



TRAVEL EXPENSE POLICY

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DEFINITIONS

The following terms have these meanings in this Policy:

- a) “Athlete” means a player on a NSVC volleyball team.
- b) “Family” means a group consisting of Parents and Athletes, Coaches and Athletes, Coaches and Vital Volunteer living together in a household.
- c) “Members” – All individuals employed by, or engaged in activities with, NSVC including, but not limited to, athletes, coaches, coordinators, judges, officials, volunteers, managers, administrators, committee members, Parents, directors, and officers of NSVC.
- d) “Parent” means the parent(s) or legal guardian(s) of the Athlete.
- e) “Vital Volunteer” means an approved volunteer whose participation is required for an event to occur. These would include bus drivers, chaperones (3 or less adults per team including coaches with no other parents or club volunteers present).
- f) “NSVC” means Northern Summit Volleyball Club.

APPLICATION OF THIS POLICY

All local and out of town travel to tournaments, matches, play days, etc. where team costs are incurred.

COSTS

1. Athletes/Families will be responsible for covering costs associated with team travel. These costs include (but not limited to):
 - a. Coach’s per diems for events as per board allowances per event.
 - b. Coach’s accommodation based on 2 per room of the same gender or family.
 - c. Athlete accommodation based on 4 per room of the same gender or family.
 - d. Athlete meals.
 - e. Flight / Ferry / Rental vehicle costs for the team including the additional coach costs.
 - f. Parent rooms.
 - g. Athlete fuel costs.
 - i. When carpooling, the fuel costs per vehicle will be determined by those in the vehicle. If costs are to be shared it will be calculated per kilometer as set by the team and agreed to prior to the event. Each player in the vehicle will pay \$0.05 per kilometer to the driver. It will be the responsibility of the members in that vehicle to manage payment. Members who do not pay will not be eligible to participate in NSVC events, practices, and/or

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tournaments until they do. Grievances can be filed through the complaint process.

2. Expenses not included in Club Fees will be calculated and divided by the full team roster.
 - a. Known, upfront costs will be calculated and divided amongst the full team roster to be paid 1 week prior to leaving for the event.
 - b. Incurred costs are those that are incurred during the event that could not have been calculated beforehand. These will be required to have receipts to be divided amongst the team and submitted to the coach or team parent to administer. Incurred cost types will be approved by the entire team prior to leaving for the event and will only include team members and coaches. These costs will include but are not limited to group meals and group activities.
 - c. Individual costs not shared by the team will be the responsibility of the individual who incurred them.
 - d. Teams will always travel as a team. In extenuating circumstances that cannot be avoided, individuals who are not a part of the team group expenses will need written or email permission to abstain from sharing the team group costs. Notice of circumstance should be given 21 days in advance of the event. (ie a member travels independently because they cannot depart at the same time as the team.) That member will be responsible for their own travel expenses and will not be included in the group calculation nor eligible for reimbursement. Circumstances will be evaluated on a case-by-case basis. In the case where the circumstance exemption is granted but there is an incurred cost or shared cost, the cost will be paid by that player and not placed upon the team.
 - e. Coaches and vital support volunteers will have their fuel, accommodation (2 per room of the same gender or family) and meals covered as per the set rate noted below. Qualifying vital volunteers will be determined and agreed upon by the entire team prior to the event. This does not include board member roles or standard volunteers. In the event a vital support role is approved and performed by a board member, they will be considered eligible to claim expenses. All set rates are based on 2 coaches to a room (of the same gender or family) and 2 coaches per vehicle.
 - i. Hotel stays are paid at \$125 per coach per night.
 - ii. Meals are a daily per diem of \$75.



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- iii. Travel/fuel is paid at \$0.20 per kilometer to one of the coaches per team. Coaches are asked to carpool. Kilometers per event will be set and agreed to prior to the event.
 - iv. In the case of only a single coach attending the event, the costs that would normally be split based on 2 coaches will be paid out to the single coach.
 - v. In the case of an expense that is incurred by a coach that exceeds the set per diem, the coach may submit the expense to the team to be confirmed and agreed upon to be paid by the team. This should be done prior to departure.
 - vi. In the case of a male and female coach team, the team may decide if they want both coaches to attend the event. If they do, then they will need to split the additional costs incurred where it is inappropriate for them to be shared. This includes but is not limited to hotel rooms.
 - vii. Salary honorarium for days of work missed for head coaches who attend out of town tournaments will be a set rate of \$200 per day missed as agreed to by the team per event.
3. In cases where the coach or team parent has been notified of extenuating circumstances where an athlete is not able to attend, the athlete will still be required to cover their cost of the non-refundable fees only. These would include, but are not limited to, registration fees, event fees, transportation tickets, accommodation, etc. In the event the expense is refundable with a cancellation fee, the fee will be paid by the athlete.