

# Verona Lacrosse Club



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## Coach Reimbursement Guidelines

VLC is a non-profit organization and is a volunteer-run club. Coaches are not employees of VLC. Therefore, many expenses that volunteer coaches choose to incur are not reimbursed by VLC. The Board, players, and parents appreciate the time, talent, and treasure (donated items) that our coaches give to the program.

### **Eligible Reimbursements:**

Expenses that are eligible for reimbursement for coaches at all age levels include those required by US Lacrosse to participate as a coach.

Eligible expenses include:

1. US Lacrosse coach membership
2. US Lacrosse certifications
3. NCSI background check

To obtain reimbursement, itemized receipts should be submitted to the Club Treasurer within 30 days of the purchase. Note that the fiscal year ends August 31<sup>st</sup>. All expenses for the current fiscal year need to be submitted to the Treasurer by September 15<sup>th</sup>.

Submissions can be e-mailed to [TreasurerVeronaLax@gmail.com](mailto:TreasurerVeronaLax@gmail.com) or mailed to VLC, PO Box 930548, Verona, WI 53593.

### **Ineligible Reimbursements:**

Other incidental expenses are not reimbursed unless permission is obtained from a Board member in advance of the purchase. Permission will only be granted in emergency situations.

Examples of ineligible items include:

- mileage to/from games and tournaments
- elective training courses
- treats/food for the team *High school teams do have a budget for "food / awards / banquet" intended for the end of season banquet.*
- lacrosse supplies not provided by the Board/committee member responsible for these purchases (i.e. balls, first aid items, etc.) *Coaches should plan ahead and request supplies needed in advance.*
- apparel not supplied by the Spirit Wear committee *This is highly discouraged. This committee ensures consistency across the entire program. High school teams design team gear and should work with the committee.*
- gifts for volunteers such as team parents

If you are unsure whether a purchase is eligible for reimbursement, ask a Board member before making the purchase.

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## **Exceptions:**

If a coach feels that a purchase that is ineligible for reimbursement is necessary to meet the VLC mission of expanding and improving the lacrosse program in Verona, they are encouraged to gather information and bring it to a Board meeting. The Board will consider all ideas and make the determination as to whether the purchase should be made. This discussion should take place before any purchase is made. In many cases, approved purchases will be made by a Board or committee member rather than coaches.

Examples:

- new equipment such as a portable scoreboard or video recorder
- new team uniforms
- elective training for coaches *Board will consider additional training in situations where the learning can be brought back and shared with others that will benefit.*

## **Budget Considerations:**

The Board approves a budget for fiscal year expenses and reviews spending variances each month at Board meetings. If a coach feels that an unbudgeted item or a purchase that will exceed the budgeted amount is necessary to meet the VLC mission of expanding and improving the lacrosse program in Verona, they need to bring it to a Board meeting in advance of the purchase. The Board will make the determination as to whether the purchase should be made. This discussion should take place before any purchase is made.

## **Submissions for Reimbursement:**

Purchases that are eligible or have been approved for reimbursement should be submitted to the Club Treasurer within 30 days of the purchase. An itemized receipt of the purchase is required. Submissions can be e-mailed to [TreasurerVeronaLax@gmail.com](mailto:TreasurerVeronaLax@gmail.com) or mailed to VLC, PO Box 930548, Verona, WI 53593.

Note that the fiscal year ends August 31<sup>st</sup>. All expenses for the current fiscal year need to be submitted to the Treasurer by September 15<sup>th</sup>.