

NUU Head Coach Reimbursement Policies

Financing tournaments and travel to team games is handled at the team level. In anticipation of events requiring a head coach to travel, the team treasurer should prepare a budget of expected expenses, communicate the budget to the coach for input, and assess the parents for this amount. After the travel has occurred, coaches are to be promptly reimbursed for **actual hotel and airfare expenses** upon remittance of receipts to the team treasurer. Meals will be covered through a per diem of \$50 per day (\$13 breakfast, \$13 lunch, \$24 dinner). Mileage will be reimbursed at the IRS Standard Mileage rate per mile. **If travel does include airfare, either the airfare will be reimbursed OR mileage paid, whichever is less.**

Assistant coaches who are licensed and listed on the official roster who are traveling with the team to assist the coach directly are eligible for the \$40 per day per diem. No other travel expenses will be covered.

Coaching reimbursements should not be made in the case where the coach has not incurred actual expenses for mileage, hotel, airfare, and meals. Any disagreements, frustrations, or perceived abuses concerning expense reimbursements are to be submitted to the Director of Operations via written communication by the team treasurer. All submissions will be treated with the highest confidentiality.

Guest Players

Situations may arise where there is a need for a guest player at a tournament. As stated above, primary team members are responsible to bear the cost of the tournament entrance fee and the coach's expenses. Guest players will be responsible for their own travel expenses and for a guest player card if they do not already have one. The primary team member who is not attending the tournament will also provide their uniform for the guest player to wear.

Suggestions for a better team experience include:

The possibility of coordinating travel with multiple team members and families should be discussed in a team meeting as a way to minimize costs to parents. Team treasurers are encouraged to maintain a positive attitude toward expense reimbursements. Coaches are encouraged to communicate clearly with team parents regarding their expectations and to be sensitive to parents' financial concerns. Parents should remember that the coaches are providing a service to the team and are rarely fully compensated for the many hours of extraordinary effort. Parents should not make coaches feel that the team expects them to also cover their own travel costs.