



Pacific Northwest Ski Association

TRAVELING TEAM COACH EXPENSE POLICY

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

1. Housing will be paid by PNW. There will be two coaches per room if possible. The PNW 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 PNW office must be notified prior to the change.**
2. A per diem of \$75.00 a day, \$40.00 for Dinner, \$20.00 for Lunch and \$15.00 for breakfast. Per diem checks will be mailed to the coach after the race. If PNW provides a meal plan for the event or the hotel offers a breakfast plan, per diem will not be paid for those meals.
3. Transportation is the responsibility of the individual clubs and athletes. PNW will provide reimbursement for transportation on a pre-approved case by case basis. The amount of this reimbursement will be determined by PNW prior to travel. For coaches renting vehicles, PNW will not reimburse any insurance purchased for vehicle rentals. "Non-owned auto" insurance is provided by PNW for PNW project staff.
4. **Lodging for travel days will be reimbursed up to but not exceeding \$100.00 a night. PNW will reimburse off of the Motel Receipts ONLY.** If the coach shares a room, only the coach's portion will be paid for by PNW.
5. Any additional item needed for the trip, exceeding \$50, requires prior approval from the PNW office. **All expense reports are due in the PNW office within 10 days of the completion of the race** so coaches can be reimbursed in a timely fashion and the PNW office can close out the trip. **Expenses received after 10 days may not be reimbursed.**

PNW will not be involved in purchasing base wax for travel events. PNW will pay the clubs who use their special speed waxes for Downhill and Super G and GS. The racers will be responsible for making arrangements to wax their own skis.



Pacific Northwest Ski Association

TRAVELING TEAM COACH RESPONSIBILITIES

HEAD COACH RESPONSIBILITIES:

1. Coordinate with the PNW 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 PNW office or the designated PNW spokesperson during travels on a daily basis.
9. Submit a report to the PNW office after the race which includes any disciplinary and/or organizational problems, etc.
10. Provide the front desk of any PNW lodging provider with cell phone numbers of the PNW 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 PNW office as soon as possible.
12. Be responsible for the safekeeping and ready access of PNW 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 PNW athletes at ALL times.