



## Middleton Youth Hockey Association (MYHA) Policy

Policy Title: Reimbursement

Effective Date: April 2019

1. Purpose: to describe what expenses that are incurred as part of membership with MYHA that will be reimbursed by Middleton Youth Hockey
2. Persons Affected: members, coaches, team representatives, board members
3. Policy
  - a. Member or coach expenses that WILL NOT be reimbursed
    - i. Personal equipment cost
    - ii. Any other expenses incurred not listed below
  - b. Member expenses that will be reimbursed
    - i. Cost of a background check when required for team reps and board members
  - c. Member coaches expenses that will be reimbursed
    - i. Cost of coaching clinics; level V requires prior approval
    - ii. Cost of background check
  - d. Non-parent head coaches expenses that will be reimbursed
    - i. Hotel cost for away tournaments (if not receiving a complementary room)
      1. This expense needs to be paid in full by the individual. Receipts should be saved for this activity. Receipts must be submitted for reimbursement of hotel cost for a room in the team hotel.
      2. This reimbursement benefit may be applied to two non-parent assistant coaches if no members apply to serve as assistant coaches, or one non-parent assistant coach if only one member applied to serve as an assistant.
  - e. Board member expenses that will be reimbursed
    - i. Club related expenses that are incurred while discharging the duties of their respective board position
  - f. All other expenses not specified within this policy will not be reimbursed by MYHA