

Policy 3 – Team Staff Reimbursement



Applies To: All rostered team staff members and Administrative Coordinators within the Clarington Minor Hockey Association (CMHA).

Purpose

This policy defines the eligibility and parameters for reimbursement of out-of-pocket expenses incurred by CMHA team staff and encourages ongoing staff development in alignment with CMHA's standards and values.

Section 1 – Governing Principles

3.1 The CMHA Executive oversees and governs all team staff reimbursements.

3.2 Eligible claims must include:

- A completed CMHA Expense Report Form
- Original receipts and documentation
- Proof of course completion, if applicable
- Head Coach's signature for authorization
- Final approval by the Treasurer

3.3 Reimbursements are processed **after the season**, upon return of CMHA property in good condition.

3.4 Team funds may not be used to cover **personal staff expenses**, including those later reimbursed by CMHA.

3.5 Staff may not claim additional reimbursement beyond what is allowed in this policy.

3.6 Non-parent staff are defined as individuals who do not have direct family members residing in the same household as players on the team (i.e., no child, spouse, or sibling living in the same residence as a rostered player).

3.7 Reimbursements may be withheld for staff who do not fulfill their obligations or act against CMHA's best interests.

Section 2 – Exceptions & Team-Level Items

4.1 Team operating expenses (e.g., phones, copies, profile books) are **not covered** by this policy.

4.2 Where a **team bus** is used, **non-parent staff** are exempt from bus costs.

4.3 50 pucks are provided per team at the start of the season. **Replacement pucks are at the team's cost.**

Section 3 – Special Reimbursement Programs

Tactical Mentoring

- Major Pee wee through Midget teams may claim up to **\$200 per team per season** for approved tactical mentoring sessions.
- Requires **pre-approval** from the GM of Hockey Operations and submission of a **summary expense report**.

OHF Championship Entry Fees

- Teams advancing to OHF Championships may apply for up to **\$1,200 reimbursement** of entry fees.
 - Subject to available funds and must be submitted to the **VP & Treasurer** for approval.
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Section 4 – Development Course Reimbursements

Role	Course	Reimbursement
Coaches	Required CMHA certifications	100%
Trainers (2)	Trainer Level 1 certification	100%
Head Trainer	Trainer Level 2 (First Aid/CPR)	100%
All Staff	Respect in Sport-ActivityLeader	100%
All Staff	Police Check/volunteer rate	100%
All Staff	Other hockey-related courses (case-by-case)	Requires written request & prior approval by Executive

Section 5 – Out-of-Pocket Reimbursement Table

Position	Parent Staff	Non-Parent Staff
Head Coach	\$2,000	\$5,000
Assistant Coach	\$0	\$2,000
Trainer	\$0	\$2,000
Admin Coordinator	\$0	\$2,000

- **Non-parent Head Coaches** receive payment in **3 installments**.
- Other reimbursements are paid in **2 installments**, with dates pre-set by the Treasurer.

Parent Staff (defined)

Parent Staff includes any volunteer who has a **child, legal dependent, or sibling** on the team's roster. This category includes:

- Biological, adopted, step, or foster children
- Legal dependents under guardianship
- Siblings, including biological, step, foster, and half-siblings
- Individuals residing in the same household as the rostered player (e.g., blended family situations)

Parent Staff status is determined strictly by the presence of a family member on the current season's roster.

Non-Parent Staff (defined)

Non-Parent Staff refers to any coach, trainer, or team official who **does not** have a child, legal dependent, or sibling on the team's roster. This includes:

- Individuals with relatives elsewhere in the organization but not on the specific team
- Individuals with no family connection to players on the team
- Paid coaching staff, regardless of personal relationships, unless they meet the Parent Staff definition above

Clarification

- Classification is based only on the **current team roster**, not overall association involvement.
- If a staff member's child, dependent, or sibling is no longer rostered, their classification changes to Non-Parent Staff.

Section 6 – Additional Allowances

6.1 Toros Clothing Allowance:

- Up to **\$250 per staff member** for authorized Toros jackets or warm-ups. Bench Staff must be in good standing to be eligible for re-imbursements
- **No player numbers** are allowed on staff apparel.

6.2 Goalie Development Reimbursement:

- Up to **\$1,500 per goalie**, based on submitted receipts.

6.3 Referee & Timekeeper Fees (Playoffs Only):

- **100% reimbursed.**

Section 7 – Unused Allowance Policy

7.1 Unused clothing or development allowances **do not carry forward** to the following season and must be claimed by the published deadline. Unclaimed funds will be returned to the general operating budget.

Section 8 – Audit & Discretion

8.1 The CMHA Executive reserves the right to audit any submitted expense claims.

8.2 Claims found to be excessive, unsupported, or inconsistent with this policy may be adjusted or denied.

8.3 Abuse of reimbursement privileges may result in disciplinary action, including removal from the team staff or ineligibility for future appointments.