

# **Red River Nordic Ski and Biathlon Club**

## **Financial Policy**

### **Coaching Expenses**

#### **Background**

Red River Nordic Ski and Biathlon Club (herein "RRN") recognizes the significant time commitment and value that coaches and instructors provide to the members of RRN. RRN also acknowledges the significant skills that coaches and instructors provide that would not otherwise be available within the general membership.

That said, as a non-profit sports organization run largely by volunteers, RRN does not have sufficient funding to provide market value remuneration to our coaches and instructors.

RRN believes, however, that coaches and instructors should be paid an honorarium to reflect the significant time commitment involved.

As such, subject to certain restrictions below, RRN will pay an honorarium to coaches based on the number of sessions led, as follows. In addition, certain coaching-related expenses will be covered as per this policy.

#### **Policy – Honorariums**

As a non-profit organization with limited funding, we have set our honorariums as follows:

##### ***Race Team, Biathlon Team and Adult Sessions***

- Fully certified (CANSI Level III, NCCP Train to Compete Level) coaches **\$40 per session**
- Other certified coaches **\$25 per session**
- Non-certified instructors **\$20 per session**

All sessions must be pre-approved or scheduled by the program lead.

##### ***All Other Programs (Jackrabbits, Jr. Sidewinders, Sidewinders, Jr. Race Team)***

- Certified coaches **\$25 per session**
- Non-certified instructors **\$20 per session**

Note that all sessions must be pre-approved or scheduled by the program lead. Unless otherwise approved, only the program lead for the Jackrabbits program will be permitted an honorarium under this policy; other parental volunteers who assist with the Jackrabbits program may apply for registration reimbursement under the ***Volunteer Registration Reimbursement Policy***.

#### **Other Coaching Honorariums (Optional)**

The Board may choose to provide other optional honorariums to coaches, instructors and other volunteers for exceptional effort.

#### **Taxation of Honorariums**

Honorariums may be considered taxable income, although the recipient may wish to consult a tax advisor to confirm. It is the intent of the club to issue T4 slips for any honorariums provided to an individual greater than \$500 in one calendar year. As such, a recipient of an honorarium must provide Social Insurance Number and mailing address with the approved request for an honorarium.

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##### **Direct Out-of-Pocket Coaching Expenses**

Direct out-of-pocket coaching expenses, such as wax purchases or coaching equipment purchases, will be reimbursed upon submission of a completed and signed cheque requisition form (<http://redrivernordic.ca/about.htm>), without limit, provided that all expenses totaling more than \$100 are pre-approved by the Board of Directors.

Receipts or other evidence of payment should be submitted with the cheque requisition form.

All expenses must be directly related to the provision of goods or services to RRN activities. The final decision as to whether or not expenses are valid resides with the Board, and the Board strongly encourages pre-approval of expenses.

##### **Coaching Certifications**

Training costs for initial coaching certifications provided through the Cross Country Ski Association of Manitoba will either be paid directly by RRN or will be reimbursed upon submission of a completed and signed cheque requisition form (<http://redrivernordic.ca/about.htm>), provided that the training costs are pre-approved by the Board.

Certifications and registration fees from the Canadian Association of Nordic Ski Instructors (CANSI) or National Coach Certification Program (NCCP) will be reimbursed at 50% of actual costs, upon submission of a completed and signed cheque requisition form (<http://redrivernordic.ca/about.htm>), provided that the training costs are pre-approved by the Board. The Board may choose to reimburse the second 50% of the CANSI or NCCP training and registration costs if the Board feels that the coach or trainer has provided sufficient volunteer time to the Club after the training is completed.

Receipts or other evidence of payment should be submitted with the cheque requisition form.

##### **Policy – Travel**

Coach and instructor travel expenses related to race and training events attended while representing Red River Nordic may be reimbursed upon submission of a completed and signed cheque requisition form (<http://redrivernordic.ca/about.htm>), without limit, provided that all expenses totaling more than \$100 are pre-approved by the Board of Directors.

Such travel expenses may include air or mileage, accommodations, car rental and other reasonable expenses where the coach is acting in official RRN capacity as coach or instructor. The final decision as to whether or not expenses are valid resides with the Board, and the Board strongly encourages pre-approval of expenses.

Where the coach is travelling in official RRN capacity as coach or instructor **as well as** a race participant, parent of a race participant, attendee at a training event, or parent of an attendee at a training event, only 50% of the accommodations cost may be claimed. No air, mileage, car rental costs or other expenses, unless pre-approved by the Board, will be reimbursed.

##### **Reimbursement**

Cheque requests may be submitted at any time. Reimbursements are made by cheque from the club Treasurer, generally after a Board meeting.