



Team Coaches - Meet Compensation & Guidelines

Compensation per Meet Session

1. Each session coached will be paid at a rate of \$60.00.
2. If competition occurs during a Friday or Saturday, when you are scheduled to work in the gym, compensation will occur as follows:
 - a. You will be paid for all sessions coached **or** scheduled hours of work at the gym, whichever is higher.
 - b. If you work your hours and then go to a meet, you will be compensated for both, coaching at the gym and coaching at the meet.
 - c. When traveling, if unable to coach your scheduled hours at the gym, you will be compensated for hours missed, meaning all scheduled hours will be paid.

Out of town Meets - Per Diem Compensation

When attending meets in which you must stay overnight, per diem compensation will be processed as follows:

- a. **Meals:**
 - a. There is a daily meal allowance of up to \$30.00 per day. All receipts must be submitted upon return before payroll is processed in order to be reimbursed. If receipts are NOT presented, per diem will not be processed.
- b. **Transportation:**
 - a. Mileage reimbursement is calculated as follows:
Total miles / 23 miles per gallon * average price per gallon at the time + \$10.00 per 100 miles for wear and tear.
Example:
400 miles / 23 miles per gallon * \$2.80 per gallon + \$10 per 100 miles = \$88.70
 - b. You will also be reimbursed for tolls if you are the designated driver on a carpool. You must submit receipts upon return before payroll is processed in order to be reimbursed.
 - c. If you opt out of your carpool, you will not be reimbursed for tolls or mileage.
 - d. When a group of coaches is out of town and the group incurs traveling expenses from and to the airport/hotel/meet site, Gravity will reimburse the coach who pays for said expenses.

There will be one reimbursement for the entire group. If a coach decides to go on his/her own, no reimbursement will be processed.

- e. If you are the assigned driver and you cannot use your personal car, you may rent a car. The car rental should be under your name and you are going to use your personal insurance just as if you were using your car. Gravity will reimburse for car rental expenses, gas and tolls. All receipts must be submitted before payroll is processed.

c. Hotels

- a. Gravity Gymnastics will always make its best effort to book hotels that are clean and are in a safe area.
- b. At times, you may have to share the hotel room with other co-workers.
- c. If at any point you feel you do not like the hotel Gravity has booked, you are free to choose another hotel of your choice; however, please keep in mind that Gravity will NOT cover the cost.
- d. This competitive season, Francesca will be booking hotels; therefore, if you have any questions, please feel free to contact her.
- e. Francesca will be booking hotels based on the Annual 2018-2019 Season Competitive Budget.

d. Flights

- a. Gravity will pay for airfare.
- b. Most flights include one bag; Gravity will not pay for additional suitcases.

Note: When having the opportunity to travel out of state, management and coaches sometimes decide to take more teachers than needed so everyone has the opportunity to travel with the competitive team. In those instances, compensation per session will be modified and coaches will be paid based on the Annual Out of State Budget established instead of the regular rate of \$60.00 per session.

Coverage:

- a. When attending a meet, coaches are responsible for finding coverage for their classes.
- b. Coaches are to fill out "Here are my sub's" form which is available in our Employee Portal.
- c. Once Ms. Katy receives your subs, you will be **CONFIRMED** to attend the meet.

Regards,

Mariela Igol