

Walden Racing Team

Travel Expense Policy and Procedures

Guiding Principles

1. The club will attempt to keep all costs reasonable by securing group rates and organizing food and meals when appropriate.
2. The club will provide an estimate of expenses before the athlete and his/her family commit to attending the event. At times, a down payment will be requested prior to attending the event.
3. All expenses of the coaches, assistant coaches and wax technicians are eligible for reimbursement. This includes all fuel expenses, accommodation costs and food (\$25/day). These expenses are called the "coaches fee" and will be charged to each athlete.
4. The athletes may also be required to pay a waxing fee (see below).

Rules for determining expenses

1) Waxing Expenses: This includes all costs for wax and supplies used by the team in preparing for and used at the race. These expenses are divided evenly among all team members. If the wax comes from the existing team supplies, the team will have already paid for it and the cost will therefore not get charged to those at the race.

2) Coaching Travel Expenses: This includes the portion of the cost for fuel used to get the coach to and from the race site and any fuel costs associated with the event.

3) Coaching Accommodation Expenses: This includes the cost for hotel accommodation for coaches attending the race. If there are two people in the room (a coach and a parent), the coach's portion will be 1/2 the total cost of the room. If athletes and coaches are sharing a room (which will only happen with the consent of a parent prior to an event and will usually only involve a female athlete sharing a room with a female coach), the cost of all accommodation is determined and divided equally among all team members (see also #7 – Athlete Accommodation Costs).

4) Coaching Meal Expenses: This includes the cost for meals taken by the coach traveling to, while attending and travelling home from the event. (Note: Alcohol is not a permitted expense for persons being financially supported by the team.)

5) Number of Coaches at a Race: The head coach will select the assistant coaches and wax technicians eligible to have expenses covered when travelling to the race. Any parent or family member is welcome to travel to the race, but their expenses will be covered only if they are needed as an assistant coach or wax technician. The race venue and the number of athletes attending the race will determine the size of the coaching group. The minimum coaching group/wax technician ratio will be 1 to 5.

6) Dispersing Coaching Costs: The total costs for wax and coaching (travel, accommodation, and meals) are totalled and divided evenly among all athletes as a Coaching Fee.

7) Athlete Accommodation Costs: When the athletes are sharing rooms, the cost to accommodate all athletes is determined and this cost is divided equally among all athletes. The cost is equal regardless of how many athletes shared the rooms or beds. If an athlete is staying with family, either at the hotel or with family off-site, the costs associated with this are not included in calculating the team accommodation costs. The above coaches' costs will be charged to athletes staying off-site.

8) Athlete Non-Participation: If an athlete is booked to attend a race and ends up not travelling due to illness or injury, accommodation expenses and coaching fees will be charged if the travel is cancelled less than 4 days before the event. Accommodation expenses may be waived if changes to accommodations can be arranged so that other team members do not pay more. If an athlete travels to a race, expecting to compete and ends up not competing due to illness, injury or extenuating circumstance, accommodation expenses and coaching fees will be charged.

9) Event Cancellation: If the team travels to an event and the event is cancelled due to weather or other reasons, the Coaching Fee will still be charged to the athletes. If an event is cancelled prior to leaving for the event and the accommodations are booked and paid for, the costs are charged to the athletes according to the rules above. If possible the fundraising fund will pick up the room costs; if not the costs are the responsibility of the athletes.

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