
KAMHA Non-Parent Rep Coaches: Tournament Expenses and Honorarium Policy

Effective: May 16, 2025

1. Purpose and Scope

This policy outlines the reimbursement guidelines and honorarium structure for non-parent team staff members (Head Coaches, Assistant Coaches, and Trainers) within the Kingston Area Minor Hockey Association (KAMHA).

The policy ensures that eligible expenses are fairly reimbursed and supports the recruitment of qualified non-parent coaching staff. All reimbursements are subject to review and approval by KAMHA.

2. Eligibility

- Applies to all *rostered non-parent* team staff (Head Coach, Assistant Coach, or full-time Trainer) that were approved by KAMHA executive prior to tryouts.
- A maximum of three (3) non-parent bench staff per team is permitted. Any exceptions must receive prior written approval from the VP of Rep before tryouts.
- Eligible staff must be present for at least **90% of team events** (practices, games, tournaments) to qualify for reimbursements or honorariums.
- Non-parent Managers, Assistant Trainers, or On-Ice Helpers are **not** eligible for reimbursement or honorarium.

3. Honorarium Guidelines

- Honorariums are intended to offset personal costs and time investment unrelated to reimbursed expenses.
- The amount and eligibility are determined annually by KAMHA.
- Payments will be made by cheque in **two installments**:
 - December 15
 - March 15
(Unless alternate arrangements are approved prior to season start)

4. Reimbursable Expenses

4.1 Out-of-Town Tournament Expenses

- Maximum of **three (3)** tournaments per season.
- **U.S.-based tournaments** are *not eligible* for reimbursement by KAMHA, but may be expensed to the team with approval.
- Reimbursement Limits:
 - **Travel:** \$0.40/km for one vehicle only (carpooling is expected).
 - **Hotel:** Teams with 1 or 2 non-parent bench staff, KAMHA will only reimburse for 1 room and a maximum of 2 nights. Teams with 3–4 non-parent staff, KAMHA will only reimburse for a maximum of 2 rooms and a maximum of 2 nights. Any additional rooms or nights are at the coach's expense
 - **Meals (Per Diem):** \$50/day (\$10 breakfast, \$15 lunch, \$25 dinner), based on hotel check-in/check-out dates.

A 4th tournament may be expensed to the team with team approval, but is not covered by KAMHA.

4.2 League Play, Exhibition, Regular Season, and Playoffs

- KAMHA's **bus policy** is in effect **December 1 to March 1**.
 - During this period, staff are expected to travel with the team via bus.
 - No travel reimbursements will be made during this time.
- Outside this period (**September 1–December 1 and post–March 1**):
 - Mileage may be reimbursed by the team **if** travel exceeds 150 km (from Invista Centre), and if approved by the team.
 - Destinations within a 150 km radius (e.g., Belleville, Quinte West, Northumberland) are *not* eligible for reimbursement.
 - One vehicle reimbursement only (carpooling required).

4.3 Overnight Stays for Non-Tournament Games

- KAMHA will **not cover** overnight expenses for league games.
- Overnight stays may be expensed to the team if:
 - Approved by **65% majority vote** of team families (one vote per player).
 - Parents with joint custody each receive a half-vote. Sole custody grants one full vote.

5. Expense Submission Guidelines

- All expenses must be submitted **within 30 days** of the tournament or event.
- Submit completed **Expense Forms** to the Treasurer or Administrator.

- Receipts are **only required** for hotel stays.
 - Team staff must **not** seek additional reimbursement from their team beyond this policy.
-

6. Fraud and Misconduct

- Any staff submitting **fraudulent or duplicate** claims (including claims already reimbursed by KAMHA) will be:
 - Ineligible for future reimbursement
 - Required to **repay disbursed funds**
 - Subject to disciplinary actions (suspension or termination of coaching duties)
-

7. Policy Amendments

KAMHA reserves the right to amend this policy at any time.
