



## EXPENSES FOR NON-PARENT HEAD COACHES

### Objective:

It is the policy of the WFMHA that we provide access to funds for non-parent Rep Head Coaches to assist with expenses incurred as a result of their position. The Association will reimburse the non-parent head coach for travel and other expenses.

### Applicability:

- Total reimbursable expense shall not exceed \$1,200, per year for tournaments or provincial championships.
- Amounts shall be determined annually by the executive
- Receipts for actual expenditure is required, they are to be provided to the office for reimbursement
- Assistant Coaches shall not be reimbursed under this policy.
- As it is expected that coaches who are parents would attend their child's games, reimbursement for travel will not be made to parent coaches.
- When the team chooses to use a bus to travel to a tournament, the team staff is expected to travel with the team on the bus. In such instances, the Association will not provide payment to this expense.

### Process:

- If the Head Coach would like to go beyond this budgeted amount and build an increase to the budget, the following approvals are required:
  - Parents approval: The team must follow the budget policy for increasing the budget. The majority (65%) of parents on the team must agree to the additional expenditures.
  - Board approval: Once a team has approval from the parents, they must submit a request to the Board to approve extra expenditures.
- Parent Coaches will not be permitted to increase the budget for reimbursement