

## National Routesetter Guidelines

### General:

- Setters are expected to:
  - arrive the day prior to setting beginning
  - arrive in good health and prepared to forerun at the required level for the necessary time frame
  - Disclose any injuries to the Head Routesetter (HRS) prior to arrival so the setter can be replaced at the HRS discretion
  - have all the necessary setting equipment for the discipline

### 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](http://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 HRS 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 \$45/day food stipend for 2025

### Expenses:

- Any expenses deemed necessary by the HRS must be approved by USA Climbing to be reimbursable
- If hardware or other incidentals are needed for the event, please contact Mason Sorey or Trevor Clay with needs. ([mason@usacimbing.org](mailto:mason@usacimbing.org), [trevor@usacimbing.org](mailto: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
  - Any incidentals approved by RPM or USA Climbing Staff
  - Receipts and Invoices must be sent to:
    - [accounting@usacimbing.org](mailto:accounting@usacimbing.org)
    - Receipts and invoices must be in PDF file format, other formats may increase time of payment
  - All invoices are subject to NET 30 terms
- Invoices will not be paid until National Routesetter reviews are completed, as per Routesetter agreement

### 2025 Rates:

- Head Routesetter: \$310/day
- Assistant Routesetter: \$225/day
- Apprentice Routesetter: \$145/day
- Intern Routesetter: \$0/day (intern Routesetter at National Events are eligible for food stipend allotment)

440 West 800 South  
Salt Lake City Utah 84101  
801-618-0740  
[usacimbing.org](http://usacimbing.org)



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