

T&C Soccer Coach & Trainer Expense Reimbursement Policy

Out-of-Town Team Travel

Effective Date: January 2026

Organization: Town & Country Soccer (TC Premier SC)

Policy Version: 1.0

Purpose

This policy establishes clear guidelines for coach & trainer expense reimbursement when teams travel out of town for league games, tournaments, and qualifying playoff events. The policy ensures that coaches & trainers are not personally burdened with travel-related expenses while maintaining transparency and fairness across all families on the team.

Policy Overview

As an organization that relies on volunteer coaches & paid trainers, Town & Country Soccer recognizes that a coach or trainer should not incur personal financial hardship when fulfilling their coaching responsibilities for out-of-town events. Families registering for select programs (Regional League, Premier & Competitive teams) are responsible for sharing the costs of coach travel and accommodations for all out-of-town events their team attends.

Eligible Expenses

The following expenses are eligible for reimbursement and should be covered by team families:

1. Lodging (Hotel/Motel)

- Full cost of one standard hotel/motel room for the coach for out-of-town (**75+ miles one-way from T&C**), tournament, cup play, or league play if overnight stay required.
- The team (Manager or Treasurer) should reserve the room and arrange payment directly with the hotel before departure.
- Only the room rate is covered; additional fees (phone charges, movie rentals, internet upgrades, resort fees) are not covered
- Coach should receive confirmation number for check-in

- Standard double occupancy or single room is acceptable

2. Mileage Reimbursement

- For league or Cup games **100+ miles one-way from T&C**: Teams must reimburse coach mileage
- For tournaments **75+ miles one-way from T&C**: Teams must reimburse coach mileage
- **Rate**: Either 35 cents per mile OR at least 50% of the current IRS standard mileage rate (teams may pay full IRS rate if preferred)
- **Alternative**: Teams may pay for gas directly using gas receipts or team debit card for fuel purchases
- Coaches may claim appropriate mileage deductions during tax filing if not reimbursed at full IRS rate

3. Per Diem (Meals)

- Reasonable meal expenses for the duration of the trip
- Recommended standard: \$15-20 per meal or up to \$50 per day
- Coach should retain receipts for reimbursement
- Team manager should coordinate per diem payment or provide meal arrangements

4. Parking and Tolls

- Actual parking fees at event venues and hotels
- All toll road charges

Ineligible Expenses

The following expenses are **NOT** covered:

- Entertainment, alcohol, or recreational activities
- Incidental charges (movies, phone calls, room service not related to meal needs)
- Personal items or supplies
- Vehicle maintenance or repairs
- Coach registration/participation fees (if coaching while competing as a player)

Collection and Payment Process

Before Departure

1. **Team Manager Calculation:** Determine total expected coach expenses (lodging, mileage, per diem)
2. **Cost Distribution:** Divide total by number of rostered players
3. **Family Communication:** Notify families of per-player cost at least **14 days before travel**
4. **Payment Collection:** Collect funds from families before departure
5. **Coach Notification:** Confirm with coach that funds have been collected and will be available

Payment Timing

- **Payment must be made to the coach BEFORE or at the time of departure**
- The coach should not advance any out-of-pocket expenses
- Team manager ensures coach has access to funds for immediate expenses (lodging, meals, etc.)
- The team is responsible for either:
 - Providing cash to coach before departure, OR
 - Securing hotel reservation and paying bill directly

After the Trip

1. Coach submits receipts for all expenses (lodging, meals, mileage documentation)
 2. Team manager reconciles actual expenses with amounts collected
 3. Any overage is collected from families; any surplus is refunded or applied to future team expenses
 4. Documentation is maintained for club records
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Event-Specific Guidelines

League Games (Out of Town)

- Coach or Trainer travel expenses apply to league games requiring travel
- Distances should be verified using current mapping technology
- Families share costs equally among all rostered players
- Cost should be included in initial team fee or collected as specific assessment

Tournaments (Out of Town)

- Coach travel expenses are included in tournament registration costs
- Travel costs are divided among all rostered players, regardless of individual participation

- Families acknowledged this in their registration waiver

Playoff and Qualifying Events

- Teams that qualify for playoff events are **required to attend**
- Coach travel expenses apply at 100% team cost
- All families share costs equally; non-attending families still pay their share
- Pre-budgeting is recommended for teams in qualifying leagues

National/Regional Finals (600+ Miles)

- If event requires air travel (over 600 miles one-way), coach should notify team at least 10 days in advance of flight need
 - Team covers coach airfare and rental car at least-expensive available options
 - Normal per diem applies
 - 100% of coach travel expenses are team responsibility
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Special Circumstances

Multiple Coaches

- If team has two or more coaches traveling, coordinate logistics to minimize duplication
- Primary coach receives full lodging; second coach may share room or receive 50% allowance
- Total expense burden should not exceed 150% of one coach's full expenses when splitting multiple coaches' costs
- Coaches must collaborate on travel arrangements to reduce overall cost

Coach Traveling Multiple Teams

- Coach may travel with multiple team assignments only with approval from team managers and club
- Expenses should be proportionally divided among teams
- Hotel room costs split per number of teams served
- Mileage calculated once, then divided among teams

Family Non-Attendance

- All rostered players' families pay full share regardless of whether player attends
- Explains in initial commitment waiver that costs are shared equally among roster

- No refunds or reductions for individual non-attendance
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Expense Limits and Caps

Daily Per Diem Cap

- Recommended maximum of **\$50 per day** for meals and incidentals
- Breakfast: \$8-12
- Lunch: \$12-15
- Dinner: \$20-25

Cost-Sharing Threshold

- **Do not expect families to pay more than 150% of the cost of one coach's full travel**
- If expenses exceed this threshold, evaluate:
 - Whether all families can reasonably support the event
 - Whether lodging or travel arrangements can be optimized
 - Club subsidy if event is mandatory qualifying event
 - Whether event should be reconsidered or combined with other teams

Budget Planning for Predictable Events

- **Pre-budgeting for potential travel:** Teams competing in qualifying leagues should pre-budget 50% of estimated coach travel costs at season start
 - **Upon qualification:** Collect remaining 50% when team qualifies
 - **If team doesn't qualify:** Pre-collected funds roll over to next season or apply to current year team expenses (not refundable)
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Financial Transparency and Records

Team Responsibilities

- Maintain clear records of all expense collections and disbursements
- Communicate cost estimates to families in writing before events
- Keep receipts and documentation for all coach expenses
- Reconcile actual costs and communicate any overage/surplus to families
- Provide annual summary of coach travel costs to families (optional but recommended)

Club Oversight

- Club reserves right to audit team expense records
- Teams must maintain documentation for a minimum of one season
- Disputes regarding expenses should be brought to club administration

Coach Responsibilities

- Submit itemized receipts for all expenses
 - Provide accurate mileage information
 - Communicate any significant changes to anticipated expenses
 - Work with team manager to minimize costs where possible
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Dispute Resolution

If a family disputes an expense assessment:

1. **Contact Team Manager:** Request itemized breakdown of coach expenses
 2. **Request Documentation:** Ask to review receipts for lodging, meals, and mileage
 3. **Club Review:** If unresolved, submit formal request to club soccer director
 4. **Club Determination:** Soccer director will review documentation and make final determination
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Parent Commitment Waiver

By registering a player for competitive programs (Premier, Regional League, or Select), families acknowledge and agree that:

- Coaches require reimbursement for out-of-town event travel expenses
 - All rostered players' families share travel costs equally, regardless of individual attendance
 - Out-of-town travel may be required for league games, tournaments, and playoff events
 - Cost estimates will be communicated with at least 14 days' notice before events
 - Expenses will be collected before or at time of departure to ensure coach is not personally burdened
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Implementation and Updates

This policy is effective immediately for all out-of-town travel events beginning **January 2026 Spring Season**.

For questions or clarification: Email Soccer Director at SoccerDirector@tandcsports.org

Policy Review: This policy will be reviewed annually and updated as needed based on experience and feedback from coaches, families, and club administration.

Appendix: Expense Tracking Template

Team: _____

Event: _____

Date: _____

Coach Name: _____

Expense Category	Amount	Notes
Lodging (nights × rate)	\$_____	
Mileage (___ miles × rate)	\$_____	
Per Diem - Meals	\$_____	
Parking/Tolls	\$_____	
Total Coach Expenses	\$_____	
Rostered Players	÷ ___	
Per Player Cost	\$_____	
