

# **GAMMA**

**GLOBAL ASSOCIATION OF**

**MIXED MARTIAL ARTS**

## **OFFICIALS & DELEGATES COMPENSATION POLICY**

**APPROVED 27 MARCH 2024**

## 1. Objective

1. The purpose of this document is to establish clear guidelines for the compensation of GAMMA Officials and Delegates. This policy outlines the procedures to be followed when them for travel, accommodation, meals, and other related expenses incurred during official GAMMA business.
2. The policy aims to ensure:
  - Maximisation of value for money when booking travel and claiming expenses.
  - Personal safety is not compromised whilst travelling as a GAMMA Official or Delegate.
  - Compliance with agreed procedure in relation to the reimbursement of expenses

## 2. Effective Period

1. The compensation for GAMMA Technical Officials for the period 2024 - 2028 has been approved by the GAMMA Executive Board.
2. It has been agreed that there will be an annual review to ensure that the compensation provided to GAMMA Officials and Delegates remains in alignment with the growth and development of GAMMA as an organisation.

## 3. Eligibility

1. This policy applies to:
  - All GAMMA Technical Officials that have been appointed by the GAMMA Office for each event.
  - Officials that have been invited by the GAMMA Office for each event.
  - Officials acting on behalf of GAMMA at GAMMA-sanctioned events.

## 4. Fees

1. Payment Matrix

Technical Delegate(s)	600 EUR per event
International Technical Officials	500 EUR per event
Medical Delegate(s)	700 EUR per event
Invited Level 'A' Officials	300 EUR per event
Invited Level 'B' Officials	200 EUR per event
Invited Level 'C' Officials	100 EUR per event
Delivering training courses on behalf of GAMMA	500 EUR per event

2. In the event of a combined championships (U18 and Senior) where the event period is longer than five (5) days, the fees will be doubled.

## 5. Flight tickets

1. Only appointed delegates and officials will have their return flights (in economy) covered.
2. National Federations must cover the costs of the tickets for invited officials.
3. In the event where officials and delegates miss their flights due to reasons not classified as unforeseen circumstances, it will be their sole responsibility to arrange and cover any costs linked to rebooking flights to the event.

## 6. Room Allocation

### 1. Room types

Technical Delegate(s)	Single Room
International Technical Officials	Single Room
Medical Delegate(s)	Single Room
Invited Level A/B/C Officials	Twin-sharing Room

2. If officials wish to extend their stay or bring family members/friends, any additional costs incurred will be at their own expense.
3. Officials are not permitted to share a room with an athlete.

## 7. Food & Beverage

1. Appointed delegates and invited officials will have full board accommodation for the event period covered.

## 8. Additional Benefits

1. In addition, the following expenses will be covered and reimbursed on proof of receipt:
  - Transfers to and from home to airport (capped at 50 EUR in total)
  - An additional allowance of 20 EUR per travel day to cover food, drink, incidental expenses (no receipts required)
  - Costs for any mandatory vaccinations or medications needed to travel to the event location.

## 9. Uniform

1. Delegates and officials will be provided with T-shirts and/or polo shirts for each event, which must be worn.
2. Officials must bring plain black T-shirts as a backup in case there are issues with sizes.

## 10. Expenses Claim Procedure

1. Expenses and receipts must be submitted using the [GAMMA Expenses Reimbursement Form](#) no later than two (2) weeks after the event.
2. The GAMMA Expenses Reimbursement form should be submitted with:
  - A brief description of the activity and the date
  - Receipts should be sent as email attachments when submitting the claim form.
3. Expenses claims without receipts will not be entertained.
4. Payments for fees and expenses will be made via bank transfer after each event upon receipt of the information.
5. Incomplete or incorrect expenses claims will be returned with a request for necessary additional information before reimbursement.
6. Any false or deliberately deceitful claims will be fully investigated by GAMMA and may lead to disciplinary and/or legal action.

## 11. Requests of Officials by National Federations

1. National Federations requesting GAMMA officials for their national championships or events, or to conduct training seminars, shall use this policy as a guideline for compensation and will be responsible for covering the costs accordingly.

## 12. Summary Overview of Expenses Covered by GAMMA

	Flight	Food & Accommodation	Fee
<b>Technical Delegate</b>	Yes	Yes	Yes - 600 EUR
<b>International Technical Official</b>	Yes	Yes	Yes - 500 EUR
<b>Medical Delegate</b>	Yes	Yes	Yes - 700 EUR
<b>Invited 'A' Officials</b>	No - borne by National Federation	Yes	Yes - 300 EUR
<b>Invited 'B' Officials</b>	No - borne by National Federation	Yes	Yes - 200 EUR
<b>Invited 'C' Officials</b>	No - borne by National Federation	Yes	Yes - 100 EUR
<b>Delivering training courses on behalf of GAMMA</b>	Borne by National Federation hosting the course	Borne by National Federation hosting the course	500 EUR paid by National Federation hosting the course

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