



Piedmont Soccer Club

Coach Expenses

This document provides general guidance for coaches and team treasurers as to reasonable expenses for which a coach should be reimbursed by a team. Each team, in consultation with its coach, may determine if these guidelines are right for their circumstances.

Pro Coach and team treasurer should discuss travel plans for any out of town games, including tournaments before the games are played.

Club treasurer and/or Director of Coaching (DOC) will solve any disputes.

Expenses will usually involve three items:

- Automobile Allowance (personal and rental),
- Airline Tickets,
- Hotel Costs, (excluding charges for personal telephone, mini-bar and/or in-room movies/ games).

Federal Travel Guidelines will be used on case-by-case disagreements.

Personal Automobile Expenses (Gas)

May be incurred and reimbursed for travel to and from;

- Tournaments (local and out of town)
- State Cup games (local and out of town)
- Spring league games (out of town)
- Fall League games (out of town)
- Scrimmages (out of town)

Out of town is defined as any game that is more than 25 miles one way from Piedmont (800 Magnolia Ave, Piedmont).

Mileage is claimed up to 800 miles per trip at a rate of \$0.58 per mile, or at the current rate set by Federal Travel Guidelines.

Airfare and/or Car Rental:

- Recommended for trips over 400 miles (receipts required).
- Coach deems it feasible to fly, rather than drive.

Hotel Expenses:

- If team has an early game (out of town tournament)
- Team is required to check in evening prior to first game (out of town tournament)
- Team decides to have a hotel for team building purposes.
- Hotel cost not covered for night after play is complete.
- Coaches may reduce team cost by sharing hotel rooms where possible.

If a team's progression in a tournament means another day of play, additional hotel cost will be covered. Also, if a tournament is sufficient distance and game schedules call for a late game, then flight schedules may preclude leaving a hotel at a reasonable hour. It is at the discretion of the Coach to take a "red-eye" flight or not.

Often, hotels which have been booked for tournaments will be flexible in check-out times and management should be contacted for their regulations by the Coach in an effort to save the team money, if possible

All expenses divided between teams if coach has more than one team competing at venue.

Both coach and team manager/treasurer should track the coach's mileage. If a coach travels between multiple away venues within the same day, then this should be worked out by the coach and the impacting team managers/treasurers.

Director of Coaching, or someone designated by the board, may choose to attend a tournament. If they do so, any and all teams represented at the tournament will be charged for their expenses on an equal share basis.

The team does not have any discretion in whether the Director of Coaching attends an event.

Volunteer Coaches are not included in the above unless the Volunteer Coach is acting as the Head Coach at an event. In that case, the Volunteer Coach would be reimbursed as if she/he were the Head Coach. Any reimbursement between a Volunteer Coach and the team should be discussed well before the event.

Questions may be directed to Piedmont Soccer Club's Director of Coaching;
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