

Saskatchewan Archery Association Inc. Policies and Procedures

Approved by the SAA Board of Directors (March 2026)

EXPENSE CLAIM GUIDELINES

Noteworthy

- Deliberate misuse of the following may lead to removal of duties.
- The SAA has the right to adjust or reject expense claims.
- Receipts must accompany all submissions for reimbursement. Alternate accommodations, per diem, meal allowance, and mileage are exempt.
- Any criteria not stated in these guidelines will be reviewed and will require approval by the Board of Directors.
- Accommodations will be paid if distance greater than 150 km one way. Receipt is required. Special circumstances will be reviewed by the Board of Directors.
- Mileage is calculated from your home to venue round trip.
- See APPENDIX III – REIMBURSEMENT FEES for current alternative accommodation, mileage and per diem rates.

Board of Directors Meetings

- Expenses deemed eligible are attending SAA board meetings, members meetings and meetings on behalf of the SAA (i.e. Sask Sport meetings).
- Attendance at Board of Director meetings \$100.00 /day honorarium.

Board of Director Committee and Virtual Director Meetings

A committee meeting is defined as a meeting that results in business action and work take away.

It must consist of a minimum of 3 board members and be set at a scheduled timeframe.

Committee meetings will be paid to the directors upon submission of the Committee meeting expense claim form and the minutes of the meeting at the following rates:

- **Honorarium:**
 - (a) 1 hour meeting - \$25 honorarium paid
 - (b) 2 hour meeting - \$50 honorarium paid
 - (c) 3 hour + meeting - \$100 honorarium paid

National Meetings (Approved by SAA)

- Can claim mileage or cost of return economy airfare (ticket required), accommodations, car rental / tax, and airport parking.
- Receipts are not required for per diem meals and/or mileage. Any contribution to expenses by another organization will be deducted from the payment by SAA.
- **Honorarium:**
 - (d) 1 hour meeting - \$25 honorarium paid
 - (e) 2 hour meeting - \$50 honorarium paid
 - (f) 3 hour + meeting - \$100 honorarium paid

Board of Directors Participation at SAA Events (By Request Only)

- **Eligibility:** Board of Director members must be formally requested to assist at the SAA event by the SAA Board of Directors in order to be eligible for reimbursement and honorarium.
- Receipts are not required for per diem meals and/or mileage. Any contribution to expenses by another organization will be deducted from the payment by SAA.
- **Honorarium:**
 - (a) Half day (4 hours and under) - \$100 honorarium paid
 - (b) Full day (5-8 hours) - \$200 honorarium paid
 - (c) Additional hours (after 8 hours within reason) - \$25 per hour

Coaches (appointed by SAA)

- Can claim mileage **or** cost of return economy airfare (ticket required), accommodations, car rental / tax and airport parking.
- Receipts are not required for per diem meals and/or mileage. Any contribution to expenses by another organization will be deducted from the payment by SAA.
- **Honorarium:**
 - (a) Half day (4 hours and under) - \$100 honorarium paid
 - (b) Full day (5-8 hours) - \$200 honorarium paid
 - (c) Additional hours (after 8 hours within reason) - \$25 per hour

Officials & Judges Officiating SAA Events

- Receipts are not required for per diem meals and/or mileage. Any contribution to expenses by another organization will be deducted from the payment by SAA.
- **Honorarium:**
 - (d) Half day (4 hours and under) - \$100 honorarium paid
 - (e) Full day (5-8 hours) - \$200 honorarium paid
 - (f) Additional hours (after 8 hours within reason) - \$25 per hour
- A judge cannot compete in the same event that they are officiating.

Officials & Judges Officiating SAA Board Approved Events

- **Event Approval:** All events must receive prior approval from the SAA Board of Directors before attendance. Examples include (but are not limited to) Tony Cote Games, Saskatchewan Summer Games, Canada Winter Games, and Archery Canada National Events.
- **Exclusions:** Archery Canada Regional and Mail Match events are not included.
- **Honorarium:**
 - (g) Half day (4 hours and under) - \$100 honorarium paid
 - (h) Full day (5-8 hours) - \$200 honorarium paid
 - (i) Additional hours (after 8 hours within reason) - \$25 per hour
- Expenses for mileage, meals and accommodations will not be reimbursed by SAA.
- If special circumstances arise, they may be referred to the SAA Board of Directors for review and consideration.
- A judge cannot compete in the same event that they are officiating.

Clinic Facilitators – NCCP Coaching Clinics, Introduction Clinics, Officials Beginner Clinics, Coaching Clinics and Judging Clinics

- Can claim mileage **or** cost of return economy airfare (ticket required), accommodations, car rental / tax and airport parking.
- Receipts are not required for per diem meals and/or mileage. Any contribution to expenses by another organization will be deducted from the payment by SAA.
- **Honorarium** (facilitator only):
 - (a) Half day (4 hours and under) - \$100 honorarium paid
 - (b) Full day (5-8 hours) - \$200 honorarium paid
 - (c) Additional hours (after 8 hours within reason) - \$25 per hour
- For Coaching Certification & Training, clinic fees will be reimbursed upon completion/certification. Formal documentation must be submitted for reimbursement.