

Speed Skating PEI Travel Reimbursement Policy

The lead competitive coach or coaches should be asked to present a seasonal plan including which competitions they wish to attend and the estimated funding requirements for same. The Board will discuss, and review further as required.

Speed Skating PEI will select and invite coach(s) to attend competitions based upon several factors including the number of skaters registered, the budgeted expense, the level of the meet (national vs. local), etc. There are no fixed criteria for this decision.

Funding

Accommodations

SSPEI will cover the cost of accommodations chosen by the coach, but to a maximum equal to the group rate at the meet's designated host hotel. Host hotels, under the group rate, are always encouraged. If there is no designated host hotel, coaches should book a hotel of similar cost & quality as a typical meet hotel. Exceptions to this maximum may be granted by any two SSPEI signing authorities for special circumstances. The rationale for such exceptions will be documented within financial records.

Meals and Incidentals

The club will provide a per diem of \$70 per day (> 5 hours), or \$35 per half day, for meals and incidentals to coaches attending meets at SSPEI's request. This amount will always be given as a lump sum, no receipts are necessary for food costs during a competition.

Travel

SSPEI will provide funding for coach travel via personal vehicle at a rate of \$0.40 per kilometer, plus road tolls. Whenever possible, it is encouraged that coaches funded by SSPEI share rides with each other when traveling to events. If the option to carpool with another SSPEI-funded coach is available but declined by a coach, that coach becomes responsible for their own travel expenses. Were two or more coaches mutually decline, then they will each be eligible for half the regular travel expenses.

In cases where air travel is required for competitions, SSPEI will cover the flight costs, including baggage fees, as well as ground transportation expenses. For travel involving the Charlottetown airport, coaches will be reimbursed for either taxi fares or airport parking fees, depending on which option is more economical for that specific trip.

In instances where air travel is deemed necessary and cost-effective, but a suitable mode of public transportation or carpooling is unavailable, the expenses for renting a car and fuel at the destination will be covered. Rental expenses may also be considered when coaches arrange for free or discounted accommodation, such as staying with friends.

If a situation arises where air travel is determined to be the most efficient and cost-effective mode of transportation, but a coach prefers to use their own private vehicle, approval for such travel

arrangements can be granted by any member of the Board of Directors. However, in such cases, the coach will only be reimbursed an amount equivalent to the airfare, in lieu of the motor vehicle travel allowance. Additionally, the coach will not be eligible to claim expenses while en route.

Carpool

Efforts should be made for attending coaches to engage in carpooling arrangements with other coaches or participants, including athletes or parents, while adhering to the "rule of two". When carpooling with someone other than a coach takes place, SSPEI will reimburse the driver at a rate of \$0.20 per kilometer.

It's important to note that the coach is expected to decline shared transportation with individuals under the age of 18 if they are not accompanied by another adult.

Comments

It will always remain at the discretion of the Board of Directors whether it is logically efficient and of the Treasurer whether it is financially efficient to send a SSPEI coach to any competition during the season. If a coach is not sent to a competition, there will be an effort made for any SSPEI athlete to be coached by a different certified coach throughout the competition.