

**ATHLETIC DIRECTOR AND COACHES CLINIC
AND TOURNAMENT EXPENSE POLICY**

1. The following policy shall be in effect for reimbursement of personal expenses incurred by coaches and athletic director in conjunction with their attendance at Conference and WIAA meetings, clinics, institutes, workshops or tournaments in their respective sports.
2. Clinic requests should be submitted as part of the regular budget process and will be considered on that basis.
3. Attendance at Conference meetings is part of each head coach and athletic director's responsibility. Expenses connected with these meetings will be reimbursed according to contract, board policy, or administrative policy.
4. The head coaches and the assistant head coaches may be permitted to attend their respective state tournaments. Expenses connected with attendance include tickets. Lodging, and meals are subject to the following limitations or requirements:
 - A. \$100 per day will be allowed to cover motel and meals with a maximum of \$200 per tournament. Receipts of expenses must be turned in before reimbursement can be made.
 - B. School vehicles will be used if at all possible. If a private vehicle is required, reimbursement will be at the established rate and will not count toward the maximum allowed.
 - C. Expenses incurred by spouses are not reimbursable.
 - D. Coaches of several sports cannot use an accumulative amount for any one sport.
 - E. Expenses for reimbursement must be verified by receipt.
 - F. Separate arrangements will be made if a school team is a state tournament participant.
 - G. All activities covered under this policy are subject to annual review and may not be approved each year. Authorization should be obtained each year at least one week prior to attendance.
 - H. The School Board retains the power to modify this policy in regard to limits and/or activity attendance on an individual basis. Any action taken will not be retroactive.

Adopted: July 14, 1993
Revised: October 9, 2000, June 10, 2002, December 9, 2013

Legal Administrative Code: PI 3.55 – 3.63
References: Wisconsin Statutes: 115.001 (8); 118.16 (1)(2); 118.19 118.24; 118.245
121.02(1)(a)