



## Pacific Northwest Ski Association

### TRAVELING TEAM COACH EXPENSE POLICY

When a coach is selected to attend a PNSA Traveling Team event, please contact the PNSA office immediately to make travel arrangements. The following reimbursement policy will be used for trip expenses.

1. Housing will be paid by PNSA. There will be two coaches per room if possible. The PNSA office will make housing arrangements and room assignments. **There will be no changes made to the rooming list that has been submitted to the hotel. In the case of an emergency and a room needs to be added or changes made, the PNSA office must be notified prior to the change.**
2. A per diem of \$50.00 a day, \$25.00 for Dinner, \$15.00 for Lunch and \$10.00 for breakfast. Per diem is prepaid. Per diem checks will either be mailed to the coach prior to the race or given to the coach at the race.
3. Transportation is either the responsibility of the individual clubs and athletes or PNSA. PNSA will provide reimbursement for transportation on a pre-approved case by case basis. The amount of this reimbursement will be determined by PNSA prior to travel. For coaches renting vehicles, PNSA will not reimburse any insurance purchased for vehicle rentals. "Non-owned auto" insurance is provided by PNSA for PNSA project staff.
4. **Lodging for travel days will be reimbursed up to but not exceeding \$50.00 a night. PNSA will reimburse off of the Motel Receipts ONLY.** If the coach shares a room, only the coach's portion will be paid for by PNSA.
5. Any additional item needed for the trip, exceeding \$50, requires prior approval from the PNSA office. **All expense reports are due in the PNSA office within 10 days of the completion of the race** so coaches can be reimbursed in a timely fashion and the PNSA office can close out the trip. **Expenses received after 10 days may not be reimbursed.**

PNSA will not be involved in purchasing base wax for travel events. PNSA will provide the special speed waxes for Downhill and Super G. The racers will be responsible for making arrangements to wax their own skis.



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### TRAVELING TEAM COACH RESPONSIBILITIES

#### HEAD COACH RESPONSIBILITIES:

1. Coordinate with the PNSA office for wax, drills, radios, gates, Medical Release forms, needed on the trip. This is to be handled prior to departure.
2. Arrange daily team meetings.
3. Assign daily duties to the assistant coaches, including always having one coach who is on-site and on-call while athletes are at the lodging property.
4. Attend or assign a coach to attend the Team Captains Meeting.
5. Arrange and coordinate waxing sessions.
6. Establish a reasonable curfew and see that it is enforced.
7. Be in charge of any necessary discipline procedures.
8. Communicate with the PNSA office or the designated PNSA spokesperson during travels on a daily basis.
9. Submit a report to the PNSA office after the race which includes any disciplinary and/or organizational problems, etc.
10. Provide the front desk of any PNSA lodging provider with cell phone numbers of the PNSA coaching staff for contact in case of emergency, including designating the daily on-call coach
11. If an athlete is injured, make contact with the hospital/medical facility, the injured athlete's parents and the PNSA office as soon as possible.
12. Be responsible for the safekeeping and ready access of PNSA Traveling Team Athlete's Medical Releases and arrange a plan to have that information provided to a Health Care Provider in case of emergency.
13. Such other duties that may be assigned.

#### ALL COACHES SHALL:

1. Be a current member of US Ski and Snowboard, have an Alpine Professional Coaches Membership (ACO), an updated Alpine Officials Referee License (AO) and have completed necessary background checks.
2. Be housed with the team during the course of the trip.
3. Be responsible for team members on the hill. Chaperones will be responsible for the team members off the hill. When there are no chaperones assigned to the team, the responsibility for the team members will be assumed by the coaches. If team members are granted permission to stay at a different lodging site, the coaches/chaperones are not responsible for the actions of those team members when they are off the hill.
4. Conduct daily inspections of athletes' rooms for cleanliness and upkeep; and final inspection after the athletes move out.
5. Be knowledgeable of and adhere to the US Ski and Snowboard Code of Conduct published in the US Ski and Snowboard Alpine Competition Guide.

6. Be committed to give 100% to ALL PNSA athletes at ALL times.

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