



Coach Travel Expense Policy

Date Approved: May 29, 2019

President: Dave Bellehumeur

Executive Director: Patrick Johnston

Risk Management/Legal Counsel: Donna Clark

1. Purpose

London Volleyball Club (LVC) teams regularly choose to and are required to play in tournaments out of town (e.g. provincials, nationals, regular OVA tournaments) and also may pursue opportunities to participate in tournaments and exhibition matches outside of Canada with the approval of the Executive Director. The purpose of this policy is to make sure that coaches are compensated appropriately for reasonable travel expenses. The yearly honorarium paid to coaches is designed to offset expenses involved in travelling short distances to tournaments (e.g. less than 170 kms). Teams are expected to budget for and pay reasonable travel expenses for coaches when the distance to matches/tournaments are 170 kms or greater.

2. Definitions

- a. Association: London Volleyball Club (LVC).
- b. OVA: Ontario Volleyball Association.
- c. VC: Volleyball Canada.
- d. Parent liaison – Parent on team who has been selected to provide administrative support to the coaches and act as a resource to the parents.
- e. Parent Liaison Committee - LVC Committee created to provide support to parent liaisons from each team/age group.

3. Communication

- a. It is the responsibility of the head coach or lead coach to discuss travel expenses at the initial parent meeting and advise parents of the details of this policy.
- b. When possible, the lead coach or head coach should advise athletes and parents of possible upcoming tournaments that require significant travel expense prior to offers being sent out;
- c. Parents should be kept informed of the cost of travel expenses throughout the season either by the parent liaison and/or the head coach, in advance of the travel if possible.
- d. If a coach requires that certain expenses be paid upfront (e.g. hotel rooms, flights, etc.), the parent group should be advised as far as possible in advance so any payment schedules/budgets can reflect that expense.
- e. Parent liaisons may reach out to the Parent Liaison Committee for guidance/assistance with travel expense requirements.
- f. Any disagreements regarding travel expenses shall be brought to the Executive Director for determination. If the disagreement concerns the Executive Director, then the determination shall be made by the President.

4. Reasonable Expenses

- a. Coaches are not to be reimbursed for hotel stays for travel to tournaments under 170 kms away from London. If a team is participating in a 2 day tournament, hotel stays and meals may be reimbursed if appropriate.
- b. For travel 170 kms and over, coaches should be reimbursed for the following travel expenses:
 - i) mileage at the rate of \$0.40 per km;
 - ii) meals (per diem at \$10 per breakfast, \$15 per lunch and \$20 for dinner)
 - iii) hotel stays (at the same or similar hotel as the team has booked);
 - iv) flights (same or similar as the team has booked)
 - v) car rentals (same or similar as the team has booked)
- c. Coaches shall submit receipts to the parent liaison to be reimbursed for travel using the attached form (see Appendix A) or alternatively the coaches' travel may be paid upfront by the team.
- d. Meal allowance and mileage shall be paid to coaches without receipts required.
- e. Coaches should endeavour to reduce travel costs where possible (e.g. sharing vehicles and hotel rooms).
- f. Coaches shall be reimbursed all of the above reasonable expenses for Nationals (including mileage) regardless of the distance of the event from London.

5. Parent Coaches

Parent coaches shall only be reimbursed in exceptional circumstances in consultation with the parent group and the Executive Director and President of the Club. The Club retains the right to make the ultimate decision as to whether a parent coach should have all or some of his or her travel expenses paid. Various factors may be considered by the Club when making this determination including but not limited to:

- i) whether the parent coach is a lead coach, head coach or assistant coach;
- ii) the experience and/or certification level of the parent coach;
- iii) the time commitment of the parent coach;
- iv) the financial circumstances of the parent coach;
- v) any other factor deemed to be relevant by the Club.

Appendix A - Travel Expense Reimbursement

Date of Tournament/Exhibition: _____

Travel Dates: _____

Name of Tournament: _____

Location of Tournament: _____

LVC Team Name and Age Group: _____

Name of Head Coach: _____

Name of Coach submitting expenses if not Head Coach:

Name of Parent Liaison: _____

Expenses:

Mileage: _____ kms at \$0.40 per km: \$_____ total mileage

Meals: _____ breakfast @ \$10 per breakfast: \$_____ total

_____ lunch @ \$15 per lunch: \$_____ total

_____ dinner @ \$20 per lunch: \$_____ total

Hotel: _____ nights at \$_____ per night (receipts attached)

Flights: \$_____ (receipts attached)

Car Rental \$_____ (receipts attached)