



SEASON 11 STAFF COMPENSATION POLICY

Effective 8/1/2025

Purpose

Establish a fair and fiscally responsible method to cover expenses incurred by league members supporting league level planning and programs. Setting clear expectations for compensation will help sustain the involvement of current league members and help recruit new members to support league operations and growth.

Compensation By Role

1. Board of Directors

- a. There is no compensation for serving on the board. Compensation applies only when board members are fulfilling another league role listed below.
- b. Refer to the Board of Directors By-laws for additional information.

2. Employed Staff

- a. Executive Director: A full time paid position by NICA. The Executive Director is entitled to additional compensation when filling another league role as detailed below.
- b. Program Director: A part time paid position by NICA. The Program Director is entitled to additional compensation when filling another league role as detailed below.
- c. Event Director: A part time paid position by NICA. The Event Director is entitled to additional compensation when filling another league role as detailed below.
- d. Communication and Development Coordinator: A part time paid position by NICA. The Communication and Development Coordinator is entitled to additional compensation when filling another league role as detailed below.
- e. The Executive Director is authorized to pay stipends to critical staff positions within the approved budget.

3. League staff

- a. Defined: League Staff includes the directors listed in paragraph 2 as well as those persons who willingly commit time during the off season and pre-season to plan league activities and fill critical roles during the season at league events. Race Director, Operations Manager, Equipment Manager, Lead Course Marshal, Scoring Manager, Volunteer Coordinator, Registration Manager, Announcer, Course Setter, and GRiT, Adventure and Teen Trail Corps coordinators and committee members.
- b. Expectations: League staff members will:
 - i. Be registered in Pit Zone as league staff
 - ii. Utilize an @northcarolinamtb.org email account to facilitate access to league calls, files and workspaces.
 - iii. Be expected to attend planning meetings and inform their respective staff director if unable to attend.
 - iv. Fill their identified role during league events and inform their respective staff director if unable to fill one of those roles.
 - v. Help fill critical event position openings (examples: staging coordinator, call ups, finish line referee...)
- c. League staff members will be offered the following compensation upon request:
 - i. Staff scholarships. The league will cover the season registration fees up to two dependents of league staff members. Staff must request this scholarship using the [league scholarship request form](#) by December 30, 2026 - this will not be applied retroactively or refunded after the deadline.

- ii. Timely expense reimbursement or compensation per the guidance and event categories below.
- iii. One staff jersey and one staff hat at league expense.

4. Event volunteers and Rules Committee

- a. Defined: League coaches, parents, and community supporters (non-member) who support a league event (pre-season or season) for only the duration of that event
- b. Volunteers may be offered the following compensation:
 - i. Volunteers will be entered into a raffle for prizes at each event (each shift earns a raffle ticket)
 - ii. Incentives as described in the season Award Plan

Staff Compensation By Event

1. [Season Events](#)

- a. Mileage (\$0.14/mile) to and from home address to event location once for staff filling a staff role for the full duration of the event (Saturday and Sunday).
- b. Lunch (cater or meal ticket) each day of the event that is dedicated to a staff role. Friday dinner provided to staff members present for Friday set up.
- c. Free camping if on-site camping is available.

2. [Pre-season Event](#)

- a. Mileage (\$0.14/mile) to and from home address to event location if filling a staff role for the duration of the event.
- b. Stipend of \$25/day if requested.
- c. Free camping for multi day events if on-site camping available.

3. [Venue Survey](#)

- a. Mileage (\$0.14/mile) to and from home address to the event location or between venues being surveyed.
- b. Lodging as needed and pre approved by Executive Director

4. [Coach training - OTB Instructors](#)

- a. Mileage (\$0.14/mile) to and from home address to event location if filling a staff role for the duration of the event.
- b. Stipend of \$10 per clinic attendee if requested.

5. [League Summit or Coach Retreat](#)

- a. Applicable only to staff members filling an active role in running the event, not attending as a coach
- b. Mileage (\$0.14/mile) to and from home address to event location.
- c. Event registration costs (and any meals included in retreat registration).

6. Special Categories:

- a. Lodging: Must obtain Executive Director approval for any lodging expenses not covered above, prior to the event.
- b. Other Mileage: Must obtain prior approval of the League Director for mileage reimbursement requests not covered within the formal league events listed above.

Process

1. Email the appropriate form (linked above) to the [Executive Director](#) **within 5 business days** of the end of each individual event to claim reimbursement.
 - a. **Do not compile multiple events on a single reimbursement form.** Reimbursement will only be considered within the communicated timeline for each individual event.
 - b. **All files linked to reimbursement forms must be in PDF format** and visible to anyone with the link in order to be processed. This is the responsibility of the individual requesting reimbursement.
 - c. If files are not provided in PDF format or **'visible to anyone with the link'**, you will be asked to correct this before reimbursement requests will be accepted by accounting.
 - d. **Reimbursement requests submitted beyond the 5 day deadline will not be eligible for processing.**