STUDENT OFFICIAL (SO) TRAVEL SUBSIDY POLICY

Reviewed by the Board: 19 May 2025
Scheduled review date: May 2027

INTRODUCTION

With the intent of encouraging greater Student Officials' participation at School Sport Australia (SSA) events a Student Officials travel subsidy has been introduced. This travel subsidy includes both air and ground travel.

The ever-increasing cost of adult officials at SSA events has also been a catalyst for providing this subsidy for student officials.

PURPOSE

The purpose of this policy is to ensure that Student Officials attending SSA Championships receive financial assistance for expenses incurred to travel to/from Championships.

• POLICY

The SSA Board has determined the travel subsidy rate for student officials.

There are two subsidy categories being:

1. Students requiring airflights from their home location (and return) to attend the SSA Championship. This includes all Student Officials (Hosting State / Territory SO and from Non-host state /territory SOs. The subsidy rate will be determined using the SSA travel policy. This being four categories depending on the flight distance travelled.

2. Students from the host state or territory not requiring air travel to attend the Championships. The travel subsidy for this category will be $100 including GST.
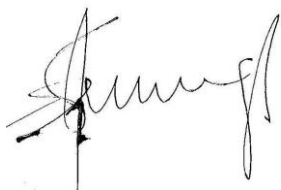
The Policy will be funded each year by the allocation in the SSA operational budget. The subsidy scheme is to be assessed at the end of every year to determine if the budget allows for the scheme to continue the following year and or other initiatives, such as including the costs in the Championship Budget.

School Sport Australia member bodies or their delegated representative may invoice School Sport Australia the Board Agreed rates per student official from their host state or territory when officiating in SSA Championships. Only one reimbursement subsidy per student per Championship is permitted.

BACKGROUND INFORMATION

There is scope for approximately 333 Student officials across 16 Championships in 10 sports as per the official data supplied by the NSA.

AUTHORISATION

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Signature of President

STUDENT TRAVEL SUBSIDY PROCEDURES

RESPONSIBILITIES

It shall be the responsibility of the SSA Executive Officer, SSA National Programs Committee (NPC) and the SSA Championship Budget & Risk Committee to implement, monitor and report on this policy.

Annually, the SSA Board will determine the travel subsidy.

The SSA Championship Budget & Risk Committee will monitor, record and report on the travel subsidy.

This policy will be implemented from Term 3 2024.

Each member body that has a team participating at an event must inform the host member body of the number of student officials attending the event. at least six weeks before the Championships.

It shall be the responsibility of each School Sport Australia member body to

- implement the travel subsidy within their state/ territory
- submit an invoice for the student official subsidy to the SSA Office following the procedure.

PROCESSES

1. Each Member Body will prepare and submit an invoice to SSA. The invoice amount will be determined and based on the number and respective category of each Student Official that has participated at an SSA event.. The invoice may include Student Officials from more than one championship however the invoice needs to clearly state the specific SSA event as well as the number of student officials attending each event.
2. To assist with data collection and reporting the Host Member Coordinator in conjunction with the respective SSA National Sport Advisor willsend to the SSA Office the list of Student Officials, their State / Territory as well as the number of games/events that the Student Official assisted. A list of the number of Adult paid Officials as well as their payment amounts also needs to be prepared and forwarded to the SSA office.
3. The SSA office will design and distribute a standard form or template for the Host Member Coordinator to use for the purpose of data collection in point 3 above.

ATTACHMENTS

- Nil

RELATED DOCUMENTS

- Nil

Authorisation