

Non-Parent Volunteer Expenses Policy

The time given by non-parent volunteers is important and as such, they are not expected to incur costs.

The following document outlines the policy for cost reimbursement.

- Covered – ideally with receipts for out-of-region tournaments
 - Hotel
 - Expectation is that lowest cost option for accommodation is picked
 - Maximum 2 rooms per night; if there are more than 2 coaches that do not share, coaches cover some of the fee – see Room sharing policy below
 - Gas
 - Coaches are not required to car pool
 - Airfare if required
 - Nationals or remote provincials only; the coach should use the form of travel of the majority of parents
 - Entrance fees
 - Nationals closing ceremonies, etc.
 - Meals
 - Keep the cost reasonable
- Not covered
 - Drinks
- Room sharing policy
 - Same family must share, i.e. parent-daughter coaching pairs
 - Separate rooms for coaches that are not related
- Special situations
 - If coach is at location with her playing team, no fees are covered
 - If a coach is being reimbursed as a referee, no fees are covered
 - If coach has multiple teams at locations, expenses should be split evenly across teams
- Misc
 - Coaches are expected to offer paid room for hospitality activities