

# **DARTMOUTH CROSSING SPEED SKATING CLUB**

## **TRAVEL EXPENSES FOR COACHES POLICY**

**Dartmouth Crossing Speed Skating Club Policy No. DCSSC 2021-002**

Adopted: December 1st, 2021

**WHEREAS** Coaches are expected to contribute to the improvement of club capacity and sustainability;

**WHEREAS** Coaches receive minimal remuneration for their contributions;

### **Purpose**

The Travel Expenses for Coaches Policy provides guidance on travel expenses to be reimbursed to coaches of the Dartmouth Crossing Speed Skating Club. Club members participating at events are to be responsible for the Coach's travel expenses related to events outside of the Halifax Regional Municipality (HRM). Coach travel expenses are not included in members' club registration fees and would vary from member to member. The Club will need to review the schedule of events in a season to determine expenses that need to be covered and then set an coaching fee to collect from members or through fundraising. The Club Treasurer is to collect and provide payment to the Club Coach(es).

### **Coach Assignments**

The Head Coach and Club President are responsible to assign coaches for events. The number of coaches assigned to an event will be determined by its location and the number of members participating. When a coach is assigned to an event their travel expenses will be reimbursed as outlined in this policy. Multiple coaches, when possible, should share expenses by car pooling and/or sharing accommodations.

As a guide one coach should be assigned or responsible to coach a maximum of twelve to fifteen skaters at one meet. If more than fifteen skaters are participating, a second coach, preferably other gender, will be entitled to compensation as mentioned in this policy.

### **Participants' Coaching Fee**

The Head Coach, Club President and Club Treasurer are responsible to determine a coaching fee to be collected from each participating member per event. The coaching fee will be set to cover the coach reimbursements expected through the season. The coaching fee amount will be communicated with members at the beginning of the season and collected from participants at or following each applicable event.

### **Gas/Mileage**

The coach will be reimbursed \$0.25/km for car travel to events outside of the Halifax Regional Municipality, or greater than 300 km round-trip from the RBC Centre Dartmouth. The kilometrage allowances rate will need to be updated and approved by the board before the new season begin.

## **Accommodations**

The coach will be reimbursed for accommodations for events where traveling to and from within a day would be unreasonable. Where possible the Coach would stay in the “meet hotel”. If other arrangements are made the coach shall not be reimbursed in excess of the “meet hotel” rate. Only the costs of overnight accommodation are covered; the coach is responsible for any miscellaneous expenses.

## **Meals**

The coach will be reimbursed for meal expenses for events taking place outside of HRM. In general, single day trips would be one to two meals and overnight trips two to three meals. When meals are not provided at the event or not included with accommodations the general guidelines are:

Breakfast \$15.00

Lunch \$15.00

Dinner \$25.00

The meal allowances rate will need to be updated and approved by the board before the new season begin.

## **Incidentals**

The coach will be reimbursed for reasonable incidental expenses: including parking, tolls, meet admission fees, up to a maximum of \$17 /day. Higher expenses such as the PEI bridge fare will be reimbursed separately under other expenses.

The incidental rate will need to be updated and approved by the board before the new season begin.

## **Expense Reports**

Expense reports should be completed by coaches requesting reimbursement and within one week after the meet. Reimbursement requests should be approved by the Club President and Treasurer.

## **Receipts**

Receipts are not required for mileage or per diem. Receipts are required for expenses over \$25.00 and for accommodations. If a receipt is lost the coach should contact the vendor to request a duplicate copy. If a duplicate receipt cannot be obtained the expense may be paid with proof of payment via bank or credit card statements.

### **Meets within HRM and Valley**

Incidental expenses for coaches within HRM and the Valleys will be compensated at a flat rate for the day and as followed:

HRSSC (Tantallon) meet.....\$35

Valley (Kingston and other locations) .....\$50

Oval (Halifax). .....\$25

These incidental expenses will be paid by the DCSSC club.

The coaching ratio as mentioned in “Coach Assignment” will be applicable as best as possible.

### **Parent Coach**

When the coach is also a parent of a participating member then the Head Coach, Club President and Club Treasurer should agree before the event what portion of the expenses will be reimbursed by the club and what portion are the responsibility of the coach. The decision regarding travel expense allocations should be recorded.

Approved on: December 1, 2021

## APPENDIX

Approximate two way distances from Dartmouth to four locations: Charlottetown...640 km (\$160) ,  
Fredericton...850 km (\$212.5), Moncton...500 km (\$125) and Saint John... 800 km (\$200).

As a comparaison, for the year 2021, the following avg cost for two nights at an hotel in Fredericton is  
\$300 (tax in) and \$350 (tax in) in Saint John, Moncton and Charlottetown.

This rate is base on Canada Treasury Board Travel Expenses Allowance.