



Greater Sudbury AAA Co-operation Committee Staff Expense Policy



Objective:

To ensure that both non-parent and parent AAA team staff members are reimbursed for team-related expenses from team funds, and to ensure that costs for team management are reasonable, fair and uniform across all AAA teams, in accordance with the framework set out below. These costs are to be included in the team budget.

Applicability:

This policy applies to staff (coach, assistant coaches, trainer, manager, etc.) on all AAA teams over which the AAA Committee has jurisdiction.

Process:

Allowable expenses shall include meals, transportation expenses and hotel expenses for any team excursions outside of the boundaries of the City of Greater Sudbury. These excursions shall include out-of-town tournaments, provincial championships, or regular league play when games are played outside of the boundaries of the City of Greater Sudbury.

Non-parent staff members shall be reimbursed 100 percent of their expenses and **parent** staff members shall be reimbursed 50 percent of their expenses, subject to the following guidelines:

- The expectation is that team staff will travel and room together to minimize costs (i.e., carpooling, 2 per room, etc.).
- A maximum of 2 coach's vehicles per trip may be expensed to the team, and the maximum number of coaching staff who may claim expenses on any trip is 5.
- If the team charters a bus for a tournament, the team staff are expected to travel with the team on the bus. No car allowances shall be charged on these trips.

NOTE: No transportation expenses will be claimed or reimbursed for team practices and games within the City of Greater Sudbury.

All receipts must be submitted to the team manager for approval, and reimbursement will be based on the actual receipt totals (per person). The maximum daily meal allowance should not exceed \$70 per person and alcohol is **not** to be included in the claims.

The manager **MUST** keep a detailed account of these claims and reimbursements and shall present them to the Committee for scrutiny if requested.

Team budgets may also include the cost of staff apparel (track suits, team jackets, etc.).