



**Club policy for head coach tournament reimbursement 2008-2009:**

The following policy will apply for the head coach of the team participating in any soccer tournament outside of a 100 mile radius of Rapid City limits or any overnight team stay.

1. Through 2008-9 season, the team will pay 35.0 cents per mile for travel between Rapid City and the tournament location. (*Current IRS mileage rate is 50.5 cents per mile*)
2. The team will pay up to \$30 per day for the head coach's meals and water.
3. Although the coach is not required to stay at the same hotel as the team, they will only be reimbursed for the actual hotel expenses and they cannot exceed the costs of the “team hotel” (i.e. the hotel in which the team coordinator has reserved a block of rooms for that specific tournament).
4. If the coach chooses some or all of the reimbursement they are entitled to, they will have **30 days** to submit those expenses with receipts to the team treasurer, who will submit the expense form(s) to the club treasurer for reimbursement.
5. If the coach chooses not to submit tournament expenses, they waive their right for reimbursement after the **30 days**.
6. If the head coach opts out of the reimbursement policy, or only requests a portion of the entitled reimbursement, the funds will be deposited into a “Coaches fund” that will be used at the coach's discretion for the benefit of that team's players. If the funds are not used by the end of the current season, the funds from the blue & gold teams will be pooled and move with the age group, until they no longer play for Rushmore Soccer Club.
7. The coach reimbursement policy will be reviewed annually.