



EQUESTRIAN VAULTING USA

1443 E. Washington Blvd #289, Pasadena, CA 91104 • Ph: 323/654-0800
F: 323/654-4306 • E: info@equestrianvaulting.org • Web: www.equestrianvaulting.org

OFFICIAL'S CONTRACT

This contract is between the Vaulting Official and Competition Management.

EVENT MANAGER OR SECRETARY

Complete, sign, and date the Official's Contract. Send to Official with whom the agreement is being made.

OFFICIAL:

(Name)

(Phone)

(Email)

(Address)

(City)

(St)

(Zip)

(Country)

Official hereby agrees to: **Judge/TD** **Instruct** or provide the following services (specify below):

DAILY FEE: _____

COMPETITION INFO:

One Full Day: 8 hours or less of officiating, including travel time + 1 hour lunch

- Travel time defined as travel from home to competition facility (ex: 2-4 hrs travel + 4 hrs officiating is equivalent to 1 full day officiating).
- Work hours between 8am – 6pm, unless otherwise agreed upon
- Overtime rates apply after 8 hours.

Name of Event

Name of Competition Manager/Secretary and Cell number

Location of Event

(Start Date)

(End Date)

Total # of Days

RATES FOR USEF and/or EVUSA RECOGNIZED COMPETITIONS

- FEI 3* & 4*: \$340/day (\$42 per hour; overtime \$63 per hour)
- FEI 2*: \$320/day (\$40 per hour; overtime \$60 per hour)
- USEF/EVUSA "R": \$300/day (\$37.50 per hour; overtime 56.25 per hour)
- EVUSA "r": \$260/day (\$32.5 per hour; overtime \$48.75 per hour)
- Apprentice – expenses only (EVUSA Competitions)
- Apprentice – \$100/day (National Championships, East/West Festivals)
- USEF TD/Steward - \$ Daily rate is negotiable

STANDARD HOURS

- START TIME before 8:00 am incurs overtime rates
- FINISH TIME after 6:00 pm incurs overtime rates
- Officials agree to participate in Awards ceremony if there is no conflict with travel plans; however, if the awards ceremonies take place after 8 hours of judging, hourly rates may be charged
- If Officials are asked to travel more than 2 hours (from home to arena) AND officiate on the same date, Full Day rate will be charged, regardless of how many hours officiated.

ADDITIONAL FEES & ACCOMMODATIONS

- Travel to and from event city (airfare and/or mileage)
 - o If an official chooses to drive and the mileage is significantly more than the airfare, the official may not charge more than an additional 10% of the airfare, unless agreed upon prior to travel with competition management.
 - o If flying, airfare cost must be pre-approved by management and itinerary must be agreed to by Official.
 - o If Official pays for ticket, reimbursement must be paid within 20 days of the purchase of the ticket (unless other arrangements are made) if not Official may charge a \$50 late fee.
- Per diem is \$65/day (broken down as follows \$15 Breakfast, \$15 Lunch and \$35 Dinner). If the hotel or competition management provides meals the amount will be deducted from the per diem.
- Per diem is \$100/day for travel-only days (to and from) when travel time is greater than 4 hours in flight or drive time to competition venue/hotel.
- All airport parking and/or shuttle expenses will be paid for by the Competition Manager or Secretary.
- Official shall be housed in a moderate business hotel; hotel nightly fees paid for by Competition Manager or Secretary.
- HOTEL NIGHTS: Hotel must be offered the night before the first day of competition and on the night of the final day of competition, if final class ends after 3pm

TRANSPORTATION

- Flight arrangements may be booked by either the Competition Manager/Secretary or the Official. These arrangements should be discussed in detail prior to tickets being purchased and as far in advance as possible.
 - o Arrangements must be approved by both the Event Manager/Secretary and the Official.
 - o Transportation from the airport to the hotel should be emailed, texted or communicated to the Official at least 48 hours before the Official's departure date for the competition.
 - o The Official should be taken directly to hotel upon arrival (unless previous arrangements have been made).
 - Please provide the following information to the Official prior to the departure date for the competition:
 - Name of person picking up Official.
 - o What does driver the looks like.
 - o What does the driver's car look like?
 - o Pick up location (baggage claim, inside, outside, etc.).
 - Cell phone of the driver.
 - Cell phone of Event Manager or Secretary.
 - Shuttle service from the airport may be offered (if):
 - o Shuttle picks up at the airport and operates at least every 30 minutes.
 - o Detailed instructions on where to catch the shuttle, and which shuttle to take should be given to the Official at least 48 hours prior to the Official's departure from home.
 - o Official has the right to request a driver pick up, Uber or taxi rather than a shuttle.
 - o NOTE: If Official is left waiting for more than 30 mins, Official's hourly rate may be charged.
 - o At the end of the final day of competition, Official should be taken promptly back to the hotel or airport.
 - o NOTE: If Official is left waiting for more than 30 mins, Official's hourly rate may be charged.
 - o Unforeseen Travel Interruption - In most cases, unforeseen travel expenses (canceled/delayed flights) will be shared between Organizer and Official.

Special Requests from Official:

Special Requests from Event Manager:

OFFICIAL: Please sign both copies – send 1 copy to Event Manager or Secretary; keep 1 copy for your records.

Event Manager Name

Official

Event Manager/Secretary Signature, date

Official Signature, date