



## SMHA TEAM STAFF EXPENSE POLICY - REPRESENTATIVE ONLY

### Objective:

To ensure that non-parent and parent team staff members are reimbursed for team-related expenses from team funds, and to ensure that costs for team management are reasonable, fair and uniform across all teams, in accordance with the framework set out below. These costs are to be included in the team budget.

### Applicability:

This policy applies to team staff (coach, assistant coaches, trainer, manager, etc.) on all teams within the Sudbury Minor Hockey Association.

### Process:

Allowable expenses may include meals, transportation expenses and hotel expenses for any team excursions ***outside of the boundaries of the City of Greater Sudbury***. These excursions shall include out-of-town tournaments, provincial championships, or regular league play when games are played outside of the boundaries of the City of Greater Sudbury.

## **Non-Parent Staff**

Non-parent staff members (up to a maximum of 4 staff) may be reimbursed 100 percent of their expenses, subject to the following guidelines:

- The expectation is that team staff (non-parent) will room together to minimize costs (2 staff per hotel room, to a maximum of 2 rooms). Should the team staff (non-parent) choose not to share accommodations, then each staff member will be reimbursed 50 percent of the room expenses to a maximum of 4 rooms. Non-parent staff must stay at the same hotel as the team.
- A maximum of 2 staff vehicles per trip may be expensed to the team. Mileage for all games and tournaments outside the City of Greater Sudbury shall be reimbursed at \$0.52/km (mileage reimbursement includes all vehicle expenses including gas). No vehicle expenses will be claimed or reimbursed for team practices and games within the City of Greater Sudbury.
- If the team charters a bus for a tournament, the team staff are expected to travel with the team on the bus. No vehicle expenses shall be claimed on these trips.

All accommodation receipts and mileage logs must be submitted to the team manager for approval, and reimbursement will be based on the actual receipt totals (per staff).

The maximum daily meal allowance is \$60 per staff (\$10 for breakfast, \$20 for lunch and \$30 for dinner). ***Alcohol is not to be included.***

The manager must keep a detailed account of these claims and reimbursements and shall present them to the SMHA board of directors for review if requested.

Team budgets may also include the cost of staff team apparel (track suits, team jackets, etc.) to a maximum of four (4) staff.

## **Parent Head Coach**

A parent head coach may be reimbursed 50 percent of hotel expenses during any team travel outside of the City of Greater Sudbury.

No transportation or meal expenses will be claimed.

The manager must keep a detailed account of these claims and reimbursements and shall present them to the SMHA board of directors for review if requested.

Team budgets may also include the cost of staff team apparel (track suits, team jackets, etc.) to a maximum of four (4) staff.