

## **Nationals Reimbursement Policy**

Version 1.1 - Last Amended: October 2025

### 1. Definitions

- a. Internal Volunteer - An individual who is a part of an NAIGC department/team year-round.
- b. External Volunteer - Members of NAIGC clubs or the community at-large who contribute in-person at Nationals only.
- c. Contractor - An individual being paid to perform a service for the NAIGC.

### 2. Overview

- a. All internal volunteers will receive an overall travel and hotel budget, calculated as defined below. Internal volunteers may choose whether their entire budget will be used towards travel, or if they'd like to use a portion of it for a provided hotel room.
- b. The cost of a hotel room will be set by the Nationals Coordinator each year.
- c. Travel Reimbursement (up to any limits based on role/position) can be applied as follows:
  - i. Transit - Receipts are required for all items described below to be reimbursed.
    - 1. Planes/Trains - Ticket price and any baggage fees are covered.
    - 2. Driving (personal car) - One driver per vehicle will be reimbursed at the current IRS mileage rate. Tolls and parking are covered.
    - 3. Driving (rental car) - Rental cost, gas, tolls, and parking are covered.
    - 4. Rideshare/Taxi - Full cost is covered for travel to and from the event location.
  - ii. Lodging - If the individual is eligible for a provided hotel room through the NAIGC (as defined below), they may not choose to reimburse separate lodging. If they are not eligible for a provided hotel room, they may choose to reimburse separate lodging.
  - iii. Meals - Not covered for volunteers, see Contractor section below for details on Contractor meal coverage.

### 3. Internal Volunteer Levels and Reimbursements

- a. External volunteers are not eligible for Level 1, 2 or 3 reimbursement.
- b. All internal volunteers, regardless of level will receive:
  - i. A comped banquet ticket
  - ii. Hours counted towards comped membership for the year
  - iii. Volunteer workout (as long as the schedule allows)
  - iv. Volunteer sticker
  - v. Access to internal social room (when available)
- c. Level 1
  - i. Responsibilities
    - 1. Running Nationals as their primary focus and purpose for attendance.
    - 2. Arrange their competition schedule, if applicable, around their volunteer schedule.

3. Significant preparation work for designated volunteer role(s) prior to Nationals.
- ii. Selection
  1. The NC, in coordination with OLT, will determine which volunteers are needed for Level 1. This will largely be determined based on who will serve in the relevant roles at Nationals (i.e. Rules Team Leads).
  2. Volunteers asked to serve at this level will need to confirm with the NC that they are willing and able to do so within two weeks after being selected.
- iii. Reimbursement:
  1. Nationals site visit (inc. hotel and \$500 travel)
  2. \$1,000 Reimbursement Budget (the L1 volunteer reimbursement is intended to be enough to fully cover travel and hotel).
  3. Provided food for all sessions
  4. 2 volunteer t-shirts
- d. Level 2
  - i. Responsibilities
    1. Work the agreed upon sessions (with a minimum of 3).
    2. Serve as a crucial part of running Nationals while leaving time for other event priorities, (i.e. competing, spending time with teammates/friends/family, tourism, etc.)
    3. A few hours of prep work prior to Nationals.
  - ii. Selection
    1. Respond within two weeks of the NC call for Level 2 volunteers, expressing their interest in working at this level and the number of requested sessions.
    2. NC will approve the number of requested sessions depending on the volunteer schedule.
  - iii. Reimbursement:
    1. Reimbursement budget of \$75/session worked
    2. Provided food for the sessions worked
    3. 2 volunteer t-shirts
- e. Level 1 and Level 2 Hotel Reimbursement
  - i. Level 1 and Level 2 volunteers may choose to use \$350 of their total reimbursement budget towards a NAIGC-provided spot in a hotel room. This cost covers an individual bed for four nights.
  - ii. If less than four nights are used, or if a volunteer shares a bed by choice, the total cost of the hotel will not be reduced.
  - iii. Volunteers may NOT choose to partially cover any portion of the hotel room cost themselves. If a hotel room is used, the volunteer must have enough reimbursement budget to cover the full cost.
- f. Level 3
  - i. Responsibilities:

1. Work 2 sessions during Nationals (as volunteers who are mainly at Nationals for other purposes/with other priorities)
    2. Attend a volunteer meeting prior to Nationals.
  - ii. Selection
    1. Respond within two weeks of the NC call for Level 3 volunteers, expressing their interest in working at this level and the number of requested sessions.
    2. NC will approve the number of requested sessions depending on the volunteer schedule.
  - iii. Reimbursement:
    1. Provided food for the sessions worked
    2. One volunteer t-shirt
4. External Volunteers
  - a. This is the only category available for External Volunteers
  - b. Responsibilities:
    - i. Volunteer for the session(s) they're assigned to.
  - c. Some combination of all, or some, of the following perks, to be determined by the NC in coordination with OLT during the annual budgeting process:
    - i. **\$15** budget towards a merchandise item. Implementation will be determined by the Nationals Coordinator and Merch Coordinator each year.
    - ii. **1** free spectator ticket per volunteer
    - iii. "VIP" experience at banquet (exact format subject to change based on the structure of the banquet each year).
    - iv. Volunteer sticker
5. Contractors
  - a. Contractors will be reimbursed for all qualifying transit expenses (defined in 2.c.i) up to a maximum amount of **\$650**.
  - b. Contractors will receive a provided hotel room through the NAIGC room block. The cost of this will not count towards their maximum reimbursement.
  - c. To cover the expense of meals while traveling and working the event, the NAIGC will add **2 travel days plus 1 dinner (including incidentals) at the [IRS GSA rate](#) for the relevant city and fiscal year.**
6. Reimbursement Amounts
  - a. All **blue** numbers defined in the policy will be updated by the NC each year during the annual budget process to account for location specific travel and hotel costs.
  - b. The hotel cost each year will be set at roughly the cost to the NAIGC for a volunteer to have a single bed for four nights.
7. Amendments
  - a. This policy can be amended at any time by the Nationals Task Force with approval by the Operations Leadership Team.