



## **International Coach Travel & Expense Policy**

(revised November 2021)

### **Coaching 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 \$30 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 who are paid coaches (hereafter referred to as coaches) will receive \$500 per coaching day, fifty percent of their coaching 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 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.

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 are required to book their plane tickets through Elizabeth Kratzig at [sailingteamtravel@gmail.com](mailto:sailingteamtravel@gmail.com). The International Committee of the USODA or Support Parent for a team will let the coaches and Elizabeth know when the travel dates are firm and plane tickets should be booked. The coaches 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'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' plane tickets be the amount spent.

If a coach 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 fee, provided that the coach emails the International Committee, copying Elizabeth Kratzig, letting the International Committee know that this is what the coach 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'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.

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

### **Lodging & Meals**

Housing will be provided for the coach 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.

For Open Events and Invitation Events, the support parent will arrange for the coach's housing. USODA provides a \$30 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.

The USODA will provide letters of support to obtain a VISA.