



**BAYSIDE DYNAMO FUTBOL CLUB**  
**GULF BREEZE, FLORIDA 32562**

**Coaches Travel Entitlements Policy**

**Purpose:** The purpose of the policy is to standardize the monetary entitlement of the coaches during travel to, from, and while at tournaments.

**Background:** It is imperative for Bayside to implement a policy that clearly establishes the guidelines for which all coaches get reimburse for their travel expenses. This is not unique to Bayside, in the contrary, which is the standard for all soccer select programs.

**Policy:** This policy is broken down in three categories, Local Tournaments, Out of Town Tournaments, and Play Dates. A local tournament is defined as any tournament that is within sixty (60) miles radius from Bayside training facility (Tiger Point Park) and the tournament main venue. Out town tournaments is defined as any tournament outside the sixty (60) miles. Play Dates are a one day event, no overnights, in which the teams travel locally or out a town to play two games.

1. Local Tournaments:

- a. Lodging: No lodging is fees are authorized
- b. Meals: A \$20.00 per day will be given to all coaches to cover the day's meals; the money needs to be given to the coaches prior to the first game of the tournament. If the tournament gets canceled on the first day, the coaches will refund the team for the second day, if the tournament gets canceled on the second day no refunds will be necessary.
- c. Mileage: Mileage will be pay at a rate of .20¢ a mile. Mileage will be calculated from the coach's residence to the main venue and back, no in and around mileage will be added.

2. Out of Town Tournaments:

- a. Lodging: Lodging expenses will be paid by the team at a rate that those not exceed that of the parents. It is encourage for the team to lodge together and make an attempt to get the coaches room compensatory or for the fees to be reduce. This could be a lot easier to accomplish if the coach has two teams and they both stay in the same place. No lodging is authorized for play dates.
- b. Meals: \$30.00 per full day (overnight), a \$20.00 per travel day will be given to all coaches to cover the day's meals; the money needs to be given to the coaches prior to the first game of the tournament. If the tournament gets canceled on the first day, the coaches will refund the team for the second day,

if the tournament gets canceled on the second day no refunds will be necessary.

- c. Mileage: Mileage will be pay at a rate of .36¢ a mile. Mileage will be calculated from the coaches residence to the main venue and back, no in around mileage will be added.

3. Play Dates:

a. Local:

- i. Lodging: No lodging expenses are authorized during play dates..
- ii. Meals: A \$20.00 meals rate will be paid for local play dates.
- iii. Mileage: Mileage will be pay at a rate of .20¢ a mile. Mileage will be calculated from the coaches residence to the main venue and back, no in around mileage will be added. So coaches may waive this fee.

b. Out of Town:

- i. Lodging: No lodging expenses are authorized during play dates.
- ii. Meals: A travel rate of \$20.00 will be paid for out of town play dates.
- iii. Mileage: Mileage will be pay at a rate of .36¢ a mile. Mileage will be calculated from the coaches residence to the main venue and back, no in around mileage will be added.

**Payments:** Manager will calculate the coaches expenses in advance using the Travel calculation form (in website), provide a copy to the coach for review, once all parties are in agreement the payment should be made to the coaches' prior to departure. It is highly encourage that the team make and pay for the coaches' hotel reservations.

**Exceptions:** There are might be times where the tournaments are barely inside the sixty miles radius but the team has a very late game and a very early game and the coach could request lodging, in those circumstances it will be up to the team for approval.

Date and time of Policy implementation: 12 August 2010 8:00 PM.

Expiration Date: As determine by the Bayside Dynamo Board of Directors.