**Officials Payment Document**

This document will detail the information and process required to ensure that match officials for Sheffield Hallam University BUCS fixtures are paid correctly and in a timely manner. All payments for the 2022/23 season will be made via bank transfer. The confirmed costs that Team Hallam will pay match officials per fixture can be found in the Appendix of this document.

In previous years, Sheffield Hallam University has paid its match officials in cash, but this is no longer viable due to the University moving towards being a cashless environment. The process of paying officials with cash also presented issues as it placed all the responsibility on our student athletes to facilitate payment for every fixture. This new process for payments will remove this responsibility from our university students and should reduce the chance of issues arising.

*This process does not relate to the following sports:*

* *American Football*
* *Dodgeball*
* *Rugby Union*

*These sports have all match official costs invoiced by the NGB’s directly to Team Hallam.*

**The Process**

Following the completion of every fixture, match officials are to complete the following Microsoft Form **(https://forms.office.com/r/hM4YiXL9AY).** This form will be reviewed by Team Hallam to check it matches internal records, and will be approved or rejected as appropriate

* 1. This form should be completed no later than **5pm** on a Thursday in order to guarantee payment on the following Tuesday
	2. Match officials can claim payment for fixtures via this form for up to 1 calendar month following the fixture. Any claims made after 1 calendar month has passed will be rejected

Important Things to Note

* This information will be kept on a secure server and will only be accessed to process payments for matches
* Match officials must complete all fields in payment claim form in order to submit the form
* If a claim is rejected, Team Hallam will provide an explanation to the match official. Rejected claims may require the official to resubmit the claim form which may result in late payment
* There are no alternative payments options to the process detailed above. All match officials will be paid in this way for the 2022/23 season *(excluding those sports stated above)*
* If a match official is requesting to be paid travel expenses, this **MUST** be agreed with Team Hallam prior to the club confirming this with an official. If this is not agreed, any expenses claims will be rejected.
	+ *Travel expenses will only be considered if a match official is travelling from outside of Sheffield. Consideration does not guarantee that expenses will be paid*
* Students are not to organise a bank transfer direct to match officials – any claims of this nature made through the Team Hallam finance system will be rejected
* If an official wishes to be paid more than detailed in the Appendix below, the Club will be required to pay any additional costs if they wish to continue to use this match official
* Any issues or queries relating to payment of match officials should be directed to sport@shu.ac.uk and marked for the attention of the Club & Performance Sport Administrator

**Appendix**

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| --- | --- | --- |
| **Sport** | **Type of Official** | **Cost** |
| Basketball - Men | Match Official | £30 |
| Table Official | £10 |
| Basketball - Women | Match Official | £30 |
| Table Official | £10 |
| Cricket Outdoor - Men | Match Official | £50 |
| Cricket Outdoor - Women | Match Official | £50 |
| Football - Men | Match Official | £35 |
| Football - Women | Match Official | £35 |
| Futsal - Men | Match Official | £22.50  |
| Futsal - Women | Match Official | £22.50 |
| Hockey - Men | Match Official | £20 |
| Hockey – Women | Match Official | £20 |
| Lacrosse – Men | Match Official | £30 |
| Lacrosse – Women | Match Official | £30 |
| Netball | Match Official | £20 |
| Rugby League | Match Official | Dependent on mileage. Rates set by RFL |
| Volleyball - Men | Match Official | £20 |
| Volleyball Women | Match Official | £20 |
| Water Polo - Men | Match Official | £20 |
| Water Polo – Women | Match Official | £20 |