



Policy Area: Honorariums	Subject: Learning Facilitator Honorariums
Title of Policy: HP Clinic Facilitator Honorariums	Number:
Effective Date:	Created by: Sonia Schina (Executive Director)
Approved Date: December 12, 2018 Revision Date:	Approved by: Rick Scammell (VP-Technical) and 6 others

1. Rationale or background to policy:

BC Archery needs the help of Learning Facilitators (LFs) in order to train and educate members in High Performance areas and Skills advancement. Tasks of the Facilitator may include preparing and organizing documentation, planning demonstrations, gathering supplies, phone calls, emails, reviewing and marking workbooks/exams, etc.

2. Guidelines:

BC Archery shall provide an honorarium to Learning Facilitators of High Performance clinics based on the following procedures. All clinics must be approved in advance by the VP-Athlete Development prior to the presentation. LFs must respect the position they hold and appropriately represent the Association—failure to do so will forfeit any right to an honorarium.

Note: BC Archery will only pay out honorariums to LFs presenting to participants that are BC Archery members in-good-standing.

3. Procedures:

Honorariums will be paid based on the following criteria:

- Skills/HP Clinic Learning Facilitator
 - In-person clinics: \$150/day, depending on the depth of the course (1 to 2 days maximum)

Travel expenses are paid in addition to honorariums, and are based on current reimbursement rates for accommodations, travel and per diems. Reimbursement rates are not detailed in this policy.