



POLICY STATEMENT

Expense Reimbursement

Date Approved By Executive: February 3, 2020

Amended: n/a

Replaces Policy: n/a

Related Policies: Use of Funds from Player Fundraising Accounts (draft); Club, Team & Athlete Fundraising (draft)

1. Purpose

The purpose of the policy is to define the fees and process under which club executives, coaches and managers and other volunteers receive approval to spend funds and become reimbursed for associated costs.

2. Scope

The policy applies to the DCVC Executive, coaches, team managers and volunteers.

3. Definitions

- 1) The Club – refers to the Dawson Creek Volleyball Club
- 2) Executive – refers to the whole of the Dawson Creek Volleyball Club Executive members (President, Vice President, Treasurer, Secretary and all Directors elected at the annual general meeting)
- 3) Coach – applies to all current head coaches and assistant coaches registered by DCVC with Alberta Volleyball.
- 4) NCCP – refers to the National Coaching Certification Program
- 5) Authorized supplier – refers to a supplier chosen by the Club to provide DCVC wear and goods

4. Policy

Club, Executive, Coach & Manager Registration Fees:

- Without prior approval of the Executive, the Club Registrar or another member of the Executive will be reimbursed, upon submittal of receipts, by the Treasurer for any costs associated with registering the Club or its Executive with the Alberta Volleyball Association.
- Executives, coaches and team managers will be reimbursed, upon submittal of receipts, by the Treasurer for the cost to conduct criminal record checks as required by the Alberta Volleyball Association.



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Tournament Registration Fees:

- Coaches, team managers or the Club Registrar may register teams for tournaments at their discretion.
- The Treasurer will reimburse coaches, team managers and the Club Registrar for tournament registration fees upon submittal of receipts.
- The cost of tournament registration fees will be split evenly among the players who attended the tournament and the cost will be attributed by the Treasurer to their individual player accounts.
- Upon returning from a tournament, team managers will provide the Treasurer with a list of the players who attended the tournament.

Equipment, Jerseys & DCVC Wear:

- **Equipment, Jerseys, Backpacks & Warm-Ups:**
 - Prior to the purchase of equipment, jerseys, backpacks and warm-ups the Executive must approve the use of funds.
 - An estimated cost of the equipment and/or jerseys must be presented to the Executive in order to receive approval.
 - The Treasurer will reimburse the Executive member or coach authorized to make the purchase upon submittal of receipts.
 - The cost of equipment, jerseys and warm-ups purchased will be paid for through the Club's general operating account.
 - On an annual basis, backpacks for U13 players and new U14-U18 players will be paid for through the Club's general operating account.
 - Once every two years (or as determined by the Executive), players backpacks will be replaced by the Club and paid for through the Club's general operating account.
 - The Club will not pay for replacement backpacks (not due to defect) for players prior to the Club purchasing replacement backpacks for all players.
- **DCVC Wear:**
 - DCVC wear (T-shirts, sweatshirts, pants, socks, etc.) and replacement backpacks may be purchased by players throughout the season through the Club's authorized supplier.
 - The cost for DCVC wear purchased by a player may be attributed to their individual account by the Treasurer.



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- The cost for DCVC wear purchased by non-players must be paid to the Club (via team manager or Treasurer) or to the supplier directly by the purchaser.

Coach Travel Expenses to Attend Tournaments:

- The DCVC Executive recognizes that there is a significant cost incurred by head coaches and assistant coaches when attending tournaments to coach their teams.
- Coaches may, at their discretion, be reimbursed for the full cost or a portion of costs associated with their travel to attend tournaments to coach their teams.
- When coach travel expenses are submitted, the Treasurer will split the cost evenly among the players on the team that attended the tournament and will attribute that cost to the individual player accounts.
- Coaches will be reimbursed at the following rates unless the coach requests to be reimbursed at a lower rate:
 - Hotel - as per cost upon submittal of receipt
 - Food – per diem per the following rates (no receipt required)
 - Breakfast - \$15 (where a breakfast is not provided at the hotel)
 - Lunch - \$15
 - Dinner - \$25
 - Mileage - \$0.35/km
 - Flight – the lesser of the cost to drive or fly to the tournament (e.g., if the cost to drive is \$400 and the cost to fly is \$500, the coach will be reimbursed \$400); upon submittal of receipts
- Coaches must complete the travel reimbursement form and submit all required receipts to the President (or Vice President in the absence of the President) for approval prior to the Treasurer providing reimbursement.

Coach Training Expenses:

- The DCVC Executive will support current coaches with completing the requirements needed to obtain Development and Advanced Development certification as set out by the Alberta Volleyball Association & Volleyball Canada.
- Without prior approval of the Executive, coaches will be reimbursed upon submittal of receipts and proof of course completion to the President (or Vice President in the absence of the President) prior to the Treasurer providing reimbursement, for the following courses and evaluations:
 - Volleyball Canada online Development Coach & Advanced Development Coach modules
 - NCCP multi-sport modules required to obtain Development & Advanced Development coach certification



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- Volleyball Canada in-person Development & Advanced Development coach workshops
- Portfolio evaluation for Development & Advanced Development coach certification
- Prior to registration for in-person Development & Advanced Development Coach workshops that require travel outside of the BC Peace region, coaches are required to make a request to the Executive to attend the course and for reimbursement of travel costs and registration fees.
- Coaches may make requests to the Executive for expense reimbursement to attend workshops, courses and conferences to support their ongoing development and professional development requirements to maintain their certification. (examples: Alberta Volleyball Coaching Symposium; Volleyball BC Coaching Conference; Art of Coaching Volleyball). Requests must be made prior to attending these events.
- The cost to maintain group memberships for online training tools, such as the Art of Coaching Volleyball, must be approved by the Executive prior to registration or renewal.
- The Executive will seek out grants where possible to offset costs for individual and group training.

DCVC Events:

- **Hosted Tournaments**
 - Costs (e.g., gym rentals, referees, etc.) to host tournaments will be reimbursed to the organizer or supplier by the Treasurer upon submittal of receipts or an invoice.
 - The costs associated with hosting the tournament will be deducted from the revenue generated from the registration fees.
 - Costs associated with operating a concession (e.g., purchase of pizza and drinks) will be kept separate by the team manager and will be reimbursed through the revenue generated from the concession.
- **Fundraising Events**
 - From time to time there may be costs associated with conducting fundraising events (e.g., gaming license applications, purchase of prizes, etc.)
 - The Treasurer will reimburse executive members, coaches or team managers for expenses as long as they have followed the requirements set out in the in the “Club, Team & Athlete Fundraising Policy” (draft).
 - The costs associated with conducting the fundraiser will be deducted from the revenue generated from the fundraiser.



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- **Banquet**
 - On an annual basis the Club may host a year-end banquet to recognize and celebrate the players, coaches and volunteers.
 - Prior to incurring any expenses, an estimated budget for the event must be presented to the Executive for approval.
 - Upon submittal of receipts, the Treasurer will reimburse the volunteers and Executive for expenses incurred.
 - May seek out sponsors in accordance with the “Club, Team & Athlete Fundraising Policy” (draft) to offset costs.

Team Petty Cash:

- At the beginning of each season, each team manager will be provided with \$100 petty cash by the Treasurer.
- Petty cash may be used to replace first aid supplies throughout the season, purchase labels, team snacks, or other miscellaneous team expenses.
- At the end of the season if any funds remain the team manager, in consultation with the head coach, may determine how the remaining expenses will be used on the team as a whole (e.g., team building activity).