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NON-PARENT COACH EXPENSE POLICY

Definition of Non-Parent Coach

1. A Non-Parent Coach is a Coach who is not an immediate family member of a player. For clarity, immediate family member shall include a parent, step-parent, guardian, sibling, grandparent, aunt, uncle, sibling-in-law or half-sibling.

Non-Parent Coach Expenses.

1. Teams will reimburse up to 3 non-parent Coaches for expenses incurred for Tournaments and Exhibition games outside of HRM. (Games played as part of the Central Minor Umbrella will not require reimbursement for any costs incurred).
2. The structure for reimbursement is noted below.
3. Non-Parent Coach Expenses shall be submitted to the Team Treasurer within 7 days of when the expenses were incurred, via the DWMHA Expense report. [Click here.](#)
4. The Team will reimburse the Coaches for Expenses incurred, within 7 days of receipt of the Expense Report. Reimbursement will be made in a manner acceptable to the Team and Coaches (Cash, Cheque, e-Transfer, etc.)

I: Acceptable Expenses

- a) Tournaments and Exhibition Games (Definition of Tournaments and Exhibition Games are found in Paragraph 1).
- b) Mileage- Provincial Government Rate (set every fiscal year). Intended to cover fuel costs if a personal vehicle is used- limited to one vehicle-carpooling is expected. Additional Vehicles at the Coach's expense.

Note: The Team has the option to rent a vehicle and pay all vehicle related expenses, if this is the cheaper option.



- c) Hotels- Rooms for Coaches will be at the same hotel as the team, at the team rate.

Maximum 2 rooms for 3 Coaches

1 Room for 2 Coaches

- d) Daily Per Diem- \$75.00 per day

\$15.00 Breakfast

\$20.00 Lunch

\$25.00 Dinner

\$15.00 Incidentals

If Breakfast is covered as part of the Hotel Room Rate, this meal may not be claimed as part of the Daily per Diem.

If the Team pays for a Coach's meal as part of a Team Meal, this meal may not be claimed as part of the Daily per Diem.

- 5) Teams with a Non-Parent Coaching Staff should Budget for the aforementioned Costs;(Mileage, Hotels,Per Diem) when creating their yearly Budget.

Budgets should also include the Expenses which may be incurred if the Team reaches the Provincial Championship Tournament or the Day of Champions.

Teams with a Non-Parent Coaching Staff should budget for the Maximum Expenses, which could be incurred when attending a Tournament. If the Team has the maximum success of reaching the Tournament Final, the expenses incurred will be greater than if the Team does poorly and is eliminated from the Tournament.

