



Ottawa Jr. 67's AAA Hockey Club

May 13,2009

2009-10 Policy on Reimbursement of Travel Expenses for Head Coaches and Other Team Officials

It is the policy of the Ottawa Jr. 67's AAA Hockey Club that for the 2009-10 season the Head Coach and other non-parent team officials should be reimbursed for team-related travel expenses from team funds in accordance with the framework set out below.

Transportation Expenses:

- For team practices and games within the Greater Ottawa area, no transportation expenses will be reimbursed to the Head Coach and other non-parent team officials.
- When the team chooses to use a bus to get to a game or tournament, the Head Coach and other non-parent team officials are expected to travel with the team on the bus. In such instances, no car allowance will be provided to the team officials.
- When the team chooses to use their own vehicles to get to a game or tournament outside the Greater Ottawa area, the Head Coach and other non-parent team officials will be entitled to a car allowance of:
 - 45¢ per kilometre paid to the owner/driver of the vehicle if one vehicle is used; or
 - 25¢ per kilometre paid to each owner/driver of the vehicle if the maximum of two vehicles are used.
 - The above allowances will apply whether the vehicles are owned by one of the non-parent team officials or are rented. There will be no other reimbursement for rental vehicles other than the above car allowance.

Meal Expenses:

- When on the road, the Head Coach and other non-parent team officials will be entitled to be reimbursed for meals at the following rates:
 - Breakfast: \$10.00, if no continental breakfast is provided at the tournament venue or at the hotel where the Head Coach and other non-parent team officials are staying;
 - Lunch: \$15.00
 - Dinner: \$25.00.

- The full daily rate of \$50.00 may be provided when one must depart from Ottawa on or prior to 8:00 a.m. to travel to the away venue where overnight accommodation will be required.
- The full daily rate of \$50.00 may be provided when, following an overnight stay, one returns to Ottawa immediately following the last game and arrives in Ottawa on or after 8:00 p.m.
- The full daily rate of \$50.00 may be provided if the away venue is at least a 12 hour round-trip away from home by car.
- The above rates are intended to cover the costs of food and non-alcoholic beverages consumed with the meal.

Accommodation Expenses:

- When on the road, the Head Coach and other non-parent team officials are expected to stay in the same hotel as the players but when that is not possible they may stay in another hotel whose room rates approximate¹ that of the player's hotel.
- These officials are expected to stay with at least 'two to a room' with a maximum of two rooms being used / reimbursed for each required overnight stay on the road.

Clothing Expenses:

- The Association will pay for tracksuits and leather jackets for five team officials for each team. This includes 1- Head Coach, 2 Assistant Coaches, 1- Trainer and 1- Manager.
- All costs for more than 5 team officials will be built into the team budget.

¹ The room rates for the alternate hotel can be less than but shall not exceed 10% of those of the player's hotel.