



## **Softball Napanee Non-Parent Coach Expense Policy**

### **Intent of Policy**

This policy outlines the policy for expenses to be covered for Non-Parent Coaches (NPCs) in Softball Napanee for team-related events/activities. It ensures fairness, transparency, and accountability while enabling NPCs to contribute to the development of athletes of our program.

### **Scope**

This policy applies to all Non-Parent Coaches (NPCs) involved in Softball Napanee, including Head Coaches and Assistant Coaches, and other team staff not related to any player within the organization.

### **Policy Statement**

Softball Napanee acknowledges that Non-Parent Coaches may incur travel/accommodation related expenses while performing their coaching roles. To ensure that these expenses are fairly managed and are not borne solely by the NPC, a mandatory extra fee or participation in fundraising activities may be required.

### **Options for Covering Expenses**

#### **1. Mandatory Extra Fee**

- Players who are registered on a team with NPC will be required to contribute a fixed, mandatory extra fee prior to the start of the season. A maximum fee of \$125.00 per player fee can be charged on teams that have NPC.
- The fee will be used to cover travel/accommodation expenses associated with team activities/events by the NPC.
- The fee must be paid by a specified deadline before the start of the season, as determined by the Softball Napanee Treasurer.

#### **2. Fundraising**

- Teams may elect to fundraise to cover the expenses associated with their teams NPC.
- If a player or family elects not to participate in the fundraising they will be required to pay their share up to a maximum of \$125.00 per player.

## **Fundraising Guidelines**

- All NPC fundraising initiatives must be approved by the Softball Napanee Board prior to execution to ensure there is no overlap or redundancy with other association fundraising initiatives.
- Fundraisers for NPCs are encouraged to involve players and families where possible and must remain appropriate and respectful to all stakeholders.
- Fundraising events or initiatives should be coordinated with enough time to ensure a reasonable opportunity for all players to successfully fill their obligations.

## **Fee/Contribution Amount**

- The \$125.00 maximum extra fee amount and fundraising targets may be increased if a team elects to attend an Eastern/Western or Canadian Championship. In this case, teams may be required to fund the travel/accommodations expenses for NPCs to attend the event.
- This amount will be communicated to families as soon as confirmation of attendance to an Eastern/Western or Canadian Championship.
- A breakdown of the funds disbursed for NPC fees shall be kept by the Team manager and shared with families throughout the season and/or by request.

## **Payment and Refund Policy**

- Payments made for the mandatory fee, or any amount raised through fundraising are non-refundable.
- Players or families are responsible for ensuring their contributions (either through payment or fundraising) are received by the specified deadline.

## **Responsibilities of Non-Parent Coaches**

- Players/families must comply with this policy by either paying the required fee or successfully participating in fundraising initiatives.
- NPCs are expected to actively participate in the fundraising process, ensuring a fair contribution to the team's financial needs.
- The Team Manager is responsible for keeping track of their fundraising progress and coordinating and reporting to the Softball Napanee Board, as requested.

## **Accountability and Transparency**

- Each respective team will maintain clear and transparent records of all payments and funds raised for expenses related to Non-Parent Coaches.
- All records will be made available upon request to ensure accountability.

**Review and Adjustments**

This policy will be reviewed annually by the Softball Napanee Board to assess its effectiveness and fairness. Adjustments may be made to the fee structure or fundraising expectations based on the financial needs of the organization and the feedback regarding Non-Parent Coaches.

**Conclusion**

The Non-Parent Coach Expense Policy ensures that all NPC expenses associated with their roles while at team events/activities are not borne solely by the NPC. Softball Napanee is committed to supporting its coaches and fostering a positive, community-driven environment in which all involved can focus on the development of players and the growth of the sport.

**Distribution**

This policy will be shared with Coaches, NPCs and team staff at the time that the team is awarded to a coach, and it is the responsibility of the team coaching staff to acknowledge and comply with its provisions.