

POL0101: Travel Expense Policy for Coaches and Team Managers

Version: 1.0
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Next review: May 2022

Summary

To acknowledge the commitment of volunteers, SA Country aims to offset some of the travel expenses incurred through involvement in SA Country programs.

Where possible, it is required that people travel together to reduce the overall cost of travel to the participants in the program; some of the requirements on vehicle occupancy may not be practical, given the location of coaches for a specific event. Approval to alter these requirements can be granted by the Executive Officer upon request.

This does not aim to fully reimburse travel expenses.

Risks - Fatigue

Fatigue is mental or physical tiredness that affects a person's ability to function. Fatigue can impair performance by reducing attentiveness, slowing reaction times and affecting judgement.

Fatigue is associated with meeting-related factors and personal factors, such as:

- Driving at times when you would normally be asleep.
- Sustained mental and emotional effort, from things such as long hours of meeting discussion.
- Nature of the day's activities in regards intensity and frequency of breaks
- physical environment
- Individuals are unreliable judges of their level of fatigue and as a result, it is crucial that SAC minimises fatigue through appropriate planning and scheduling of meetings and travelling.
- SAC can reduce the risk of fatigue by: Minimising night driving and enabling and encouraging members to sleep overnight in accommodation.

Detail

In all cases prior approval from the Executive Officer should be sought.

Coaches and Assistant Coaches

\$0.25 per km of each round trip, excluding the first 100km of the journey, for the following events:

- Development Camps
- Selection trials
- Team trainings

\$250 per vehicle provided minimum occupancy requirements are met, for the following events:

- Country Cup (3 or more coaches in the vehicle)
- Southern Cross Challenge (2 or more coaches in the vehicle)
- U13 Development Tournament (2 or more coaches in the vehicle)
- Other tournaments to be determined based on team and coach numbers

Team Managers

\$0.25 per km of each round trip, excluding the first 100km of the journey, for the following events:

- Development Camps
- Selection trials
- Team trainings

In most cases, team manager travel to a tournament will be with the team. In the event it is not, the following actions will be taken:

- Arrange travel with a coach (or other party) heading to the same tournament
- A suitable travel expense claim can be approved by the Executive Officer