



## **IRISH HOCKEY – UMPIRE / OFFICIALS Expenses & Arrangements**

### **Umpires**

Please note the following applies when an umpire is appointed by the IHUA to an Irish Hockey Cup, friendly international or Tournament (Outdoor or Indoor). Please refer to Section 1 for the process to claim expenses relating to Cup /Friendly international appointments and Section 2 for tournaments appointments.

### **Technical Officials**

For a Tournament TD/TO appointment that is 'out of home province', please refer to Section 2 for the process to claim expenses.

## **Section 1: Irish Cup/ Friendly Internationals**

### **Appointments**

Umpire appointments are made by the IHUA on behalf of the IHA. The umpires are notified via email by the IHUA's online system and appointments are also updated on the relevant areas of the website [www.hockey.ie](http://www.hockey.ie)

### **Expenses**

The IHA Office manages the payment of Irish Cup /Friendly International Expenses, following approval of each claim form by the IHUA. Where pre-approval for a particular expense is required, please ensure this is received from Catherine McManus [finance@hockey.ie](mailto:finance@hockey.ie) / 017163263.

Umpire expenses should be claimed after each round of the Irish Cup using the Umpire Expense Claim Form. For the season 2011-12, the Claim Form must be sent to either Tom Goode (men) or Lyn Morrow (women) for approval. On a monthly basis, the IHUA appointments co-ordinators forward approved expense claims to the IHA office for payment. Ulster umpires will be paid in Sterling.

### **Umpires Travel**

All travel costs will be met in full, whether travelling by car, train or airplane. Travel will always be by the least expensive method, unless agreed in advance with the IHA Office. Should the opportunity arise, car sharing is encouraged, to keep costs down.

- Car – mileage of 20cents per KM.
- Train – tickets will be retained and returned with the umpire expenses form.
- Airplane - Travel by plane will only be undertaken when agreed in advance with the IHA Office. Where appropriate, tickets will be retained and returned with the umpire expenses form.



### Accommodation

Accommodation costs on a B&B basis will be met in full. Accommodation should be agreed in advance with the IHA Office. Where appropriate, invoices will be retained and returned with the umpire expenses form.

## **Section 2: Tournament Arrangements**

### Umpires expenses

While the IHA pay Umpires expenses, it should be noted that in the case of Interpros, these are invoiced back to the participating Provinces immediately after the Tournament as shared costs, so it is important the claims are submitted quickly and efficiently. In order for this to work the following will apply:

1. Hotel bill for each umpire to be invoiced to the IHA for B&B – no requirement for Umpires to settle or claim
2. Lunch vouchers to be provided to the Umpires
3. Tournament dinner to be invoiced to the IHA
4. Umpire Expense Claim Form to include:
  - Other evening meals to be claimed by the Umpire for the tournament (€20 /£15)
  - Travel (mileage @ 20c per KM or train fare - receipt to be provided)
5. Umpires and Umpires Manager need to complete their Expense Claim Form prior to leaving the Tournament and give to the Umpires Manager.
6. The Umpires Manager to return all the Claim Forms to the IHUA for approval, prior to submitting to the IHA Office for payment to claimants and inclusion in the pooled costs for participating Provinces.

### Technical Officials (TD, TO and Judges) Expenses

The Technical Officials WG are encouraged to consider local appointments for all Officials to reduce costs and therefore any expenses incurred are to be paid for by the Host Province.

For an 'out of Province' appointment, expenses need to be claimed in the same way as for Umpires outlined above. The claim form should be sent direct to the IHA Office, for the attention of Catherine Mc Manus. These will be paid to claimants by the end of the calendar month and invoiced back to the participating Provinces.