



## Coaches Reimbursements and Compensation Policy

The purpose of this policy is to provide a clear understanding for Coaches, the Bend Rapids Board, Steering Committee members, and the Bend Ice Treasurer regarding the types of reimbursement and/or compensation available, the requirements for eligibility, and the timing of all payouts.

### Reimbursable USA Hockey Expenses for All Coaches:

- USA Hockey Registration
- Coaching Certification
- Age Specific Training Module
- Background Check

**Compensation is provided for only 2 positions per team: the Head Coach and the Primary Assistant Coach.**

### Parent Coaches (8U-18U Teams):

#### *Compensation:*

- The Head Coach and Primary Assistant Coach will each receive one registration waiver. Two parent-coach waivers are available per team, by default assigned to the Head Coach and Primary Assistant Coach.
- The value of a waiver may be distributed among additional coaches at the discretion of the Head Coach, in coordination with the Finance Manager.
- If a coach leaves either role before the end of the season, the waiver will be reversed, and registration fees will be charged according to standard payment terms.

#### *Travel:*

- No travel expenses are covered for parent coaches.

### Non-Parent Coaches (8U-18U Teams):

#### *Compensation:*

- Stipends are available for one Head Coach and one Primary Assistant Coach per team.
  - Head Coach: \$1,250 annual stipend
  - Primary Assistant Coach: \$750 annual stipend



*Travel:*

Head Coaches and Primary Assistant Coaches will be reimbursed for travel expenses as follows:

- Food: \$30/day (fixed per diem)
- Hotel: Up to \$200/day
  - Receipts required.
  - Reimbursement based on actual hotel cost.
  - If a hotel is available within the \$200/day limit, reimbursement will be limited to \$200/day. If no hotel is available within this limit, prior approval from the Finance Manager is required.
- Mileage: Reimbursed at the federal rate
  - Submit a Google Map printout (or equivalent) to substantiate mileage.
- Airfare: Up to \$750 round trip
  - Receipts required.
  - Reimbursement based on actual airfare.
  - If airfare is available within the \$750 limit, reimbursement will be limited to \$750. If no airfare is available within this limit, prior approval from the Finance Manager is required.
- Rental Car: Up to \$50/day
  - Receipts required.
  - Reimbursement based on actual rental car cost.
  - If a rental car is available within the \$50/day limit, reimbursement will be limited to \$50/day. If no rental car is available within this limit, prior approval from the Finance Manager is required.

## Reimbursement Process Expenses

### Submitting Receipts:

**All Coaches** should fill out the Season Reimbursement Worksheet, attach receipts and email to [finance@bendrapidsyouthhockey.org](mailto:finance@bendrapidsyouthhockey.org) to receive compensation for the following:

- USA Hockey Registration
- Coaching Certification
- Age Specific Training Module
- Background Check



**Non-Parent Coaches** must also submit a completed W9 to [finance@bendrapidsyouthhockey.org](mailto:finance@bendrapidsyouthhockey.org)

- [Link to W9](#)

All receipts and W9's must be submitted by **December 1st**.

## Coaches Reimbursements and Compensation Timing

- **USA Hockey/Training/Background Expenses:** Reimbursement requests must be submitted no later than December 1. Reimbursement checks will be available no later than the 15th of the following month.
- **Registration Waivers:** The Finance Manager will apply the credit during invoicing. If a coach leaves either role before the end of the season, the waiver will be reversed and registration fees will be charged according to standard payment terms.
- **Stipends:** Paid in two installments—by December 15 and by March 15—or as otherwise coordinated between Non-Parent Coaches and the Finance Manager.
- **Travel Expenses:** Must be submitted to the Finance Manager before the last day of the month to receive reimbursement the following month. Reimbursement checks will be available no later than the 15th of the following month