**HAY RIVER MINOR HOCKEY ASSOCIATION**

**Travel Policy**

HRMHA encourages tournament and exhibition games as much as possible given that our players are not involved in regular league play. HRMHA further wishes to encourage Coaches/Directors to attend tournaments thereby allowing their players to gain game experience. This Travel Policy has been developed to assist with the expenses of tournament travel, and is not meant to completely reimburse team personnel for their expenses. Please keep in mind that the money to pay for travel claims come from fundraised dollars through HRMHA fundraising events.

With our limited enrollment numbers, sometimes we are unable to send a team on a tournament if some players cannot attend because their parents are unable to take them. In recognition of this, and although it is not a requirement for HRMHA personnel to take children other than their own on tournaments, it is HRMHA's understanding that by assisting with Coach/Director expenses, Coaches/Directors will consider accommodating players who may need assistance by taking them with them.

**To be eligible to claim for travel assistance the following will apply:**

1. Two coaches (the Head Coach and Assistant Coach) and one director per division are eligible to submit a travel claim(s) per trip.

The claimant must attend at least 75% of practices during the season to be eligible to put in a claim. Exceptions will be made at the discretion of the Executive Officers for situations where the team would not be able to travel if a particular team personnel does not go (and has not attended the required 75% of practices). **Directors, please note that attendance records are particularly important to be able to enforce this requirement.**

1. Claims/expenses eligible for reimbursement are mileage and accommodation only. Flat rate amounts are as follows: (Receipts are not required, however a copy of the tournament or exhibition schedule AND copies of game score sheets must accompany the travel claim. These score sheets should contain the Divisional Personnel's names who have attended under the team roster).

Accommodation - reimbursement of a flat rate of $125 per night. Accommodations may only be claimed for a maximum of one night per scheduled day of games. If you can make it to your destination prior to your 1st game, or back home at a reasonable hour on a scheduled day of games, you will not be eligible to be reimbursed for that night accommodation.

Mileage - reimbursement of a flat rate per destination and return to Hay River as per the table found below in this Policy.

1. All Player's traveling with Coaches/Directors are required to pay a portion of the expenses, Coach/Director's child included, and any amounts collected must be deducted from the Coach/Director's Travel Claim submitted. The suggested amounts required are listed in the schedule below. To assist Coaches/Directors in communicating this requirement to parents, a form is attached to this Policy that must be given to the parent/guardian, and the completed form must be attached to the Travel Claim submitted for processing. This form also helps safeguard the Coach/Director by collecting pertinent information from the parent regarding their child during travel.

HRMHA recognizes that it may be difficult to collect this fee and that if these players did not come a team may not be able to travel. In these cases, if the amount is not collectible, then the claimant is not required to deduct from the travel claim. You still must indicate on the travel claim the name(s) of the players traveling with you (and attach the completed form), even if you were unable to collect fees. These fees do not include food for the player. Players are expected to bring additional money. All Travel Claims submitted will remain confidential.

|  |  |  |
| --- | --- | --- |
| HAY RIVER TO ' as below ' and return: | Gas ReimbursementAmount for Coach/Director | Player Portion to PayCoach/Director(if day trip then just pay for gas) |
|  |  | For Gas **per trip** | For Hotel **per night** |
| Fort Providence (360 km) | $75 | $10 | n/a |
| Fort Smith (544 km) | $100 | $20 | $10 |
| High Level (624 km) | $125 | $20 | $20 |
| Fort Vermillion (776 km) | $150 | $20 | $20 |
| La Crete (842 km) | $175 | $20 | $20 |
| Yellowknife (962 km) | $200 | $30 | $10 |
| Manning (1014 km) | $225 | $30 | $20 |
| Fairview (1298 km) | $275 | $30 | $20 |
| Peace River (1214 km) | $275 | $30 | $20 |
| High Prairie (1466 km) | $300 | $30 | $20 |
| Grande Prairie (1532 km) | $325 | $40 | $20 |
| Beaverlodge (1612 km) | $375 | $40 | $20 |
| Edmonton (2188 km) | $450 | $40 | $20 |
| Other destinations consult with the Executive PRIOR to your trip. |

1. The amounts listed in this policy that players traveling with Coaches/Directors pay may be suggested as a *guideline* for parents who are either taking other players or sending their children with other parents, however, HRMHA personnel cannot interfere with arrangements parents make amongst themselves for their children. Further, HRMHA personnel cannot facilitate arrangements for players to travel with other parents, rather an email can be sent out indicating that a player requires a ride, but the parents need to work the details out themselves.
2. Coaches/Directors/Parent Helpers who are submitting a claim, and their child has attended the tournament, regardless of who they have travelled with, must deduct for their child from the claim submitted.
3. If Coaches/Directors/Parent Helpers who are submitting a claim travel together in the same vehicle, only one gas claim is eligible. The same goes for if they stay in the same hotel room, only one hotel room is eligible.
4. Hay River Minor Hockey will issue a cheque for all entry fees.
5. If a team(s)/division(s) decide to charter a bus or plane for group travel with prior approval from the Executive Committee, group travel will only be reimbursed. Individual claims will not be accepted.
6. Any travel beyond 2,000 return kilometers from Hay River must be directly approved by Hay River Minor Hockey Executive.
7. Travel Claims must be handed in to the Division's Director by the Friday following the travel, and the Director will sign off and hand in to the Treasurer for processing by the following Wednesday. Failure to do this will result in the claim not being eligible for refund. Exceptions will be made at the discretion of the Executive Officers depending on the circumstances.
8. Exceptions to the above must be presented to the Executive Officers for consideration. Example - storm causes extra night of accommodations.

**HAY RIVER MINOR HOCKEY ASSOCIATION**

**Attachment to Travel Policy**

**Sending Your Child with HRMHA Personnel - Coach/Directors**

The Coach or Director is required to provide the parent/guardian of a child who will be travelling with him/her this form, and is required to attach this completed form to the Travel Claim submitted for processing.

To Parent/Guardian:

If you are unable to bring your child on a tournament and have made arrangements with HRMHA personnel (Coaches/Director) it is your responsibility to prepare for this travel as follows:

1. Provide the required fee as listed in the Table found within the Travel Policy under "Player Portion to Pay". Note the accommodation amount is per night.
2. Provide to the Coach/Director or to your child money to pay for food for the duration of the trip.
3. Ensure you have provided your contact information, and contact information of an alternate in the event of an emergency.
4. Provide to the Coach/Director a written medical consent form allowing that should something happen to your child and medical attention is required that the Coach/Director is able to consent to medical treatment on your behalf.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am sending my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent or Guardian name) (Child's name)

with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to attend a tournament in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Name of HRMHA Personnel) (Community)

*Please check off below the applicable statement:*

 I have read the above and acknowledge my responsibilities and have complied with the requirements as listed above.

 I have read the above and acknowledge my responsibilities, however I am not able to comply with numbers \_\_\_\_\_\_\_\_\_\_\_\_ above, and I have discussed this with the Coach/Director taking my child and we have come to an agreement that he/she is still able to take my child.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HRMHA Team Personnel Signature Date