

Staff Compensation Policy

Introduction

The Cold Lake Soccer Association (CLSA) values the time, effort, and commitment of its volunteer coaches, managers, and support staff. To recognize their contributions, CLSA has introduced a Staff Compensation Program.

This program is designed to be fair, transparent, and sustainable. It must be applied equally across all teams and individuals. Compensation will not be adjusted on a case-by-case basis to favor certain individuals, as this creates bias and undermines fairness.

In past seasons, coaches and managers received no compensation. This program is new, and if abused, it will not continue. Abuse of the system would force CLSA to either:

- Raise registration fees significantly,
- Pay compensation directly from the Association's limited funds, or
- Eliminate the compensation program entirely.

None of these outcomes are acceptable, which is why strict adherence to this policy is required.

NOTE: The compensation rates will be determined by the board at the beginning of each season.

Section 1: Coach and Manager Compensation

Eligibility Requirements

- Must attend at least 80% of all scheduled events (practices, games, and tournaments).

Acceptable exceptions include:

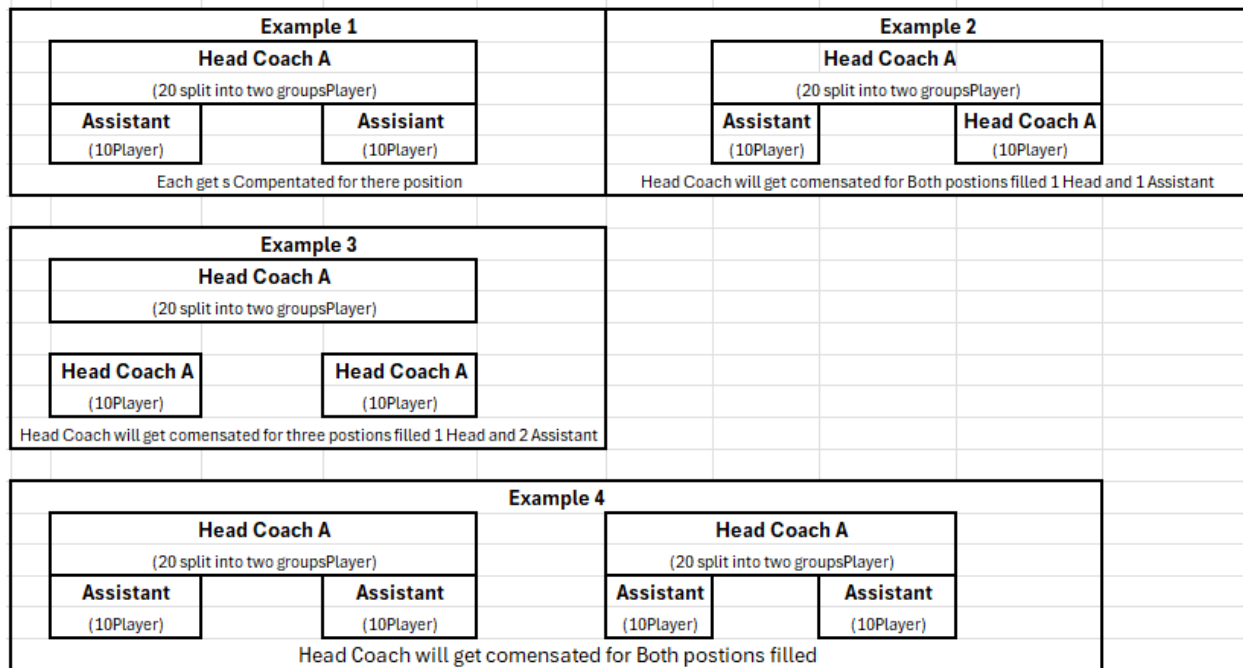
- Pre-scheduled holidays or personal events
- Illness, injury, or family emergencies

Coaches and managers are role models for players. Commitment and reliability are qualities that athletes notice and learn from.

Factors That May Increase Compensation

- Tier 4 Teams: Coaching multiple Tier 4 teams in the same season (e.g., *Coach A is Head Coach of U13 Girls and U17 Boys*).
- House League:
 - The head coach is responsible for two teams with four assistants.

- Head coach with only one assistant for two teams (credited as 1 head coach + 1 assistant).
- Head coach working alone (credited as 2 head coaches).



- Managing more than one team. (Tier 4 only)

Factors That May Reduce Compensation

- Prior commitments that were NOT communicated before the season began.
- Failure to meet the 80% attendance requirement.
- Being disciplined and not in good standing with CLSA.

Section 2: General Volunteer Compensation

From time to time, CLSA will require additional volunteers to assist with essential tasks, such as:

- Setting up or taking down nets,
- Running 50/50 draws or raffles,
- Supporting special committees (e.g., planning for an indoor facility or clubhouse).
- Any other miscellaneous activities CLSA will need help with.

Compensation Rate:

- Volunteers will be compensated at a rate of \$15 per hour.
- Payment will be managed and approved by the Fundraising Director or the Committee Chairperson responsible for the activity.

Section 3: Travel Reimbursement

The club has introduced a standard reimbursement rate for Head Coaches, as well as for Assistant Coaches who assume the role of Head Coach when the Head Coach is unable to attend an event.

This reimbursement is intended to cover travel expenses for events held outside of Cold Lake, as follows:

- Hotel: Maximum of \$165 per night, including all taxes and fees.
- Mileage: \$0.25 per km (applies only from destination to destination; does not cover driving around once at the destination).

Enforcement

- Compensation will only be awarded when all requirements are met.
- Exceptions will not be made outside of the clearly stated guidelines.
- If a coach, manager, or volunteer fails to meet the requirements, they will not receive compensation.
- Reimbursement will only be processed after proof of receipts is submitted and the Age Group Director has signed off and/or verified attendance at the event.

CLMSA Approved Date: Aug 21, 2025

President's Signature:  Date: 24 Aug 2025