

Coaches Reimbursement Policy

Expenses for a coach, registered on the team roster, without a player on the team will be reimbursed by SFYHA for travel related expenses to out of town games for the team with which the coach is registered. Reimbursement will be as follows:

- All out of town play is covered (league and non-league)
- Food up to \$35.00 per day – Itemized receipts required
 - Breakdown – Breakfast: \$5.00 Lunch: \$10.00 Supper: \$20.00
 - **No reimbursement for alcoholic beverages**
 - receipts from Sioux Falls restaurants will be denied
- 100% of room per coach with coaches staying at the same motel as team members - receipt required
- Gas reimbursed at \$.38 per mile when coach drives his own vehicle
- **Itemized receipts** and completion of expense sheet is the coaches responsibility
- Expense sheets are due no later than the 15th of the month following incurred expenses
 - EX: Dec 1-31 expenses must be submitted by January 15
 - No reimbursement will be provided for late expense requests – SFYHA needs to be able to track expenses during the year for budgetary purposes
- Expense sheet is signed by the coach, reviewed and signed by team coordinator and submitted to SFYHA Executive Assistant. Expenses will not be paid without the proper approval.
- SFYHA Board has the right to review all coaches expenses as deemed necessary
- Expenses are paid for Mite through Varsity Leagues – including girls league
- Expense cap per teams is \$2500 for Varsity
- Expense cap per team is \$2500 for Girls
- Expense cap per team is \$2000 for Bantam
- Expense cap per team is \$1600 for PeeWee
- Expense cap per team is \$1600 for Squirt teams
- Expense cap per team is \$200 for Mite teams
- Any falsification of expense reports may lead to disciplinary action which could include being removed as a coach.

Any coaches' expenses in excess of the team cap may be presented to the Board for review.

The above policy will be reviewed at the end of this season. Team Coordinators must maintain records of all coaching expenses to assist in the review process.

January 2021