

Allowable Coaching Expenses

Effective Date: Jan 9, 2011

Any approved team staff (coach, assistant coach or trainer) may claim expenses provided they do not have a child or stepchild on the team roster. Expenses shall only be claimed for tournaments and exhibition games outside the current league the team plays in as per Hockey Nova Scotia boundaries.

No approved team staff (coach, assistant coach or trainer) with a child or stepchild on the team shall claim any expense or use any team funds to cover costs related to tournaments and exhibition games.

All regulations contained in this document are contingent on the team parents agreeing to the expenses BEFORE the event is booked or takes place. Coaching expenses shall not be assumed costs. All costs should be discussed at parent meetings and voted on as per any other team expense.

Accommodations

- One--(1) hotel room is allowed for every two--(2) team staff of the same gender that do not have a child or stepchild on the team roster.
 - Male and female team staff members that have no child or stepchild on the team roster, but are considered a couple, can occupy the same room.
- The hotel room cost shall not be of greater value than the other team members' nightly rate.
- No extra costs shall be billed to the hotel room (room service, movies, gratuities, dry cleaning, etc.)



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- Any and all hotel room damages incurred during any stay shall be the responsibility of the staff member assigned to that room, and not of the association or team.
- If the team staff member is not able to be at their own home address by midnight of the same day as the last tournament or exhibition game, an additional night can be booked and expensed.
 - The booking must be a standard room, and all regulations contained in this policy apply to the additional night.
 - If the team staff member is required to be at a specific location one (1) hour prior to the start of a game in which they are required to leave their place of address before 6AM of the same day, they can expense a hotel room for the previous night.
 - The booking must be a standard room and all other regulations contained in this expense policy apply.

Meals

- Meal expenses shall not exceed a maximum of \$35 dollars per day inclusive of HST
- If the team has a meal that is paid for from the team budget, the team staff may also participate. It will not be deducted from their daily allowance.
- No alcohol purchases shall be included in the meal per diem provided by this policy.
- The cost for breakfast shall only be claimed when the team staff member has been travelling on team related travel for more than one hour before the recognized time for the start of the team activity.



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- The cost of an evening meal shall only be claimed when the team staff is not expected to return to his or her residence before 6:30 pm

Mileage

- Mileage rate shall be \$.40 per kilometer.
- Mileage expenses shall only be claimed when a minimum of One Hundred and Fifty-(150) kilometers of travel are needed to get to the scheduled games.
- Team staff shall use only the most direct route when claiming mileage expenses.
- One--(1) vehicle only may claim this expense per tournament or exhibition game.
- To ensure the individual team staff is adequately protected, privately owned vehicles used on team--authorized travel shall, as a minimum, have basic insurance coverage.
 - The individual team staff member is responsible for payment of their respective insurance premiums.
- When the use of a privately owned vehicle is authorized, the team manager must ensure that team staff members are aware that the East Hants Minor Hockey Association (EHMHA) assumes no financial responsibility beyond payment of the authorized kilometer (mileage) rate.
 - In the event of an accident, the EHMHA (or any EHMHA team) does not assume responsibility for the deductible amounts related to comprehensive or collision coverage.

Any disagreement as to the amount being claimed will be escalated to the Vice President of Administration for the EHMHA. His or her decision will be final



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