



## Okotoks Raiders Lacrosse Association

Box 898 Okotoks, AB T1S 1A9

403.875.2576

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### Policy: Reimbursement of Non-Parent Coach Expenses

**Purpose:** The ORLA recognizes the value in having properly trained, qualified and experienced coaches involved in coaching our players. These coaches are not always parents of players on a particular team. Also, teams frequently engage in activities that require travel and the expenses that go along with that travel. Typically, these expenses are dealt with between a team and its coach as this is the most direct and personal relationship. However, in order to try and equalize the costs and opportunities for teams that have parent coaches and non-parent coaches, the ORLA believes that it is fair and equitable to reimburse teams for certain costs they might incur in having their non-parent coaches travel with them to tournaments or non-local games. Such reimbursements will be paid and considered in accordance with this policy. Teams are encouraged to take this policy into account when discussing the reasonable costs of their coaches travelling to playing events with those coaches or as part of a team budget.

1. Arrangements for cost reimbursement for a coach should always be between the coach and the team. The ORLA will not reimburse any individual coach for expenses directly. The ORLA will only reimburse funds to teams for expenses they incur or reimburse to a coach for coach travel in accordance with this policy.
2. The ORLA will reimburse teams for costs associated with up to 2 non-parent coaches for up to 2 travel tournaments or similar travel gameplay experiences per season. For the purpose of this policy, a travel tournament or activity would be one that is located outside of the boundaries of a Calgary District Lacrosse Association member association and involves playing lacrosse games. Typically, this would be a tournament, but something like league games in Edmonton or Saskatoon for the Wild Rose Lacrosse League U17A Division would also be considered for reimbursement under this policy.
3. Properly reimbursable costs for travel include:
  - a. Accommodation. Generally, a hotel that the rest of the team is staying at. Coaches should be encouraged to share accommodation where appropriate.
  - b. Travel expenses. In appropriate situations, air or bus expenses may be considered. Mileage will be reimbursed at the current rate provided for in the [Government of Alberta Travel, Meal and Hospitality Expenses Policy](#) which is currently prescribed at \$0.505 per km. Actual parking expenses may also be considered under this policy if necessary and appropriate.
  - c. Food. Up to 3 meals per day at suitably reasonable rates. No liquor or alcohol expenses will be reimbursed. If there is uncertainty on what is reasonable, the current [Government of Alberta Travel, Meal and Hospitality Expenses Policy](#) will be referred to for guidance.
4. This policy will apply to all teams where the ORLA has appointed non-parent coaches to a team to ensure qualified appropriate coaching. Where teams have arranged for a non-parent coach to be with their team as part of an appropriate activity where costs might be reimbursed under this policy, teams should consult with the Board of the ORLA in advance to ensure that the nature of the qualifications of the coach and the activity are appropriate. If teams do not consult with the ORLA Board in advance of a request to reimburse a non-parent coach's expenses where that coach was not appointed to the team by the ORLA, those expenses may not be reimbursed by the ORLA.



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5. To request reimbursement, teams should submit a copy of the receipts that they are seeking reimbursement for, as well as the following information:
  - a. The name of the team participating in the event and the name on the team bank account the reimbursement cheque should be made out to;
  - b. The names of the coaches who incurred the expenses;
  - c. The dates and a brief description of the event in question;
  - d. If a mileage reimbursement is being requested, a calculation of the reimbursement requested.
  
6. The ORLA reserves the right to review any expense reimbursement requests sent in for reasonableness and may not reimburse expenses that are not reasonable given the nature of the event and team in question. For example, flight expenses for 2 coaches to coach an U9 team at an out of province tournament would be very unlikely to be considered reasonable expenses for reimbursement.