

Document ID <b>PL-14</b>	Title <b>Walden Nordic Travel Expense Policy and Procedures</b>	Effective Date <b>21 Nov 2015</b>
Revision <b>2</b>	Prepared By <b>Program Committee</b>	Date Prepared <b>7 Apr 2015</b>
	Approved By <b>Executive Board</b>	Date Approved <b>2 Nov 2015</b>

**Purpose:** This document is used by those participating in the Walden Nordic program to disburse expenses associated with travel to competitions and training events.

**Definitions:** Club: Walden Cross Country Fitness Club

### Guiding Principles

- 1) The Club will attempt to keep all costs reasonable by securing group rates for accommodation, encouraging car pooling and organizing food and meals when appropriate.
- 2) The Club will provide an estimate of expenses before the athlete and his/her family commit to attending the event. At times, a down payment will be requested prior to attending the event.
- 3) All expenses of the coaches, assistant coaches and wax technicians are eligible for reimbursement. Their total costs for travel, accommodation, and meals are totalled and divided evenly as a **Coaches' Fee**, paid by all athletes attending an event, including those staying offsite or with family at the team hotel.

### Booking of Accommodation

- 4) A Race Opportunities form is provided to all parents and athletes prior to the start of each race season. In consultation with their child and the Head Coach, parents will indicate which race(s) their child is likely to attend. In addition, parents will indicate whether the athlete will be staying with the team or staying with family offsite from the team accommodation. This is required to facilitate early and adequate accommodation bookings. Any changes to accommodation plans must be communicated to the trip coordinator as far in advance of the race event as possible. A block of hotel room will be booked and parents notified to place the reservation in their name and reserve with their credit card. At times, changes to hotel booking may be subject to a service fee. Those requesting the change will be responsible to pay the service fee.

### Determining Expenses

- 5) Waxing Expenses: Generally, all waxes, waxing equipment and supplies are purchased by the Youth Program and are available for use by all athletes, both for training and competition. On occasion, circumstances such as unanticipated weather conditions may require that special waxes or supplies be purchased for a specific race. Only in these occasions will a waxing fee calculated and included in the costs disbursed equally among the athletes competing at that specific race.

If an athlete is not enrolled in a Walden Nordic program, at the discretion of the head coach, they can use the waxing services at events, but they will be charged a waxing fee for practice days and races. The fee will be between \$15 and \$30 and will reflect the type of waxing required. This fee will be deposited into the general program account as revenue.

- 6) Coaches' Travel Expenses: The cost for the coach to travel to athlete training camps, competitions and courses/seminars will be shared by athletes travelling to the event. Car pooling is encouraged to reduce costs. If an athlete or parent travels with the coach, the athlete or parent will contribute a fair portion of the mileage or rental/fuel costs and this amount will be subtracted from the coaches' travel expenses. Costs covered include:
  - a) A mileage rate of \$0.40/km when a personal vehicle is used,
  - b) Cost for a rental car and fuel
  - c) Any travel costs when using commercial travel (e.g. airline)
- 7) Coaches' Accommodation Expenses: This includes the cost for hotel accommodation for coaches attending the event. If there are two people in the room (a coach and a parent), the coach's portion will be 1/2 the total cost of the room.
- 8) Coaches' Meal Expenses: This includes the cost for meals taken by the coach traveling to, while attending, and travelling home from the event. Meal expenses can be charge to a maximum of \$30 per day. (Note: Alcohol is not a permitted expense for persons being financially supported by the team.)
- 9) Transportation Costs: When traveling with another family, each athlete and parent will pay their portion of the gas expenses incurred by the driver of the vehicle in which they travel in. The cost will be determined by dividing the fuel cost by the number of people who travel in that vehicle. It is up to each driver to collect the funds to cover fuel costs when providing rides to other athletes or parents.
- 10) Number of Coaches at a Race: Before each event, the Head Coach will select the assistant coaches and wax technicians eligible to have expenses covered when travelling to the race. Any parent or family member is welcome to travel to the race, but their expenses will be covered only if they are needed as an assistant coach or wax technician. The race venue and the number of athletes attending the race will determine the size of the coaching group. The minimum coaching group/wax technician ratio will be 5 to 1.
- 11) Number of Coaches at a Training Camp: Before each event, the Head Coach will select the assistant coaches eligible to have expenses covered when travelling to the training camp.
- 12) Coaches Competing at a Race: The expenses of coaches racing at an event will not be covered for the day they race. If a coach races both days, s/he will be responsible for his/her own expenses for the weekend. If a coach competes one day and coaches on the other day of a two race weekend, the coach's expenses will be covered for the day s/he did not race. If the coach uses Club wax for their own racing, they will be responsible for the cost of the portion of wax used.
- 13) Athlete Accommodation Costs: When the athletes are sharing rooms with only athletes, the cost to accommodate all athletes is determined and this cost is divided equally among all athletes. The cost is equal regardless of how many athletes shared the rooms or beds.

If an athlete is staying with family, either at the hotel or with family off-site, the costs associated with this are not included in calculating the team accommodation costs.

If an athlete is staying in the room with another family, the athlete is responsible to pay for their portion of the room. The athlete will make payment for staying in the room directly to the family paying for the room.

- 14) Athlete Food Costs: Efforts will be made to minimize food costs by preparing and eating meals at the team hotel and race venue (i.e. lunches) to the extent possible. When restaurants are used, athletes will pay their own costs directly. Receipts for groceries used for meal preparation at the event, and/or a reasonable estimate of costs for meals prepared beforehand should be provided to the Treasurer and will be used in the calculation of total food costs. This total will be used in the calculation of the Coaches Fee as well as the athletes' food costs. If an athlete eats separately from the team, either with family at the hotel or off-site, the costs associated with this are not included in calculating the team food costs.
- 15) Contributions: Parents who choose not to submit their costs for prepared meals for the team or for fuel to drive athletes are welcome to do so. These contributions are very much appreciated, as they reduce the travel costs of the event for all athletes. Please note however that these contributions are considered donations and do not remove the requirement to pay the Coaches Fee and their athletes' costs calculated from all submitted expenses.
- 16) Athlete Non-Participation: If an athlete is booked to attend an event and does not travel due to illness or injury, accommodation expenses and the Coaches Fees will be charged if the travel is cancelled less than 4 days before the event. Accommodation expenses may be waived if changes to accommodation can be arranged so that other team members do not pay more.  
  
If an athlete travels to an event, expecting to compete, and does not compete due to illness, injury or extenuating circumstance, accommodation expenses and the Coaches Fee will be charged
- 17) Event Cancellation: If the team travels to an event and the event is cancelled due to weather or other reasons, the Coaches Fee will still be charged to the athletes. If an event is cancelled prior to leaving for the event and the accommodations are booked and paid for, the costs are charged to the athletes according to the rules above. If possible the Youth Account will pick up the room costs; if not the costs are the responsibility of the athletes.
- 18) Coaching of Non-Program Athletes: At the option of the head coach, an athlete not enrolled in a Walden Nordic program, or from another club may receive coaching support at a training or competition event. The athlete must be a member of a club associated with CCC, or become a member of the WCCFC. The athlete will be charged a fee for this service based on the level of support offered and the length of the event. The fee will be discussed and agreed to before the event. This fee will be deposited into the general program account as revenue.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Requested By</b>
2	21 Nov 2015	Converted to new policy format and added coach's mileage expense	Rusty Hopper