

# Non-Parent Coach Financial Policy

Cape Breton West Minor Hockey



## Policy

From time to time, a minor hockey team may have a Head Coach or Assistant Coach who does not have a child/dependent playing on the team.

The purpose of this policy is to provide guidance regarding the budgeting for and reimbursement of certain expenses incurred by non-parent coaches who are members of a travel team coaching staff.

Expenses addressed by this policy include apparel, transportation, meals, accommodations, and required coaching courses.

This policy is to be reviewed and discussed during the team parent meeting at the start of the season. The team budget should include an appropriate amount for eligible non-parent coach expenses.

### 1. Apparel

1. The team budget should include the cost of **one team jacket for each non-parent coach**, including both Head Coaches and Assistant Coaches.
2. Team jackets are intended to be worn by non-parent coaches while representing the team at games, tournaments, and other team-related events.

### 2. Transportation Costs

1. Non-parent coaches are encouraged to minimize transportation costs by carpooling with other members of the coaching staff whenever possible.
2. **Gas expenses will only be reimbursed when a valid gas receipt is submitted.**
3. Gas reimbursement applies to travel for away games, tournaments, and other team-related events requiring travel outside the team's home rink.
4. **Travel to and from the team's home rink is not eligible for reimbursement.**
5. Reimbursement applies to up to **three (3) non-parent coaches per team**, including Head Coaches and Assistant Coaches.

### 3. Meal Expenses

1. Team budgets should include the cost of meals for non-parent coaches when travelling to away games and tournaments.
2. Meals will be reimbursed at **flat rates**, with no receipt required.

3. The number of meals covered will depend on the timing and duration of the team's travel.
4. No meal allowance will be provided for home games or practices.
5. Maximum allowable flat-rate reimbursements are:
  - **Breakfast: \$15** — not provided when breakfast is included with accommodations.
  - **Lunch: \$20** — not provided when lunch is provided as part of a team meal.
  - **Dinner: \$30** — not provided when dinner is provided as part of a team meal.
6. Alcohol will not be reimbursed.

#### 4. Accommodation Costs — Tournaments

1. The team budget should include the cost of **one (1) hotel room per tournament for non-parent coach accommodation.**
2. **One hotel room will be reimbursed based on the team rate at the hotel where the team is staying.**
3. Reimbursement is limited to the number of nights required for the tournament and is based on the applicable **team hotel rate.**
4. Non-parent coach(es) are **expected to stay with the team at the team hotel.**
5. The one reimbursed hotel room is intended to accommodate the non-parent coaching staff where possible.
6. Any additional hotel rooms or accommodation costs beyond the one reimbursed room are the responsibility of the non-parent coach(es), unless otherwise approved by the team manager/treasurer or CBW Board.
7. Each team may participate in approximately **2–3 tournaments per season**, subject to team scheduling and tournament selection.

#### 5. Reimbursement Process and Discretion

1. All expense claims must be submitted to the team's official email address for review.
2. Gas reimbursement claims must include the applicable gas receipt.
3. Accommodation claims must include the hotel invoice/receipt showing the applicable team rate.
4. Claims should be submitted monthly or within a reasonable time after the expense is incurred.
5. Reimbursement will be issued once claims have been reviewed and approved by the team manager/treasurer.
6. The team manager/treasurer may, at their discretion, approve reasonable expenses that are not specifically addressed in this policy, provided the expense is directly related to the team and is considered reasonable and appropriate within the team's budget.
7. When clarification or additional support is required, the team may consult the CBW Board for guidance or approval.
8. The intent of this discretion is to allow reasonable flexibility for circumstances that may arise during the season while maintaining responsible use of team funds.

## 6. Coaching Requirements and Other Reimbursements

1. Non-parent coaches are eligible for reimbursement for:
  - Required coaching courses mandated by the league or association.
  - Eligible team and tournament-related expenses, including gas, meals, and accommodations as outlined in this policy.
2. Reimbursement applies to up to **three (3) non-parent coaches per team**, including Head Coaches and Assistant Coaches.
3. Claims for required coaching courses must include receipts and be submitted to the team's official email address.
4. Expenses that are unreasonable, personal in nature, or unrelated to team activities are not eligible for reimbursement.

## 7. Policy Review

1. This policy is intended to provide general guidance and establish consistent expectations for non-parent coach expenses.
2. The policy may be reviewed and updated by the CBW Board as needed based on experience, changing costs, or circumstances that arise over time.
3. Teams and team staff are encouraged to bring questions, concerns, or situations not addressed by the policy to the CBW Board for consideration and guidance.