



Sunshine Coast Minor Hockey Association
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www.scminorhockey.com

Leading, Developing and Promoting Positive Hockey Experiences

SUNSHINE COAST MINOR HOCKEY ASSOCIATION NON-PARENT COACH EXPENSE POLICY

INTRODUCTION

It is a policy of the Association that those who provide volunteer services to minor hockey should not suffer financial costs as a result, teams will reimburse up to two non-parent coaches per team for travel and other expenses incurred as a consequence of their position.

SCOPE

- Non-Parent Head Coaches will be paid \$6000.00 per season, divided equally by the number of the players and invoiced to the players of the team through the Association as per the SCMHA Salary Compensation for Non-Parent Head Coaches Policy.
- Teams will reimburse up to two non-parent coaches for travel expenses related to out-of-town games/tournaments as per SCMHA Policies and Procedures.

PROCEDURES

The following are expenses eligible for reimbursement at the rates specified:

1. 0.68 cents per km to cover fuel costs if a personal vehicle used – limited to one vehicle as carpooling is expected, additional vehicles at coaches' expense.
2. Reimbursement for ferry travel expenses is managed by the association's treasurer. As articulated in the Ferry Travel Policy, reimbursements will be authorized for one vehicle for each off-Coast or away game. We strongly encourage coaches to utilize carpooling for the purpose of these reimbursements.
3. Hotel rooms for each night of the tournament booked at the same hotel and rates as the team – double occupancy (maximum of 2 rooms) additional rooms or nights at coaches' expense
4. Per diem to cover meals to a maximum of \$70 per day (\$15 breakfast, \$20 lunch, \$35 dinner).
5. Coaches are limited to scheduling up to three out-of-town tournaments in a season for which expenses will be reimbursed – additional out-of-town tournaments will be at the coach's expense. Exceptions are made for additional events such as Provincial Championships whereby additional expense coverage will be required for the coaching.
6. The following procedure must take place for out of province tournaments:
 - a. Expression of Interest: Identify potential hockey tournaments outside of the province. Research premises, rules, registration deadlines, fees, and other key details.

- b. **Team Meeting:** Schedule a meeting with all team members to discuss the opportunity. Provide everyone with detailed information about the tournament, including the potential costs and commitments involved.
- c. **Discuss and Vote:** Open a discussion about whether the team is interested and/or able to participate. After the discussion, take a vote. A decision must be reached with a majority agreement in favor of participation. If the majority is not in agreement, the team will not participate in the out-of-province tournament.

Such reimbursements are subject to the following:

1. Amounts shall be submitted by the non-parent coach to the team's Manager monthly for reimbursement. Receipts are required for reimbursement.
2. Expenses shall be submitted using the SCMHA Expense Reimbursement Form.
3. As it is assumed that coaches who are parents would attend their child's games and so reimbursement for travel will not be made to parent coaches with the exception of ferry reimbursement as set forth in the SCMHA Policies and Procedures.