

**Carleton Place Girls Hockey Association (CPGHA)**  
**Policy Amendment Summary**

<b>Non-Parent Coaching Staff Reimbursement for Expenses Incurred during Out-of-Town Tournaments Policy</b>	
<b>Date Amended</b>	<b>Amendment Details</b>
January 12, 2026	Amended as per CPGHA January 2026 board discussion

## CPGHA Policy: Non-Parent Coaching Staff Reimbursement for Expenses Incurred during Out-of-Town Tournaments

Effective Date	This policy was last approved by the CPGHA executive on January 12, 2026 and takes effect on April 1, 2026.
Objective and Scope	<p>This policy is an administrative tool intended to provide direction to all house and competitive CPGHA teams for the reimbursement of expenses incurred by non-parent coaches when travelling for out-of-town tournaments.</p> <p>The scope of this policy does not include other expenses (e.g. team wear, travel for regular season games) which are at the discretion of the head coaches.</p> <p>For the CPGHA high performance program, refer to the respective policies.</p>
Policy Requirements	<p>Policy requirements focus on:</p> <ol style="list-style-type: none"> <li>1. Source of reimbursed funds</li> <li>2. Expenses to be reimbursed</li> <li>3. Proof of expenses</li> <li>4. Transparency of reimbursement</li> <li>5. Reimbursement of expenses</li> </ol> <p>1. <u>Source of reimbursed funds</u> Funds used to reimburse non-parent coaches are to be sourced from the team budget; therefore, the Head Coach is ultimately responsible for ensuring the availability of funds needed to reimburse non-parent coach expenses for each season.</p> <p>2. <u>Expenses to be reimbursed</u> The Head Coach is to determine whether the financial cost to the team for non-parent coach travel is required based on rostered bench staff.</p> <p>In situations where there is more than one rostered non-parent coach, the Head Coach is to determine the number of non-parent</p>

coaches required to support the team during the out-of-town tournament.

Reimbursement is at the discretion of the Head Coach, and the Head Coach must inform the non-parent coach at the time of securing their position of the terms by which expenses will be reimbursed.

Guidelines that can be considered by the Head Coach for reimbursement include:

2.1. Accommodations

- Accommodations should be booked at the same hotel as the team and are to be booked for the same duration as the team.
- Maximum reimbursement is the rate of the team hotel booking, regardless of the non-parent coach's accommodations; however, if the incurred cost is lower than the team rate (or free), then the non-parent coach is to be reimbursed according to the lower/no cost.

2.2. Food

- Maximum reimbursement of \$100 per day for non-alcoholic beverage and meal expenses, with the exception of travel days where the maximum reimbursement is \$60.

2.3. Vehicle

- Reimbursement is 10 cents per kilometer when a non-parent coach must use a personal vehicle to travel to an out-of-town tournament. Should a non-parent coach rent a vehicle, the reimbursement will be the lesser of either the rental cost or 10 cents per kilometer. Should the non-parent coach travel free (i.e. with a team member/coach staff), there is no reimbursement of vehicle expenses.

3. Proof of expenses

Non-parent coaches must retain and submit receipts in order to be reimbursed for accommodation, food and vehicle expenses incurred during the out-of-town tournament. Gas (or car rental) receipts will serve as proof of vehicle expenses.

As long as the details are clear, a photo or scan of the receipt can be submitted.

	<p>4. <u>Transparency of reimbursement</u>  Head coaches must be transparent with all team costs, including non-parent coach reimbursements. These expenses are to be captured in the team budget prior to obtaining approval from the players' parents/guardians.</p> <p>5. <u>Reimbursement of expenses</u>  Following an out-of-town tournament, the Head Coach is to submit a written request to the Team Treasurer for reimbursement of expenses for all eligible non-parent coaches. The request must include all of the following:</p> <ul style="list-style-type: none"> <li>• Name of non-parent coach</li> <li>• Distance from Carleton Place to tournament location</li> <li>• Proof of expenses</li> <li>• Date of departure</li> <li>• Date of return.</li> </ul> <p>The Team Treasurer is to reimburse the non-parent coach within five days of receiving the written request from the Head Coach. Format of reimbursement will be via e-transfer (or cheque should e-transfer not be an option).</p>
<p>Exceptions to Policy</p>	<p>Exceptions to this policy can be made at the discretion of the CPGHA executive.</p>
<p>Policy Inquiries</p>	<p>Inquiries on this policy can be submitted to the CPGHA Executive via <a href="mailto:cpghasecretary@cpgha.ca">cpghasecretary@cpgha.ca</a>.</p>