

USA Climbing 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 (CRS) so the setter can be replaced at the CRS discretion
- Setters should have all the necessary setting equipment for the discipline that they are setting

Travel:

- If ticket + bag fees are > \$700, please email Routesetting Program Manager (RPM) 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 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)
- To and from airport is covered up to \$50 total on both ends of the trip for a total of \$100 maximum
- Travel into and out of the airport should be to the airport in the area that has the best price tickets

Lodging:

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)

- RPM will book housing unless in extreme circumstances
- If the CRS books lodging, it must be approved prior to booking.
- Best efforts will be made 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 \$35/day food stipend for 2024
- Each crew member is allotted \$50 for a post comp team dinner, in excess of the \$35/day food stipend

Expenses:

- Any expenses deemed necessary by the CRS must be approved by USA Climbing to be reimbursable.
- If hardware or anything else is needed for the event, please contact Mike Bockino, Mason Sorey or Trevor Clay with needs. (mike@usacimbing.org mason@usacimbing.org trevor@usacimbing.org)

All expenses 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.

Invoicing:

- Reimbursable expenses include but are not limited to:
 - Travel
 - Lodging
 - Car Rental
 - Fuel
 - Team dinners
 - Any incidentals approved by RPM or USA Climbing Staff
 - Receipts and Invoices must be sent to:
 - accounting@usacimbing.org
 - Receipts and invoices must be in PDF file format, other formats may significantly increase the time of payment
 - All invoices are subject to NET 30 terms

2024 Rates:

- Chief Routesetter: \$310/day
- Assistant Routesetter: \$225/day
- Apprentice Routesetter: \$145/day
- Intern Routesetter: \$0/day

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