



COACHING HONOURARIUM POLICY

Terrace Ringette Association

1. Purpose

The purpose of this policy is to inform all members as to the amounts of remuneration/honourariums that will be paid to the coaching staff when performing functions on behalf of Terrace Ringette Association.

2. Scope

This policy applies to all approved volunteer coaching staff who work with athletes and / or who occupy positions of trust and authority within TRA. Once approved the coach must provide an expense form (available on the TRA website) to the treasurer.

Such persons include:

- All approved certified bench staff, as required by BC Ringette; and
- Pre-approved by the TRA board of directors prior to the tournament.

3. Process

No fees shall be paid to any member without the submission (to the Treasurer) of receipts for expenses, along with the TRA expense form. Should the receipted expenses total less than the amounts shown herein, only the receipted amount shall be paid. If the receipts are more than the amounts shown herein, only the maximum amounts below will be paid.

Fees paid as follows (all amounts include GST):

Prince George: \$150.00 maximum per night for hotel costs (2 night maximum)
\$200.00 maximum for fuel costs

Quesnel: \$150.00 maximum per night for hotel costs (2 night maximum)
\$200.00 maximum for fuel costs

Houston: \$150.00 maximum per night for hotel costs (2 night maximum)
\$100.00 maximum for fuel

costs

No Meal Coverage for any location

Expenses should not be covered for more than two coaches per team or one family member and per tournament, and maximum per diems should be set to help predict costs and keep payments consistent. Payments will not be made without receipt verification.

Tournaments outside the Northern League costs will be incurred by the team.

Coaching Certification Reimbursement

TRA will reimburse for courses that are fully completed and are required to obtain a coaching certification (CSI or CI). These courses and clinics must be pre-approved by the board before enrolling. TRA will consider reimbursing for additional completed training with prior board approval.

4. Timeline

All training receipts must be received by the treasurer by February 28th of the current fiscal year in order to be reimbursed.

Coaches who submit their expense forms will be paid within 14 days of the receipt of their expenses.