



Leeds Minor Hockey Association

POLICY NAME:	Volunteer Reimbursement
POLICY NUMBER:	P06
DATE CREATED:	February 25, 2019
DATE FOR REVIEW:	February 25, 2020
DATE APPROVED:	

POLICY

All expenses incurred as a direct result of their volunteer role as an executive member, volunteer, coach, or bench staff will be reimbursed by Leeds Minor Hockey Association.

All Executive members that are required to travel as part of their role will be entitled to a mileage reimbursement in accordance with that season's CRA mileage reimbursement amount.

Mileage will be considered for responsibilities outside of regular duties but not limited to:

- Hearings
- Appeals
- Special meetings at district level

All bench staff (coaches/trainers/managers) must complete the required training prior to season commencement and therefore all associated costs will be reimbursed by Leeds Minor Hockey Association (LMHA).

Reimbursements will be approved for the following:

- Vulnerable Sector Check
- Mileage
- Coaching and development courses

Reimbursement is only considered for those registered to the team.

Only courses that are required will be reimbursed.

PROCEDURE

The [Request for Reimbursement](#) form must be filled out and submitted to the LMHA Secretary along with scanned copies of all line-item receipts and proof of payment (credit card and debit slips).

For mileage claims, claimant must include a google map showing the distance from Point A to Point B.

All reimbursements will be reviewed and voted on at the next committee meeting and requires quorum.

Approved reimbursements will be paid in full within 60 days of submission.

ASSOCIATED POLICIES

P11 Volunteer Requirements

