

GGHA POLICIES AND PROCEDURES		
	Policy #: HB.03.03	Policy Name: General Expense Reimbursement Policy and Procedures
	Effective Date: September 17, 2025	Last Reviewed Date: September 17, 2025

1.0 Volunteers

- 1.1. The GGHA is committed to the development of our coaches, trainers and other team staff. All reasonable expenses incurred by volunteers are eligible for reimbursement based on the following levels:
 - 1.1.1. 100% - Respect in Sport / Vulnerability Sector Screening
 - 1.1.2. 75% - Required Trainer Programs as provided by the Ontario Women's Hockey Association
 - 1.1.3. 50% - Required Coaching Programs as provided by the Ontario Women's Hockey Association – 50%
 - For the HP1 Program - please refer to GGHA HB.03.04 HP1 Reimbursement Policy and Procedures
- 1.2. Other expenses – please discuss with the GGHA Treasurer before purchasing anything on behalf of the GGHA to ensure its eligibility for reimbursement.

2.0 Board Members

- 2.1. All reasonable expenses incurred by GGHA board members on behalf of the GGHA are eligible for 100% reimbursement.
 - 2.1.1. All GGHA Board member positions are volunteer positions and as such Individual expenses such as mileage, meals, hotel stays, personal telephone and entertainment expense are not eligible for reimbursement.

3.0 Documentation

- 3.1. All expenses submitted for reimbursement must be accompanied by a valid invoice and payment receipt.

4.0 GGHA PROCEDURE

- 4.1. Reimbursement must be requested through the GGHA online form provided on our website:
 - [GGHA Reimbursement Form \(Guelph Girls Hockey Association\)](#)