



TEAM COMPLETE ATHLETE
Raleigh, North Carolina
CAPITAL CITY VOLLEYBALL CLUB

COACH CONTRACT AND REIMBURSEMENT POLICY 2009 – 2010

Capital City Volleyball and **Team Complete Athlete** welcome you as a coach for our 2009 – 2010 season. As a contracted coach with CCVC / TCA, we have confidence in your support for our mission and your coaching expertise. Thank you for performing this valuable service and sharing your knowledge with the next generation of players. We couldn't provide a fantastic volleyball experience for our area junior athletes without you! Some very basic expectations are listed below:

- All coaches will be expected to sign the CCVC / TCA Coach Commandments form before the start of the season.
- All coaches will be expected to complete a W-9 form and submit to the CCVC / TCA Treasurer as soon as possible, Payment cannot be made to any coach without this information.
- All coaches will be expected to complete the online USAV registration Impact training and pass the background checks required by the Carolina Region. Reimbursement for this USAV registration fee will be offered to our coaches with a USAV payment receipt and a complete expense reimbursement form. The website has a link to Joining USAV.
- All coaches will be expected to attend required coaches' events so that we can assemble the best prepared team of coaches we can.
- Finally, we expect all coaches to use their own knowledge, judgment, common sense, and experience to prepare a program for their respective team(s) that meets the objectives for that level of play.

Below is a description of the overall coaches' compensation. CCVC / TCA will send checks directly to coaches at the end of each of month of the season – December through April.

Coach compensation may be taxable income; therefore, coaches should consult their tax professional and plan accordingly.

- Coaches' pay is a monthly compensation. This compensation takes into account coaches' time at practices, coaches' time and transportation to and from the tournaments that coaches will be attending outlined in the Dues Summary found on the CCVC website and in particular at this link

http://www.mycvc.com/PDF/Dues_Budget/DuesSummary.pdf

- This link is found by going to Documents -> Season Information. This compensation includes meals at tournaments and cost of transportation to and from tournaments so CCVC/TCA will not reimburse meals at tournaments.

This monthly compensation is the same from Dec. through April even if coaches attend different amount of tournaments and practices per month. It was arrived based on 5 months and divided by 5.

- If there is a team decision to go to extra tournaments between Dec. and April, then coaches will be paid a Coaches' Tournament pay, and be reimbursed for coaches' expenses.
- If there is a team decision to go to a tournament beyond the month of April, coaches will be paid Coaches' pay, and be reimbursed for coaches' hotels. The Coaches' pay is based on an average of UP TO a 1 two-day tournament. If there is a team decision to go to more than the 1 two-day tournament then coaches will get paid Coaches' Tournament pay, and will be reimbursed for your Coaches expenses.

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- If there is a team decision to just practice beyond April (this is dependent on gym availability), then coaches will be paid a pro-rated Coaches' pay.
- If a team wins a bid to participate at the USAV National tournament (June/July), then coaches will be paid Coaches' pay for the months of May, June and a flat rate of half of the coaches' pay for the 4-day National tournament. Coaches will be reimbursed for Coaches Expenses for going to Nationals. Coaches' Pay includes UP TO 1 two-day tournament in May, and UP TO 1 two-day tournament in June, or a total of UP TO 2 two-day tournaments from May to June up to the National Tournament.

Note that the monthly compensation will differ based on where a Coach is coaching, for example each -1, -2, -3, -4, -5 and Development team could be compensated differently. This is because each level goes to different amount of tournaments. It will be different from head coach to assistant coach to co-coach.

Term Definitions

Coaches' pay: This is the coaches' monthly compensation.

Coaches Tournament Pay: This is the pay for going to extra tournaments not included in the Dues summary.

Coaches Expenses: These are the hotel, and travel expenses. Please see below for CCVC/TCA guidelines

Tournament registration: This is the cost to register a team to a tournament.

Practice Gym expenses: This is the cost of renting gyms for team practices.

Reimbursement Guidelines

Coaches will be reimbursed for CCVC/TCA tournament expenses according to the following guidelines:

- All coaches are asked to be frugal and use common sense in regards to expenses for the benefit of the club.
- Coaches are encouraged to share hotel rooms where practical.
- An Expense Reimbursement Form should be filled out by the team rep or coach for each event with receipts attached. Forms received by the treasurer after 30 days will not be reimbursed.
- Checks will be prepared and sent directly to the coach at the provided address.
- Meals and transportation expenses will not be reimbursed because they are accounted for in the monthly compensation.
- Alcohol will not be reimbursed.
- CCVC / TCA reserve the right to withhold reimbursement for any expenses that are not typical or outlined in this policy. Any expenses other than lodging should be approved in advance by the CCVC / TCA Executive Board.

Coach's signature: _____ Date: _____

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