



# Ottawa Jr. 67's AAA Hockey Club

## 2011-12 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 2011-12 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:
  - 50¢ per kilometre paid to the owner/driver of the vehicle if one vehicle is used; or
  - 30¢ 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: \$30.00.

- The full daily rate of \$55.00 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 \$55.00 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 \$55.00 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 approximate<sup>1</sup> 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 up to five team officials for each team, provided that the team officials have not previously been provided with an Association-provided tracksuit and leather jacket. Team officials include 1 Head Coach, 2 Assistant Coaches, 1 Trainer, and 1 Manager.
- All costs for tracksuits and leather jackets for more than 5 team officials are an expense of the team and need to be included in the team budget.
- The costs for other clothing items, such as dress shirts, soft-shell jackets, etc., provided to any or all team officials are an expense of the team and need to be included in the team budget.

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