



NEBRASKA REFEREE DEVELOPMENT PROGRAM
INSTRUCTION ▪ COACHING ▪ MENTORSHIP ▪ OFFICIATING

Travel Reimbursement Policy

Consistent with the stated Mission and the Goals and Objectives of the Nebraska Referee Development Program (“NRDP”), the NRDP may, at its sole discretion, assist referees with the costs of travel and other expenses to work games, tournaments, and other events outside the state of Nebraska. This Travel Reimbursement Policy sets forth (i) the tournaments and/or games which are eligible for reimbursement under this Policy, (ii) the prerequisites for a referee to be eligible for reimbursement, (iii) the amount of such reimbursement if the referee is determined to be eligible and is attending a qualified event, and (iv) the steps which must be completed to receive reimbursement.

I. TOURNAMENTS AND GAMES ELIGIBLE FOR REIMBURSEMENT

- A. The tournaments and games which are eligible for reimbursement under this Policy are the following: Tournament of Champions, ECNL, Dallas Cup, and such other tournaments/games as the NRDP may approve, in writing, in advance.
- B. Certain events such as Midwest Regional Championship, US Youth Soccer National Championships, President’s Cup, and National President’s Cup are reimbursed differently and do not fall under this Policy. Referees attending those events are encouraged to communicate with the State Referee Administrator (“SRA”) to obtain information about travel reimbursement for those specific events.
- C. Tournaments and events that are not eligible for reimbursement include certain National League, National Premier League, and all in-state events.

II. ELIGIBILITY FOR REIMBURSEMENT

Referees wishing to receive travel reimbursement will be held to a high standard. Professionalism and ethical conduct must be maintained on and off the field when representing U.S. Soccer and NRDP. The following requirements are the *minimum* expectations and do not guarantee reimbursed funds.

Note that each of these requirements must be satisfied in the twelve (12) month period immediately prior to the event for which the referee is seeking reimbursement.

A. Game/Event Count

A minimum of twenty-five (25) games/events from Category One, Category Two, and Category Three as specified below:

- 1. Category One: A minimum of ten (10) adult/amateur games total as follows:
 - a. Can include OLSL, NPSL, PDL, WPSL, NWSL, and USL games.
 - b. Other adult games will be considered with advanced approval.

2. Category Two: A minimum of five (5) games total at two or more of the following events: Nebraska Spring State Cup, Nebraska Presidents Cup, Nebraska Fall State Cup.
3. Category Three: A minimum ten (10) games/events total from the following:
 - a. NYSL and ECNL (Local) games. Note that out-of-state NPL and ECNL games cannot be used to meet this game count requirement, or,
 - b. Assisting with Field Training events for new Grassroots referees as assigned by the SYRA, or,
 - c. Working as a Referee Coach, Mentor, or Trainer as assigned by the State Director of Referee Development (“SDD”) or the Trainer Program Coordinator as more fully described in Section E, below, or,
 - d. Participating in such other events as approved by NRDP.

Referees will be required to provide to NRDP a summary of games/events worked showing satisfactory completion of this requirement (see Section IV, below).

B. Assessments or Developmental and Guidance Feedback (“D&G’s”):

1. For Regional Referees:
 - a. One assessment on an adult/amateur game.
 - b. One assessment on a youth game (U18+ or above).
 - c. All assessments will be done by two different Referee Coaches assigned by the SDD.
2. For Grassroots Referees:
 - a. Two assessments on youth games (U16+ or above) from two different referee Mentors and/or Referee Coaches.
 - b. All assessments will be done by a Referee Coach/Mentor assigned by the SDD.

C. Successful Completion of the Fitness Test

1. Regional Referees are required to successfully complete the appropriate FIFA fitness test as part of their licensing process. This requirement must be completed before travel reimbursement may be applied for unless advised otherwise.
2. For Grassroots Referees, completion of a fitness test is not required but is encouraged.

D. Laws of the Game Test and other Requirements

1. All referees are required to successfully complete the appropriate Laws of the Game Test as part of their licensing process. This requirement must be completed before travel reimbursement may be applied for.
2. Completion of the SafeSport training, Background screening, and other criteria required as part of the licensing or recertification process.

E. Trainer/Mentor/Referee Coach Opportunities

As noted above, individuals requesting travel reimbursement may satisfy their Category Three requirements by working as a Referee Coach, Mentor, or Trainer as follows:

1. To qualify, the individual must be licensed as a Referee Coach or Mentor or have successfully completed the training as a NRDP Trainer.
2. Games in which the Referee Coach, Mentor, or Trainer is assigned as part of the referee crew do not count.
3. Feedback to the referee being observed must be in writing but can be in the form of a note card or similar presentation.

III. AMOUNT OF REIMBURSEMENT

A. General Guidelines

1. Reimbursement is limited to actual out-of-pocket costs of travel and lodging. Travel expenses consist only of airfare, car rental, and gas/parking.
2. Reimbursement for the cost of commercial airline travel will be at the economy rate and booked as far in advance as is practical to avoid the increase indicative of last-minute bookings.
3. Reimbursement for the cost of commercial car rental or shuttle services shall be at the scheduled, mid-size, unlimited mileage rate. Where possible, shuttle services should be used to minimize cost.
4. Reimbursement for the use of commercial hotel rooms or commercial room sharing services (e.g., AirBnB, VRBO, etc.) shall be at the scheduled rate for each night of stay required to attend the tournament or event. Where possible, referees will be expected to share rooms or otherwise coordinate with other Nebraska referees to minimize cost. Overnight stays prior to and subsequent to the event will be approved as necessary to avoid any unreasonable demands on the referee.
5. Reimbursement is not provided for food, alcohol, use of a private automobile, or other expenses incurred by the referee other than as specifically referenced above.

B. Amount of Reimbursement

1. The **maximum** amount the referee is entitled to receive is calculated is the **lesser** of the following:
 - a. Seventy-five percent of the total out-of-pocket expenses as described in Section III.A, above, minus total game fees and other reimbursement received by the official from any other source. As an example:

Description	Amount
Out-of-pocket expenses incurred by the referee (Section III.A.)	\$883.00
Minus game fees received	(\$125.00)
Subtotal	\$758.00
Minus 25%	(\$189.50)
TOTAL	\$568.50

OR

- b. The sum of \$500.00 per tournament/event. Using the above example, the referee is eligible to receive a maximum of \$500.00 as reimbursement.
2. In no event shall a referee receive more than \$500.00 per event.
3. Note that the amounts set forth herein are the maximum amounts that a referee is eligible to receive. A number of factors may demand that the requesting referee receive less than the maximum amount set forth herein.

IV. PROCESS TO REQUEST REIMBURSEMENT

A. Before the Tournament/Event:

1. The referee must provide notice to the SRA and the NRDP Treasurer at the time the referee submits his or her application to attend the event or as soon as reasonably practicable. An estimate of anticipated out-of-pocket expenses should be provided as well.
2. Failure to provide the required notice in advance may make the referee ineligible to receive any reimbursement for travel expenses incurred.

B. After the Tournament/Event:

1. The referee must complete the Travel Reimbursement Form, the Travel Reimbursement Game/Event Summary, and attach receipts or other documentation showing actual out-of-pocket expenses incurred.
2. As noted on the Travel Reimbursement Game/Event Summary, the referee must demonstrate that the minimum number of game/events were worked to satisfy the requirement set forth in Section II.A, above.
3. In addition, the referee must certify that they have completed the other requirements set forth in this Policy in order to receive reimbursement.
4. The Reimbursement Form, and all attachments referenced above, must be submitted for consideration not more than **fourteen (14) days** from the date the tournament or event concludes.

Notwithstanding anything set forth in this Travel Reimbursement Policy to the contrary, reimbursement to a requesting referee is at the sole discretion of NRDP and NRDP reserves the right under this Policy to not provide ANY reimbursement for travel expenses incurred by such referee.