



Non-Parent Coach Policy

The purpose of this policy is to provide guidance on budgeting for and reimbursement of certain expenses incurred by non-parent coaches who are members of a travel team coaching staff. Expenses to be addressed by this policy include apparel, transportation costs, meals and accommodations.

Team budgets are presented for review by the President, Vice President of Travel and the Treasurer and approved by the parents/guardians of the travel team. They should either include an allocation for reimbursement of certain expenses associated with the non-parent coach or make an explicit statement that the non-parent coach has declined reimbursement.

Non-parent coach expenses that are budgeted for must be presented in sufficient detail to ensure parents/guardians can understand the nature and extent of expenses borne by the travel team.

The following are guidelines for budgeting and reimbursement of non-parent coach expenditures:

Apparel: Team budgets should include the cost of a tracksuit or team jacket to be worn while in attendance at games. The cost of the apparel should be obtained annually from the Equipment Convener.

Transportation costs: Non-parent coaches should seek to minimize transportation costs by traveling with other members of the coaching staff. If carpooling is not feasible, the non-parent coach can seek reimbursement for a reasonable gas allowance when traveling to/from tournaments at venues outside of Windsor and Essex County.

Fuel costs must be supported with receipts.

Meal expenses: Team budgets should include the cost of meals for travel to/from tournaments at venues outside of Windsor and Essex County. Maximum allowable rates of reimbursement are:

Breakfast \$15 per day – No amount will be paid if breakfast is included in the cost of the accommodations.

- Day of departure, if traveling on or before 7 a.m., the cost of breakfast will be reimbursed.

Lunch \$20 per day – No amount will be paid if provided with a team lunch.

- Day of departure, if traveling on or before 12 p.m., the cost of lunch will be reimbursed.
- Day of return, if traveling on or before 1 p.m., the cost of lunch will be reimbursed.

Dinner \$35 per day – No amount will be paid if provided with a team dinner.

- Day of departure if traveling on or before 5 p.m., the cost of dinner will be reimbursed.
- Day of return, if traveling on or before 6 p.m. The cost of dinner will be reimbursed.

Meal expenses should be supported by an invoice/receipt. The invoice/receipt should be of sufficient detail to understand what is being reimbursed. Alcohol will not be reimbursed.

Accommodation Expenses: The team budget will include an amount associated with non-parent coach accommodations for travel to tournaments outside of Windsor and Essex County and greater than 1.5 hours and 200 km's from Windsor.

Non-parent coaches are expected to make reasonable efforts to minimize accommodation costs by sharing rooms when possible. Non-parent coaches are expected to stay in the same hotel as the team.

Reporting: On a monthly basis, financial information reported by the travel team should include details of costs reimbursed to non-parent coaches. In addition, travel teams are expected to submit financial information to the President, Vice President of Travel and Treasurer on a monthly basis.

There is an annual maximum cap for all expenses for non parent coaches of \$4,000 total for the 2023/24 season. Effective for the 2024/25 season, the maximum cap will be \$2,000 per non-parent coach to a maximum of \$6,000 per travel team.