



## **Member Compensation Policy**

### **Purpose**

The purpose of this policy is to inform all members 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 obtained through the submission of applications to the appropriate Government or private funding organizations.
2. It shall be the responsibility of the Executive Director to submit all Grant Applications, as well as to receive and record all member requests for funding and reimbursements for expenses.
3. Other than LBAA pre-authorized mileage/gas allowances and honorariums, no fees shall be paid to any member without the submission (to the Executive Director) of receipts for expenses, along with the appropriate LBAA Expense Report Form. Should the receipted expenses total less than the amounts shown herein, only the receipted amounts shall be paid.
4. When hotel accommodation is necessary in order to attend, or complete an assigned LBAA function or event, the accommodation costs will be paid by LBAA, providing prior authorization has been obtained from either the LBAA President or Executive Director. When costs are not covered directly by LBAA 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/Playdown Volunteers:
    - Umpires      \$ 25.00 per game
    - Drawmasters   \$ 60.00 per day
  - B. Coach Learning Facilitators:
    - \$200.00 per Course
    - Course includes one evening and one full day
  - C. Alberta Head Coach:
    - Honorarium    \$ 1,500.00 per year
  - D. Athlete Training/Development Camps - Leaders/Coaches (excluding Head Coach):
    - Honorarium    \$ 100.00 per day

E. Umpire Clinics led by Trained Umpire Facilitators:  
Honorarium \$ 150.00 per Course  
Course includes 3 components to be completed

6. All members, including Board Members, Committee Members, Coaching & Umpire Leaders, and athletes representing Alberta at a National or Invitational 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 must be submitted per vehicle.

Travel to Spring and Annual General Meetings held in Red Deer  
Payment for 1 vehicle per club round trip as follows:

- Calgary \$ 105.00
- Edmonton \$ 110.00
- Medicine Hat \$ 285.00
- Lethbridge \$ 245.00

Travel reimbursement for travel between cities related to program delivery:

- Calgary – Edmonton \$ 210.00
- Calgary – Medicine Hat \$ 210.00
- Calgary – Lethbridge \$ 150.00
- Medicine Hat – Edmonton \$ 370.00
- Lethbridge – Edmonton \$ 355.00

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 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
8. At times meals are covered for representatives of LBAA at the following allowance:
- Breakfast: \$ 10  
Lunch: \$ 15  
Supper: \$ 20

Receipts will still be required if reimbursement is made with casino funds.