



**Aliso Viejo Avalanche  
Club Travel Fee Policy  
2023-2024 Season**

The Travel Fee Policy is applicable to all coaches and club team managers for the 2023 - 2024 hockey season.

**Coaches with Children on Teams:**

Coaches that have children on travel teams are covered as part of the travel policy. Coaches with children involved will pay their pro rata share as detailed in this Travel Fee Policy.

**Airfare:**

Head Coach (HC) and Primary Assistant Coach (AC) airfare expenses are covered under the travel policy. Teams are responsible to cover airfare for both HC and AC. Coaches should try to book the best available rate. Ticket rate capped at \$600, tickets above this price will be reviewed with team manager and club management. Tickets must be booked no less than 21 days in advance. If not followed, coaches will pay the difference between standard airfare and the premium charges for late booking.

Note: The coach is not required to take the least expensive flight but should be considerate of that as an option when booking travel.

8U teams are responsible for one (1) coach only.

If, either HC or AC have a child on the team, they are capped at 50% reimbursement for airfare.

**Hotel:**

Head Coach and Primary Assistant Coach hotel expenses are covered under the travel policy. Travel Fee Policy covers one (1) room for HC and one (1) room for AC. Hotel rooms are capped at \$200 per night including fees. Hotel rooms above this price will be reviewed with team manager and club management.

The team is responsible for the hotel room from the night before the team's first game through the night before their last game and any nights in between. The coach is responsible for any expenses charged to the room (internet, meals, movies, mini bar charges, etc.) other than room rate and taxes, unless other fees are required (i.e. parking, resort fees, etc.).

8U teams are responsible for one (1) coach only.

If, either HC or AC have a child on the team, they are capped at 50% reimbursement for the hotel.

#### **Car Rental:**

Head Coach and Primary Assistant Coach car rental expenses, including fuel expenses are covered under the travel policy. HC and AC are expected to share one (1) compact size car. Maximum per day is \$125.00 including fees. Car rental above this price will be reviewed with team manager and club management. Coaches are expected to fill the gas tank before returning the rental vehicle. Fuel charges incurred for failure to refill the gas tank prior to drop off will not be reimbursed.

8U teams are responsible for one (1) coach only.

If, either HC or AC have a child on the team, they are capped at 50% reimbursement for car rental.

#### **Fuel Reimbursement:**

Travel for events 90 miles or less round trip (starting and ending point - home rink Aliso Viejo Ice Palace) are not reimbursed as they are considered standard commute. Fuel reimbursement is for one (1) vehicle. If Head Coach and Primary Assistant Coach share a vehicle for transportation to the event, only the coach driving shall be reimbursed. Fuel reimbursement rate is \$0.65 per mile mandated by California 2023 standard reimbursement mileage rate. Receipts are required.

8U teams are responsible for one (1) coach only.

If, either HC or AC have a child on the team, they are capped at 50% reimbursement for fuel.

#### **Per Diem:**

Head Coach and Primary Assistant Coach are covered under the travel policy. Each coach, HC and AC are to receive Sixty-Five (\$65) dollars per day. Per diem for travel days will be 50% of the regular rate.

The team is responsible for the travel day before the first game and the travel day following the last game. Any days extended beyond travel days are not the responsibility of the team.

8U teams are responsible for one (1) coach only.

If, either HC or AC have a child on the team, they are capped at 50% reimbursement per day, this includes a reduction by 50% on travel days.

**Miscellaneous:**

Coaches traveling with more than one team shall have their fees; Airfare, Hotel, Car Rental, Fuel Reimbursement and Per Diem split equally among the teams the coach participates with as either Head Coach or Primary Assistant Coach.

Coaches will not be reimbursed for Airfare, Hotel, Car Rental, Fuel and Per Diem for local SCAHA league play and or local tournaments. Local tournaments are defined as tournaments that occur in SCAHA affiliated club rinks. Exceptions to local tournaments may be reviewed with coaches, club team managers and club management.

Any exceptions made to the Travel Fee Policy, reviewed with coaches, club team managers and club management, must be agreed to in advance of the event. Parents must be notified of the agreed changes in advance of the event.

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