA Board will only be reimbursed for incurred expenses and shall not be paid for services to the association.