



## **International Coach and Team Leader Travel & Expense Policy** (revised August 2023)

### **Coaching and Team Leader Fees**

Coaches are paid \$500 per coaching day for IODA, Open Events, and Invitation Events, fifty percent of the coaching fee for travel days (i.e. \$250), and a \$40 daily allowance, in the local currency of the regatta, to cover incidentals, including meals, while traveling. If the coach travels and coaches on the same day, as often happens on arrival days, the coach will be paid the daily coaching rate and not the travel day rate for that day.

IODA Team Leaders will receive \$500 per day, fifty percent of their fee for travel days (i.e. \$250), and a \$30 daily allowance, in the local currency of the regatta, to cover incidentals, including meals, while traveling. If the team leader travels and works on the same day, as often happens on arrival days, the team leader will be paid the daily rate and not the travel day rate for that day.

Please note that the National Team has a different pay structure, and the foregoing is not applicable to coaching for the National Team at an international regatta.

### **Plane Tickets**

Coaches and team leaders are required to book their plane tickets through Elizabeth Kratzig at sailingteamtravel@gmail.com. The International Committee of the USODA or Support Parent for a team will let the coaches, team leader and Elizabeth know when the travel dates are firm and plane tickets should be booked. The coaches and team leader should endeavor to book their tickets within a week of when they are asked to book their tickets. The USODA will cover the cost of a coach/team leader's ticket from the airport closest to their home (as reasonable – for example, many cities have several airports that could make sense, like NYC) to the closest airport to the regatta venue (as reasonable, several venues have several airports that could make sense, like Belgium) and back on the dates of travel indicated for the team. The USODA will cover the cost of tickets booked in the Main Cabin. The tickets booked should be the best-priced ticket (as reasonable).

Please note that the regatta budgets posted on the USODA website are meant to represent a worst-case scenario to help USODA determine how much to charge families as a registration fee. It is the USODA's goal to return money to families after the trip because the budgeted amount was too high, as opposed to require them to pay additional amounts after the trip because the budget amount was too low. It is not the USODA's intent that the amount budgeted for coaches'/team leader's plane tickets be the amount spent.

If a coach/team leader would like to travel to the venue early, leave late, not fly from their home airport, add additional travel to their trip, fly in a premium class, etc. the USODA will cover the costs of the allowed ticket, per the guidelines above, and deduct the additional costs from the coaching/team leader fee, provided that the coach/team leader emails the International Committee, copying Elizabeth Kratzig, letting the International Committee know that this is what the coach/team leader would like to do, and the Chair of the International Committee confirms back in writing that the USODA will agree to do so.



### **Transportation**

The USODA will cover the cost of the coach/team leader's transportation to and from the airport (or onsite airport parking, if less) that they depart and return to per the first paragraph under "Plane Tickets" above, within reason. Transportation should not exceed what is projected in the regatta budget and receipts are required.

For IODA events, in-country transportation is provided for the coaches/team leaders.

For Open Events and Invitation Events, the coaches should work together with the support parent, to the extent possible, to arrange for travel from the airport to the venue with one of the families on the team.

### **Lodging & Meals**

Housing will be provided for the coach/team leader from the team's arrival day to the night before the team's departure day. Coaches and team leaders may have to share a room depending upon the budget, gender, and/or IODA room allocations.

For IODA events, in-country housing and meals are provided for the coaches and team leader.

For Open Events and Invitation Events, the support parent will arrange for the coaches' housing. USODA provides a \$40 allowance for meals; however, families will typically invite the coaches to join them for meals.

### **Visa**

The USODA **does not pay** for the costs associated with obtaining visas. Coaches and team leaders are responsible for ensuring passport expiration dates are a minimum of 6 months after event dates and VISAs are current prior to submitting an application.

The USODA International Committee can provide letters of support to obtain a VISA if notified immediately.

### **Equipment**

The USODA has invested in equipment to be used at IODA events. Coaches/team leaders are required to check out equipment with the USODA Executive Director and return promptly at the end of an event. Any damage, concerns, etc. to equipment must be reported immediately.