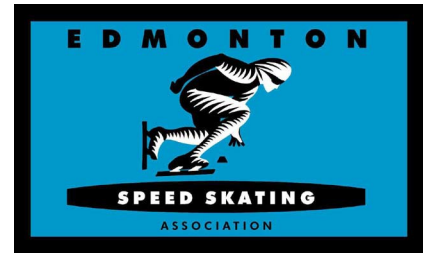


Competition Coaching Policy

Edmonton Speed Skating Association

Effective date: October 20, 2024



Objective

The Edmonton Speed Skating Association (ESSA) aims to provide coaching support to its athletes during competitions. This policy establishes guidelines for coach selection, compensation, and travel expense reimbursement for competitions.

Coach Allocation for Competitions

The ESSA Coaching Coordinator is responsible for ensuring ESSA has coaching in place for competitions where ESSA athletes are competing subject to the following points:

1. ESSA will send coaching staff to attend competitions under the following circumstances:
 - a. The competition is an event sanctioned by Speed Skating Alberta (SSA).
 - b. The event has a minimum of three (3) participating athletes from ESSA.
2. ESSA may approve sending a coach to a competition sanctioned by another provincial branch subject to approval from the Board of Directors and at the request of the Coaching Coordinator. By default, no coach is sent to these events.
3. If an SSA sanctioned competition (as per part 1) is attended by two (2) or fewer ESSA athletes:
 - a. The ESSA Coaching Coordinator will first attempt to secure coaching from another club in attendance at the competition.
 - b. If no alternative coaching can be found, the Coaching Coordinator may approach the ESSA Board to approve sending a coach or allow the athletes to attend uncoached.
4. ESSA will send two or more coaches in the following circumstances at the discretion of the Coaching Coordinator.
 - a. If the event has twelve (12) or more registered ESSA skaters.
 - b. If the event is structured such that ESSA skaters may be on multiple ice surfaces simultaneously.
5. The ESSA Coaching Coordinator may approve sending a coach to an SSC sanctioned event held in the province of Alberta which targets Junior level skaters.
6. ESSA does not send coaches to events targeting Senior or Master's level athletes.
7. ESSA reserves the right to decline sending coaching staff to an event if the conditions outlined in #1 and #4 are met subject to coach availability and the costs required for long-distance travel. Under these circumstances, ESSA will secure coaching support as outlined in #3.

Coach Compensation

1. For out-of-town meets, coaches will be compensated for their coaching time at a rate of \$100/day.
2. For local meets, coaches are required to serve a minimum of 4 hours and will be compensated for their coaching time at a rate of \$50/half day, up to a maximum of \$100/day for a full day.

3. The Coach is responsible for submitting their meet claims (as part of their monthly time sheet) to the Coaching Coordinator at the end of the month.

Travel Expense Reimbursement

The purpose of ESSA's *Travel Expense Policy* is to reimburse coaches for reasonable and necessary expenses while travelling for ESSA coaching-related purposes.

1. ESSA will cover expenses such as travel, meals, and accommodations as contracted for attendance at competitions more than 100 km from Edmonton City Centre.
2. The President, Vice President, or Coaching Coordinator will determine when coaching-related travel is necessary, in line with ESSA's Coaching Competition Policy and coach development goals.
3. The Coaching Coordinator is responsible for verifying and approving travel expense claims, ensuring that expenses are consistent with the eligible expenses, requirements, and limits outlined in Table 1.
4. The Coach is responsible for submitting a travel expense claim, along with supporting documentation (e.g., copies of receipts), to the Coaching Coordinator within 2 weeks of incurring the coach-related travel expenses.
5. If a receipt is lost or unobtainable, the Coach must replace the missing receipt with a personal declaration of the expense. The declaration will be kept on file by the Treasurer in place of the receipt and will be useful if records are reviewed at a later time (e.g., audits).

Table 1. Eligible expenses, requirements, and limits. Exceptions must be approved by the Coaching Coordinator.

Type of Expense	Eligibility, Requirements, and Limits
Accommodation – hotel	Up to a maximum of \$135/night (excluding taxes and fees), based on receipts
Accommodation – private	\$50/night
Meals	Meal expenses, excluding alcohol, up to a maximum of \$50 per day and based on receipts
Ground transportation	\$0.50/km for travel by personal vehicle
Parking	For parking at meet venue or accommodation, and based on receipts