



Coach Reimbursement Policy

Objective:

It is the policy of the NCHA that both non-parent and parent team staff can be reimbursed for team-related travel expenses from team funds, in accordance with the framework set out below. The NCHA will follow best practices and Provincial rates for Non-profit organizations, the Governing bodies for this are the Sale of Goods Act (Ontario); Management Board of Cabinet (Expense Directives); and the Broader Public Sector Accountability act Bill 122 (Legislated by the Federal Government).

Applicability:

- To ensure that costs for team management are applicable and uniform across all teams.
- Total team allowable staff expenses shall not exceed \$2,500 and \$6,000, for parent and non-parent coaching staff, respectively, per year for tournaments or provincial championships.
- If a coaching staff member has a child on team, they will be allowed only fifty percent (50%) of expenses incurred. Allowed expenses: meals and travel expenses (gas receipts).
- Examples: Rooms - *if 2 team staff share - 100% of room is paid; if a coach shares a room with a family member, the team will pay 50%.*
 - The expectation is that team staff will travel and room together to minimize costs (i.e., carpooling, 2 per room, etc.).
 - The total cost of items like gas, rooms and meals (without alcohol) will be part of the team budget.
 - If one of the coaching staff decides to bring their spouse, than only half the cost of the room will be covered; only the team staff management meals will be covered.
 - For team practices and games within the Greater City of Sudbury, no transportation expenses will be reimbursed.
- When the team chooses to use a bus to get to a game or tournament, the team staff are expected to travel with the team on the bus. In such instances, no car allowance will be provided.
- Travel expense: \$0.41/km (Mileage rates include, gas, insurance/deductable, wear/tear, etc. Expense claims must be submitted



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with distances calculated in kilometers – Maximum of 2 coach vehicles per trip can be expensed to the team.

Meal Expenses: receipts must be submitted - no exceptions – reimbursements will be made based on actual receipt totals up to the maximum daily rate (i.e., If the Coach supplies receipts for \$35 dollars – the coach is reimbursed the \$35 and not \$69 Note: **Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. There are no exceptions to this rule.**

- The full daily rate of \$ \$69 (tax and gratuity included) will apply when staff must depart from Sudbury on or prior to 8:00 a.m. to travel to an away venue where overnight accommodation will be required.
- The full daily rate of \$ \$69 (tax and gratuity included) will apply when, following an overnight stay, one returns to Sudbury immediately following the last game and arrives in Sudbury on or after 8:00 p.m.
- The full daily rate of \$69 (tax and gratuity included) will apply if the away venue is at least a 12 hour round-trip away from home by car.

Meal Rates

Reimbursements for meal expenses incurred are subject to the maximum rates set out in the chart below. These rates include taxes and gratuities.

Meal	Within Canada	Outside Canada
Breakfast	\$ 15.05	\$ 15.05
Lunch	\$ 14.15	\$ 14.15
Dinner	\$ 39.85	\$ 39.85
Daily Maximum	\$ 69.05	\$ 69.05

The rates are not an allowance. They are for individual meals – you must have incurred the meal expense to be able to submit a claim for reimbursement.

When more than one meal is claimed for any day, you may allocate the combined maximum rates between the meals. For example, if you will be eating breakfast and lunch, the combined rate is \$29.20. This now becomes the maximum rate for the two meals, regardless of what you spend on each meal.



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Note: It is not permitted to combine the maximum 3-meal rate if only two meals are eaten or if your allowable meal allowance for the day is only two meals.

- Accommodation Expenses:
 - When on the road, the team staff are expected to stay in the same hotel as the players but when that is not possible, they may stay in another hotel whose room rates are equal to or less that of the player's hotel.
 - Non parent coach will receive 100% reimbursement for hotel stays – (maximum 3 rooms per night per team)
- Clothing Expenses:
 - The team budgets should include for team staff apparel (tracksuits, team jackets, etc.), for up to five team officials. Sticks, skates, helmets, etc., for team officials are not allowable expense.
- The following applies to all management staff who have children on the team:
 - Team apparel will be covered by the team, i.e., track suits, team jacket etc.)

Regarding AAA:

A \$4,000 honorarium will be paid to a non-parent coach, from the team budget.

\$1,500 to each additional non parent assistant coach, from the team budget.

The above is not to exceed a total of \$7,000.

Process:

- If the team management would like to go beyond these budget amounts, the following approvals are required:
 - Parents approval: The majority (at least 2/3) of parents on the team must agree to the additional expenditures.
 - Board Approval: Once a team has approval from the parents, they must submit a request to the board to approve extra expenditures.
- Parent coaches will be permitted to charge for the above noted items, provided 2/3 of the parents agree.