



Bonivital Soccer Club  
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## **BONIVITAL TEAM OFFICIALS - TRAVEL AND PER DIEM POLICY**

### **Purpose**

To lessen the burden on coaching staff travelling to tournaments with youth teams, BVSC defines and enforces this travel and per-diem policy. The policy has been developed to ensure that it is possible for coaches to travel to tournament(s) with their teams at a nominal cost, and sets out the financial responsibility of families. Note that each family of a rostered player is responsible for their share of the travel and per-diem costs, regardless of whether they are travelling or not. The only exception to this would be in the event that a guest player will be travelling in lieu of the rostered player who is not.

### **Food Per Diem**

(Up to) Three coaching staff are entitled to \$35 per day each, including travel days, for food related costs. The team shall pay this directly to the coaching staff in the form of cheque or cash, prior to, or on the day of departure. In the instance of planned team meals that are paid for by the team, the per diem for that day should decrease accordingly.

### **Accommodations**

Throughout the duration of the stay, the team is responsible for providing two (2) rooms per evening. Typically, coaching staff of the same gender share a room.

If coaching staff are travelling with their families, and wish to stay in their own room, the team is only responsible for the equivalent cost of up to two (2) rooms. Those funds can be divided amongst the coaching staff as deemed appropriate.

### **Transportation Costs**

Travel by land (private cars) – team officials are expected to travel together. Reasonable fuel money to be allotted to one travelling vehicle. Individuals should not profit from their gas allowance.

Travel by land (team vans) – up to three (3) team officials receive one complimentary seat.

Travel by bus – up to three (3) team officials receive one complimentary seat.

Travel by airplane – up to three (3) team officials receive one complimentary seat.

You must receive written consent to exceed the approved Travel and Per Diem guidelines listed above. Requests for consideration to temporarily modify or receive exemption to items in this policy can be made directly to the club General Manager by email. When submitting your request, please include your request and the rationale supporting the request.