



## Extra-Curricular Events Expenses

PSSD supports expenses incurred by coaches and/or supervisors, teams and programs engaged in extra-curricular activities. Dollars in the extra-curricular events fund are provided to support the following:

1. Provisions in the teachers LINC agreement and support staff agreements. This category is a **contractual obligation** of the school division and the fund is primarily designed to support this category first and foremost. Those provisions in the agreements provide for the following:
  - LINC 9.6 Any teacher serving as an extra-curricular coach, leader, or supervisor representing the school division for a competition beyond the school division leading to a provincial competition, may apply for reimbursement of expenses as per Board rate
  - LINC 9.7 Any teacher serving as an extra-curricular coach, leader, or supervisor of a non-athletic extra-curricular group that is representing the school division by special invitation or at a prestigious event may apply for the reimbursement of expenses as per Board rate.
  - CUPE 22.03(d) – Employees who provide extra-curricular supervision shall receive compensation in the same manner as afforded to our teachers in the LINC Agreement.
  - Non-Union 11(a) – Extracurricular supervision shall be defined as supervision of and planning for approved voluntary student activities provided outside of the regular instructional classroom program.

The **Travel Expense Claim form** is to be used to submit a claim for expenses by employees. Expenses include mileage, accommodation and meals beyond the division level. Claims should be accompanied by appropriate invoices.

The following expenses **may** be provided for:

2. Community coaches expenses in supporting extra-curricular activities. Claims for expenses beyond the division level can be submitted on the **Non-Employee Claim for Payment** form. Claims should be accompanied by appropriate invoices.
3. Band programs participating in competitions at a provincial or national level. Expenses can be submitted for one trip up to a maximum of \$1000, if the band group is made up of 10 or more students. Anything less than 10, PSSD will support up to a maximum of \$500. Claims can be submitted on the **Travel Expense Claim form**. Claims should be accompanied by appropriate invoices. The following criteria is used to allocate dollars to band programs:

<b>\$500</b>	<b>\$1000</b>
Band (under 10 students attending) provincial or national competition	Band (over 10 students attending) Provincial or national competition

4. Team expenses in competition beyond the division level. Funding is dedicated to support costs incurred for travel and accommodation to regional and provincial competitions. **Team travel plans will comply with all aspects of the [PSSD Transportation Administrative Procedures](#) and will be based on a reasonable number of designated and approved team drivers.** Dollars provided to support teams and programs is dependent upon the amounts in the fund that are not accessed by coaches, primarily under category #1 and #2. Claims can be submitted on the [Travel Expense Claim form](#). Claims should be accompanied by appropriate invoices. The following criteria are utilized to allocate dollars to teams or programs:

**2019-2020 Allocations**

\$500	\$700	\$900
Golf	Track	Football
Cross-Country		Soccer
Curling		Volleyball
Badminton		Basketball
Wrestling		

**2019-2020 Provincial Dates**

Activity	Provincials	Due Date for Claims
Golf	Sept 27/28	Please submit claims within 2 weeks of the Provincial Championship event.
Cross-Country	Oct. 12	
Soccer	Oct. 18/19	
Football	Nov. 9	
Volleyball	Nov 15-23	
Curling	Mar. 6/7	
Wrestling	March 6/7	
Basketball	March 19-21	
Badminton	May 9	
Track	June 5/6	
Cheerleading		
Drama		
Band		

**PLEASE SUBMIT CLAIMS DIRECTLY TO SHAUNA BERGEN ([shauna.bergen@spiritsd.ca](mailto:shauna.bergen@spiritsd.ca)).**

- *Please clearly indicate whether each claim is for a coach, parent, or student expense.*
- *Please clearly indicate which sport the claim is for and whether it is a senior boys, senior girls, or a mixed team.*

Updated: August 2019