

BKA Referee Travel and Subsistence Guidance

Travel and subsistence costs are payable for referees appointed to all BKA organised competitions in addition to any fees for refereeing which may be due (and which vary from competition to competition).

The purpose of this document is to provide a common basis against which these travel and subsistence costs claims can be judged as acceptable, as the basic rules have led to some inconsistency. We very much appreciate what refs do for the game and we don't want them to be out of pocket, but we do need to get some control back on costs, as referees' travel and subsistence costs comprise a substantial part of the budget for all of the BKA's competitions and occasionally excessive costs have appeared which individual BKA competition budgets have been unable to cover.

Travel and subsistence can be split into three main areas:

- accommodation, which is unusual but where applicable can be significant
- travel costs, and
- subsistence (food and drink to most of us)

Each of these areas is dealt with separately in the following sections, but it is first necessary to state that travel and subsistence costs are only eligible where a referee has made a specific trip in order to referee at the event and is not also there in any other capacity. Examples of where this might not apply include:

1. the first round of the BKA cup where the teams are arranged in pools of three at a single venue and a player or coach from one of the teams might be appointed to referee the match between the other two teams. (In this case the referee would still be entitled to their fee for refereeing the match – it would just be the travel costs that would not be appropriate.)
2. where a coach of one of the teams at a (junior) inter area or national championships event referees a match at the event. (Match fees are only available from the BKA at these events for formally appointed referees controlling several games during the day. However, it is often common that the BKA is unable to provide enough referees to these events to control every game and that the host area, or by agreement other participating areas, are asked to cover some matches. In this case it is up to the area concerned to judge if the person(s) who do(es) this deserves a fee from the area's funds.)

Accommodation

Accommodation costs are only applicable where an event spans more than one day, e.g. county championships, U23 championships.

Where possible, referees appointed to events which will require them to stay overnight are asked to investigate if it is possible for them to stay with friends or relations in the same town as or close to the event. Where this is not possible, they should get in touch with the lead referee who should liaise with local tournament organisers to see if a free place to stay can be arranged in the area with a local korfballer. To help with this the BKA will aim to appoint one or more local referees to these events, which will reduce the number of referees searching for free local accommodation and may actually enable the building of team spirit among the

refs if the travelling referees are able to stay with one of the locally based referees. The host area should be made aware that this is a possibility when they take on the event.

Only if these possibilities have been exhausted, and if there are still referees who need to be accommodated, should commercial accommodation be sought. This should be on the basis of basic bed and breakfast terms such as those available at a Travelodge or similar. If more than one referee is accommodated in this way then they should be asked to share in order to minimise the cost. If such accommodation needs to be booked it may be possible for the BKA to book it centrally so removing the need for any individual to be out of pocket at any time as well as ensuring formal control of costs. In such cases this would of course be done in full consultation with the individual referees and lead referee / local organisers as appropriate.

Travel Costs

An element of the match fee covers the first £4.50 of travel costs, i.e. expenditure on public transport or the first 30 miles of a journey by car. Referees should always consider what is the most economical way that a journey can be made. In some cases, particularly for national league fixtures where appointments are made well in advance, it may be possible that travelling by train is cheaper than using a car by making use of advance purchase fares and special offers. (In this case the home club should preferably collect and return the referee to the station or, if this is not possible, provide detailed information about suitable bus services so that the referee can complete his / her journey.)

Where multiple appointments are being made to a tournament and the public transport journey is likely to be more expensive than travelling by car, referees travelling from the same area should consider if they can share a lift. (This was done successfully for the south London refs who travelled to the 2005 BUSA championships.)

Subsistence

Costs will be reimbursed for food and drink for return journeys of more than 120 miles. For such journeys the allowed costs are related to the distance of the return journey as specified on the claim form. In general this is an allowance and is payable whether or not food and drink is purchased to this value - it is only for journeys of 500 miles round trip that receipts are required to justify expenditure on food and drink to a maximum of £25 rather than the allowance of £16.