



# SEPAK TAKRAW OFFICIALS DEVELOPMENT PROGRAM, Appendix 2

## Expense Reimbursement Form

NAME		ADDRESS		DATE	
CITY/PROV.		CODE	PHONE		FAX
EMAIL ADDRESS					
VOLUNTEER _____ OFFICIAL _____ TOC _____ CLINICIAN _____ STAFF _____ EXECUTIVE _____ PLAYER _____					
<b>EVENT NAME(S) / PURPOSE OF CLAIM:</b>					
<b>MEALS: VOLUNTEERS, TOC, OFFICIALS, CLINICIAN</b>					
	IN PROVINCE	OUT OF PROVINCE	# OF DAYS	DATES	TOTAL
BREAKFAST	\$7.00	\$8.00			\$
LUNCH	\$7.00	\$8.00			\$
SUPPER	\$7.00	\$8.00			\$
	(\$21.00/day)	(\$24.00/day)		<b>TOTAL</b>	\$
<b>MEALS: STAFF / EXECUTIVE</b>					
	IN PROVINCE	OUT OF PROVINCE	# OF DAYS	DATES	TOTAL
BREAKFAST	\$9.00	\$10.00			\$
LUNCH	\$9.00	\$10.00			\$
SUPPER	\$9.00	\$10.00			\$
	(\$27.00/day)	(\$30.00/day)		<b>TOTAL</b>	\$
<b>TRAVEL – MILEAGE:</b>		KM. X \$0.25/KM = _____		PARKING: _____ OTHER ( ): _____	
<b>ACCOMMODATIONS:</b>		# NIGHTS X _____ = _____			
<b>TELEPHONE:</b>		ATTACH DOCUMENTATION			
<b>OFF. LEVEL (circle):</b>	<b>OFFICIATING MATCHES FEES:</b>				
2 3 4 5 6	CHILDREN, 1 Ref, <b>\$5.00 / \$6.00</b> per match X _____ =				\$
2 3 4 5 6	YOUTH – Modified, 1 Official, <b>\$6.00 / \$6.50 / \$7.00 / \$7.50 / \$8.00</b> per match X _____ =				\$
2 3 4 5 6	YOUTH – Best of 3, 1 Official, <b>\$7.00 / \$7.50 / \$8.00 / \$8.50 / \$9.00</b> per match X _____ =				\$
2 3 4 5 6	YOUTH – Best of 3, 2 Officials, <b>\$6.50 / \$7.00 / \$7.50 / \$8.00 / \$8.50</b> per match X _____ =				\$
3 4 5 6	JUNIOR – Best of 3, 1 Official, <b>\$8.50 / \$9.00 / \$9.50 / \$10.00</b> per match X _____ =				\$
3 4 5 6	JUNIOR – Best of 3, 2 Officials, <b>\$8.00 / \$8.50 / \$9.00 / \$9.50</b> per match X _____ =				\$
3 4 5 6	SR./MASTERS – Best of 3, 1 Official, <b>\$9.50 / \$10.00 / \$10.50 / \$11.00</b> per match X _____ =				\$
3 4 5 6	SR./MASTERS – Best of 3, 2 Officials, <b>\$9.00 / \$9.50 / \$10.00 / \$10.50</b> per match X _____ =				\$
<b>TOURNAMENT OFFICIALS ASSIGNOR</b>	\$50.00/HALF DAY or \$100/DAY (8 Evaluations or 2 per official)				\$
<b>LAYMAN / PROV. COACH CLINICIAN FEES:</b>	\$24.00 / \$45.00 PER HOUR (minimum) \$60.00 / \$117.00 for HALF DAY \$102.00 / \$195.00 for FULL DAY (maximum)				\$
<b>PROVINCIAL EVENT COORDINATOR:</b>	\$75.00/DAY				\$
<b>OFFICIAL GAME DEMO.</b>	\$10.00/PLAYER per match X _____ =				\$
<b>OTHER:</b>	ATTACH DOCUMENTATION				\$
SIGNATURE: _____			DATE: _____		TOTAL CLAIM \$ _____
IF OFFICIAL, ASSIGNOR'S SIGNATURE: _____				DATE: _____	

**SUBMIT EXPENSE REIMBURSEMENT FORM TO:**

The local Sepak Takraw Club/PSGB Office



**If no Local office is present, then to:**

Sepak Takraw Association of Canada (STAC)  
 PO Box 24101, RPO Broad ST  
 Regina, SK S4T 2T1  
 Phone/Fax: 306-584-8778  
 Email: STAC@SepakTakraw.ca





# SEPAK TAKRAW ASSOCIATION OF CANADA (STAC)

PO Box 24101, RPO Broad St Regina, SK S4P 4J8 Canada  
Phone/Fax: (306) 584-8778 Email: STAC@SepakTakraw.ca  
Web Site: www.SepakTakraw.ca

## SEPAK TAKRAW OFFICIALS DEVELOPMENT PROGRAM, Appendix 4 SEPAK TAKRAW OFFICIALS EVALUATION SHEET

Evaluator Name: \_\_\_\_\_ City: \_\_\_\_\_ Ph: \_\_\_\_\_

Official's Name: \_\_\_\_\_ City: \_\_\_\_\_ Ph: \_\_\_\_\_

Current STAC Referee Level: \_\_\_\_\_ (Novice / Local B / Local A / Provincial / National / Int'l.)

Name of Event: \_\_\_\_\_ Local Supervisor: \_\_\_\_\_

Event Age Division(s): \_\_\_\_\_ Gender: ( ) Male ( ) Female ( ) Coed

	Observance of Officials Tasks	Yes	Not Always	No
1	The Official dresses appropriately (STAC Officials Jersey & black slacks or similar)?			
2	The Official controls the warm-up time?			
3	The Official makes sure all court officials are ready before the match begins?			
4	The Official observes the positioning of players during the serve?			
5	The Official verbalizes "POINT" when a point is scored by one side?			
6	The Official uses a strong loud voice when verbalizing points awarded?			
7	The Official points to, and/or verbalizes team name that scored the point?			
8	The Official waits for the teams to get into position prior to announcing the score?			
9	The Official sees and calls all the faults during games as they occur?			
10	The Official easily manages filling in the score sheet as the play progresses?			
11	The Official promptly and clearly advises 1 minute "time-out" when requested?			
12	The Official, after each set, directs the players to the baseline?			
13	The Official, after each "time-out", directs the players to the baseline?			
14	The Official controls the match with confidence?			
15	The Official keeps the match moving forward at a good pace?			
16	The Official, after the match, announces the score of each set and the winner?			
17	The Official directs players to "shake hands" at the end of the match?			
18	The Official treats the players with dignity and respect?			
19	The Official makes "Fault" calls immediately and confidently with loud voice?			
20	The Official called all the Faults that occurred as far as could be observed?			

Evaluator's impressions/comments about this Official's performance during the match:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Evaluator Signature Local Supervisor Signature, \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy