

REIMBURSEMENT POLICY

Parent Coach

Any head or assistant coach that is a parent of an active player in the program shall not be eligible for compensation to perform duties related to the position of a coach. Example expenses not eligible for reimbursement include, but are not limited to, hotels, travel, meals, fuel, time, personal gear.

Non Parent Coach

Any head or assistant coach that is not a parent of an active player in the program may submit a written request for reimbursement of certain expenses. Example expenses include, but are not limited to, hotels, mileage, meals. It is at the sole discretion of the KGF Board to approve or deny this request on a case by case basis. Written requests should be detailed and include itemized receipts, submitted to the Board President to be reviewed at the next regularly scheduled meeting.

Eligible Expenses

Eligible expenses will be reimbursed upon written request to the KGF Board Treasurer regardless of a parent or non parent coach. Examples of eligible expenses include, but are not limited to, gas for the field groomer, lineup cards, scorebooks, team sanctioning fees, tournament registration fees, and other expenses deemed appropriate by the Board. Such a request should include a detailed receipt and a reason for the expense.

Equipment Expenses

Any needed equipment should be discussed with the Board first. Equipment purchased and owned by the Board is handled by a selected board member, who will be the point of contact for any needed equipment. Equipment is typically purchased by the board as needed. Only equipment expenses incurred by a coach with prior approval will be reimbursed.