

Non-Parent Coaching Staff Expenses (Guideline)

It is recognized that non-parent coaching staff will incur expenses in travel, food, and accommodations with the team over the course of the season. A non-parent coach or staff member is one who is not related to a player on the team. (Mother, father, grandparent or legal guardian)

Non-parent coaches are a wonderful asset to our WMH teams, and we should strive to minimize their expenses for the dedication they give to our players.

Non-parent coaches are entitled to claim reasonable expenses that they incur over the course of the season. The expenses of the non-parent coaching staff are to be included in the team budget. These expenses are to be paid monthly from the team budget and are to coincide with the expenses being submitted by the non-parent coaching staff via receipts to the team manager.

If the coaching staff consists of any non-parent coaches, these guidelines should be discussed at a team meeting prior to the start of the hockey season and the team should agree to the terms for reimbursement. The terms that are agreed upon should then be conveyed to the VP of Rep Hockey.

1. Non-parent coaches will be permitted to claim reasonable expenses they incur over the course of the season.
2. Lodging: Hotel accommodations are to be paid for by the team for away tournaments.
 - A. Non-parent coach rooms are to be booked at the same hotel and rates as the team double occupancy.
 - B. The suggestion is to be two coaches per room if more than one non-parent coach on the team; in the event of 5 non-parent coaches, a third room or suite should be booked, to ensure there are enough beds to for each coach, however if all coaches prefer their own rooms, if should be taken into consideration for privacy purposes.
3. Meal allowances: A maximum of \$100.00 per away tournament per coach is to be covered by the team. This excludes any alcohol.
4. Mileage:
 - A. Milage shall be paid for one team coach vehicle to travel to out-of-town games and tournaments. If a second or third vehicle is required for non-parent coach travel, based on geographical circumstances, it would be considered over and above the budgeted requirements and would need to be approved by the team. The rate paid shall be the most recent milage rates determined by the Canada Revenue Agency (currently \$0.70/km for 2024)
 - B. Out of town travel is deemed as destinations for a hockey function over 50km from the Woolwich Memorial Center, Elmira, Ontario. (Round Trip) Carpooling is expected to reduce costs to the team.

5. Clothing/Additional Team Expenses
 - A. All team clothing is to be paid for by team funds for non-parent coaching staff, if required or requested
 - B. Any items such as power skating, extra ice, and additional training must be submitted but the coaching staff and agreed on by the team if not included in the original budget.