



Raincity Volleyball Club Team Expense Policy

1. Purpose

This policy provides clarity, transparency, and fairness around travel-related team expenses, and reimbursements, while aligning with Raincity's values of team connection, coach support, and fiscal responsibility.

2. Scope of Team Expenses

Team expenses refer to shared costs that are essential for team operations at away tournaments. These include, but are not limited to:

- Coach travel costs (flight, hotel, ground transportation, etc)
- Coach per diem or meal reimbursement
- Coach transportation (rental vehicles, fuel, parking, and other transport)
- Team/coach hotel accommodations for players
- Shared team meals or groceries
- Team equipment transportation
- Miscellaneous team-related items

NOTE - Coaches will make efforts to minimize costs when possible.

3. Coach/Team Travel

Raincity Volleyball Club requires coaches and/or team managers to oversee all team travel-related expenses. These expenses may be:

- **Paid up front by coaches/managers** and reimbursed by families afterward, **or**
- **Budgeted in advance and assessed through team fees** collected during the season.

Regardless of the method used, all travel-related expenses must be communicated to families transparently.

Ground Transportation

- Coaches will use their personal vehicles to travel to/from practices or local tournaments. Tournaments within the Lower Mainland and practices do not qualify for mileage reimbursement.
- Coaches will use their personal vehicle for out-of-town tournaments (i.e. Interior, Island, etc). For these tournaments coaches will be paid a per-kilometer rate based on Google Maps to/from their home address to the team hotel/venue. The amount paid will be based on the [Government of Canada Allowance per KM table](#). (2025 = \$0.72/km) which accounts for the fuel and maintenance of the vehicle.
- When travel requires a ferry or highway toll, the expenses related to the vehicle are reimbursed as a full team expense.
- Per-person charges (i.e. ferry fares) are only reimbursed for members of the coaching staff.
- Coach rentals (cars/vans/SUVs), when required, are reimbursed as a full team cost when used for transporting gear, coaches, and/or players.
- When coach vehicle expenses are reimbursed, seats beyond those used for members of the coaching staff can be used at the discretion of the coach. The full amount of the coach vehicle is still considered a team expense.
- Costs incurred for additional transport (e.g., Uber, additional coach vehicle) to fulfill coaching duties (early departure, split arrivals, etc.) will be reimbursed by the team.
- Fuel costs for rental vehicles (receipts provided), will be paid by the team.
- Parking required for tournament venues, airports, or hotels will be included in team expenses and divided among players. This may also include local tournaments, provincials and Nationals.

Flight Arrangements

- For some away tournaments (i.e. Nationals), coaches may be required to arrive in time to prepare for training and matches. Sometimes this may require arriving a day early or leaving a day later based on match schedules and flight availability.
- Flights will be selected based on reasonable timing and cost considerations; not all flights will be identical in cost due to price fluctuations.
- Flights will be economy bookings for all coaching staff.

Meals/Per Diem

- When traveling out of town, coach meals will be reimbursed as a team expense.
 - When attending a team meal, the full amount of the coach meal will be a team expense.
 - When dining separately from the team, the coach will be provided a per diem (in the currency of the tournament) as follows:
 - Breakfast - \$15 (* not applicable if the hotel provides a complimentary breakfast)
 - Lunch - \$20
 - Dinner - \$30
 - Receipts are not required when using a per diem
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4. Player Travel and Accommodations

Coach Rooms

- Each member of the coaching staff is entitled to their own room at the hotel.
- Coaches may opt to share with another member of the coaching staff, where appropriate.
- Coach hotel rooms are reimbursed as a full team expense.

Hotel Rooming

- For older age groups, players are typically expected to room together in team hotel rooms to foster connection and team culture.
 - Athletes may request their own bed (vs. shared bed); any cost increase will be billed to the requesting family.
 - Hotel costs will be divided evenly among athletes unless an athlete has an individual bed request.
 - For younger teams (e.g., 12U–14U), **coaches may determine whether players room with the team or with their parent(s)** based on the team's maturity and needs. This decision will be communicated prior to the tournament.
 - While traveling, players are representatives of Raincity Volleyball Club and are expected to act accordingly. **The Raincity Player and Parent Code of Conduct**, signed at the beginning of the season, **remains fully in effect during all travel and competition.**
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5. Other Team Expenses

Shared Meals / Tables at Events

At the coaches discretion, the team may choose to provide shared meals at tournaments. This may be dependent on timing of matches, proximity to food outlets, and tournament food policies. Shared meal expenses will be reimbursed as a team expense.

Miscellaneous Expenses

There may be miscellaneous team-related items (e.g., team bonding activity fees, prizes for practice) that the coach chooses to reimburse as a team expense.

6. Parent Participation

Parents are welcome at away tournaments but must arrange and pay for their own travel and accommodations. Coaches may request that parents support team supervision outside of match play when appropriate. The Rule of 2 will be in effect for all Coaches and Parents with Athletes.

7. Billing and Reimbursement Process

Coach/Manager Responsibility: Coaches or team managers will provide families with a breakdown of shared team expenses after each tournament or as part of a pre-planned team budget.

Parent Responsibility: Families are expected to pay any amounts owing either as part of the team fee or through post-travel reimbursements. Timely payment is expected.

Receipts & Transparency: Coaches will maintain documentation of expenses. Parents may request receipts for verification.

8. Fundraising

Each team may conduct fundraising activities to help offset travel costs. This will be a coach decision. Teams are to follow the Raincity Policy for Fundraising and funds collected.

9. Coach's Child

In many cases, a coach may have a child who is a member of the team. The child of the coach is treated the same as other members of the team and will pay an equal share of the team expenses (i.e. 1/12 if there are twelve players on the team).

10. Disputes and Clarifications

Concerns about specific expenses should be addressed respectfully and directly with the coach or team manager.

If clarification is required, the Club Director may be consulted.

Raincity will support coaches who have made reasonable, documented, and seasonally consistent expense decisions in alignment with this policy.

11. Amendments

This policy may be updated periodically based on feedback, club growth, or changing travel structures.