

Policy: FIN 1

Competition and Event Expense Policy



Policy Intent

In recognition of the value of having athletes from the Sherwood Park Skating Club (SPSC) represent our organization at out-of-town competitions and events, and to balance this benefit against the financial burden on individual families, a policy has been developed to provide for coaching expenses.

Scope

This policy applies to all registered figure skaters with the SPSC in good standing. With respect to competitions and events, "out of town" means any competition outside of Edmonton and Sherwood Park.

Eligible Expenses

The following expenses are eligible for re-imbursement by the SPSC and shall not be passed along to families.

Mileage – Mileage costs to and from competitions/events shall be reimbursed at a rate of \$.61/km or the rate established by the Canada Revenue Agency from time to time.

Airfare – Where required, air travel via economy class shall be reimbursed upon receipt. Ancillary fees such as seat selection and baggage fees shall also be reimbursed upon receipt.

Parking – Costs for self-parking shall be reimbursed upon receipt.

Meals – Meal costs shall be reimbursed at the rates established by the Canada Revenue Agency, changed from time to time and currently set at: breakfast at \$21.90; lunch at \$22.15; and dinner for \$54.40 shall be reimbursed.

Accommodations – Accommodations shall be reimbursed with receipt for commercial stays or a per diem rate of \$20.15. Accommodations shall be reasonable with group booking rates utilized where applicable.

Stand-by Time – Coaches may charge for missed lessons and excess work hours over and above competition and practice time at 50% their usual rate charge.

Process

Following competitions and events, coaches may submit a request for reimbursement to the SPSC Treasurer in accordance with this policy. Receipts must be provided (personal information may be redacted). Payment will be provided by the SPSC within seven (7) days following finalization of the claim. The claim is considered finalized where any questions or issues are resolved in a satisfactory manner.

Additional Considerations

In keeping with the spirit of this policy, consideration may also be given on an individual basis, to cover additional club practice times through the waiver of drop-in fees and/or the purchase of additional ice at SPSC's expense. Requests for such shall be made in writing to the SPSC board via the SPSC Secretary for resolution by the board. Requests shall be made by coaches or individual families.