



Non-Parent Team Officials: Reimbursement Policy

It is the policy of the Ottawa Jr. 67's AAA Hockey Club (Club) that non-parent team officials (Officials) will be reimbursed for certain expenses. Some expenses will be paid by the **Club** while other expenses will be paid by the **Team** as stipulated below.

A maximum of four Officials will be compensated per Team.

Honorarium

The **Club** will pay honorariums for Officials as follows:

Head Coach: \$5,000 per season (maximum one per team)

Assistant Coach /trainer \$1,000 per season (maximum two per team) unless otherwise agreed by the board.

Two equal payments will be made by October 15 and December 15.

Apparel Expenses

The **Club** will pay for tracksuits for up to four Officials and three quarter length jackets for up to three Officials provided the apparel was not provided by the club in the previous two seasons. Any other apparel for the Officials would need to be approved in the team budget to be payable by the **Team**.

Transportation Expenses

The **Team** will be responsible for compensating Officials for transportation expenses for team travel outside of the Ontario East Minor Hockey League (OEMHL) boundaries.

If the Team chooses to use a bus for team travel, it is expected that Officials will travel with the team. No transportation expenses would be provided in this case.

Compensation for the use of personal vehicle(s) be provided at \$0.50 per km if one vehicle is used and \$0.30 per km per vehicle if two vehicles are used.

Reimbursement will be provided for a maximum of two vehicles. If a rental car is used, the maximum compensation is the amount permitted for the use of two personal vehicles.

Meal Expenses

The **Team** will be responsible for compensating Officials for meal expenses for team travel outside of the OEMHL boundaries as follows:

Breakfast: \$15 (not to be paid if breakfast is provided at the hotel)

Lunch: \$20

Dinner: \$40

Day of Departure: The breakfast amount will be paid if Officials are on the road prior to 8am. The lunch amount will be paid if officials are on the road prior to 1pm. The dinner amount will be paid if Officials are on the road prior to 7pm.

Day of Return: The breakfast amount will be paid in all overnight cases. The lunch amount will be paid if Officials arrive home after 1pm. The dinner amount will be paid if Officials arrive home after 6pm.

Accommodation Expenses

The **Team** will be responsible for compensating Officials for accommodation expenses for team travel outside of the OEMHL boundaries. Officials are expected to stay two Officials per room; the Team will be responsible for reimbursing Officials for a maximum of two rooms.

Officials are expected to stay in the same hotel as the team. If this is not possible, Officials may stay in another equivalent hotel. The room rate for the alternate hotel shall not exceed the cost of the team hotel room by more than 10%.

Reimbursement of Expenses

Following team travel, the Head Coach shall submit a written request to the Team Treasurer for reimbursement of expenses for all Officials. The request must include:

- Number of vehicles used;
- Mileage;
- Hotel receipts;
- Departure time on the day of departure;
- Arrival time on day of return;
- Summary of which Officials should receive payment.