

National Event Routesetter Guidelines

General:

- Setters are expected to arrive the day prior to setting beginning
- Setters are expected to arrive in good health and prepared to forerun at the required level for the duration of the setting week and competition days.
 - Any injuries prior to the competition setting should be disclosed to the Chief Routesetter so that if necessary the setter can be replaced if the Chief Setter deems it integral to the function of the team.
- Setters, if they have worked at an event prior during the competition year are expected to bring their official materials provided by USA Climbing (hoodie, shirt etc)
- Setters should have all the necessary setting equipment for the discipline that they are setting

Travel:

- Please make efforts to purchase an economical plane ticket
 - If team members tickets are over \$600 (including baggage fees), please email Routesetting Program Manager and accounting for approval prior to booking
- If any routesetter elects to drive to the event:
 - Travel will be compensated at the cost of a plane ticket, not at mileage driven
 - If setter chooses to use their personal vehicle as transportation for the rest or part of the crew, mileage will be paid once at the event, and any driving during the event will be paid at the national compensation rate found at [irs.gov](https://www.irs.gov) (2023 mileage is \$.655/mile)
- To and from airport is covered up to \$50, this includes Uber/Lyft parking etc
- Travel into and out of the airport should be to the airport in the area that has the best price tickets.
 - Ex. Flying into Denver for Vail NACS

Lodging:

Will be provided from the night before first setting day until the night of the last competition day unless otherwise stated by USA Climbing. Any further stays are the sole responsibility of the routesetter(s)

- In conjunction with the Program Manager, please book lodging that falls within the approved budget for that event. They will generally arrange the lodging for the chief routesetter based on their requests if it falls into the pre-approved budget.
- If the chief routesetter books lodging, it must be approved prior to booking.
- Make efforts to provide each setter with their own room, and if larger crews, provide each setter with a bed.
- If setters deem lodging situation unacceptable and elect to purchase lodging of their own without approval, the cost incurred will be that of the routesetter

Food:

- Each crew member is allotted a \$25/day food stipend for 2023
- Each crew is allotted \$50/member for a debrief dinner to be used at the crew's discretion
 - ex. 6 total=\$300

Pay:

- All setters now are paid via day rate
- Chief: \$310/day
- Assistant: \$225/day
- Apprentice: \$145/day

All pay is reflected as days worked for the competition, setting, running the competition. Day rates do not apply to travel days, partial work days unless otherwise approved by Routesetting Program Director.

Expenses:

- Any expenses deemed necessary by the chief routesetter must be approved by USA Climbing to be reimbursable.
- If hardware or anything else is needed for the event, please contact Routesetting Program Manager or the events staff with needs. routesetting@usaclimbing.org, events@usaclimbing.org

All expenses including travel, baggage, lodging, rental cars, fuel and any expenses incurred during the event that are reimbursable must be accompanied by receipts to be eligible for payment. Credit card statements are not allowable as receipts. Any expenses unaccompanied by receipts will be the responsibility of the routesetter.

Conduct:

- All routesetters must abide by the signed Code of Conduct
- Absolutely no consumption of alcohol will be permitted during the competition or work days during the time that work is being done