3136 Dundas Street West
Toronto, ON
M6P 2A1
www.thpfc.ca

THPFC Travel Policy

Applies To: *All Toronto High Park FC members, players, parents/guardians/caregivers, coaches, volunteers, Board and committee members, staff, contractors, and others participating in or acting on behalf of the Club. This policy applies to Toronto High Park FC governance, operations, programs, activities, decisions, and the interpretation and enforcement of Club governing documents and applicable soccer regulations and legislation.*

Toronto High Park FC – Travel Policy

Toronto High Park FC's Travel Policy has been developed to ensure all staff, teams, and Volunteers representing the Club do so safely, responsibly, and in alignment with our values. The policy provides clear guidance on travel expectations, approvals, expenses, and conduct while away from home. Whether travelling locally, provincially, or out of province, this framework helps maintain consistency, accountability, and a positive experience for all participants involved in club-sanctioned travel.

The following sections will provide an understanding of how the travel policy is applied across various aspects of club business.

Section 1 - Grassroots & Competitive Travel

For all grassroots & competitive fixtures, staff are expected to use their personal vehicles to travel to and from games and will be reimbursed at an internal fixed rate of $0.53 per kilometre.

Travel distances are calculated from the THPFC office (3136 Dundas St W, Toronto, M6P 2A1), with the first 25 km excluded from reimbursement. Coaches are required to travel together at all times. If, for any reason, coaches are unable to travel together, they must first seek dispensation from the Manager of Development & Competitive or Technical Director.

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Please read the final section of this document that highlights the Travel Conduct & Safety requirements that must be adhered to at all times.

Parking & Tolls (Grassroots & Competitive)

THPFC will not reimburse or cover the cost of parking fees or highway tolls (including but not limited to the 407 ETR, bridge crossings, and municipal parking charges) incurred during travel to OPDL fixtures. These expenses are considered the personal responsibility of the coach or driver. Coaches are expected to plan their routes and parking arrangements accordingly, making use of free or club-arranged parking where available.

Section 2 - OPDL Travel

At Toronto High Park FC, we recognize that participation in the Ontario Player Development League (OPDL) requires significant travel across the province. Our travel policy recognizes that distances and travel requirements vary depending on the opposition.

For the majority of fixtures, personal vehicle use with mileage reimbursement will continue to apply. However, for matches against the following five designated OPDL licence holders located at greater distances, staff will have two travel options: they may either use a club-provided hire car or choose to travel in their own personal vehicle and receive the equivalent amount the club would have spent on the hire car.

This approach is designed to ensure safe, reliable, and consistent travel arrangements for longer journeys while also offering staff flexibility and maintaining fairness in how travel costs are managed. Five Identified OPDL Licence Holders. To ensure safe and consistent travel, THPFC has identified five OPDL licence holders where hire cars will be used instead of reimbursing mileage for personal vehicle use. This applies to fixtures played at the following clubs:

1. Ottawa South United (OSU) – Ottawa
2. Ottawa TFC – Ottawa
3. West Ottawa SC – Kanata
4. Kingston United SC – Kingston
5. Tecumseh United FC – Tecumseh/Windsor area

OPDL Hire Car Procedure

For fixtures against the five designated OPDL licence holders listed above, THPFC staff will now utilize a hire car booked through the club's Enterprise Business Account. This account provides access to vehicles from all Enterprise or National rental locations.

Vehicles may be collected as early as 12:00 pm on the Friday prior to the match and must be returned by 12:00 pm on the Monday following the match. If it is possible to pick up the hire car on the Saturday or Sunday and hand it back on the same day, that would be the preference.

Maximum allowance for a Fri-Mon rental is $150, inc insurance. The cost of the vehicle rental will be charged directly to the club credit card. Coaches are responsible for covering fuel expenses during the trip, and must submit all gas receipts for full reimbursement through the club's standard expense process. This approach ensures consistent, safe, and reliable travel arrangements for longer-distance fixtures while maintaining clear financial accountability.

OPDL Booking Process

Coaches are responsible for booking their own rental car at least two (2) weeks in advance through the club's Enterprise Business Account. THPFC will not cover any costs associated with travel to or from the rental office. Coaches must arrange their own transportation to collect and return the hire vehicle within the maximum designated rental window (Friday 12:00pm pickup to Monday 12:00pm drop-off).

Standard OPDL Travel Policy

For all other OPDL fixtures not requiring a hire car, the current travel policy will remain in effect. Staff are expected to use their personal vehicles and will be reimbursed at a rate of $0.53 per kilometre. Travel distances are calculated from the THPFC office (3136 Dundas St W, Toronto, M6P 2A1), with the first 25 km excluded from reimbursement. Coaches are required to travel together at all times. If, for any reason, coaches are unable to travel together, they must first seek dispensation from the Technical Director.

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OPDL Accommodation & Food Allowance

Accommodation will be provided only for fixtures played in Windsor, Kingston, and Ottawa, and solely in cases where the scheduled kick-off time is before 1:30pm. In these instances, the coach is responsible for booking the accommodation. Costs will be reimbursed upon submission of a valid receipt, up to a maximum of $200 per night (inc HST), and must include breakfast.

Accommodation should be arranged as twin rooms with coaches sharing. If sharing a twin room is not possible, prior approval must be obtained from the Technical Lead.
In addition, the club will cover the cost of one main meal and one drink per person, with a maximum allowance of $45 (inc HST) per person. This approach ensures appropriate rest and preparation for early fixtures while maintaining consistency and accountability in travel-related expenses.

Parking & Tolls (OPDL)
THPFC will not reimburse or cover the cost of parking fees or highway tolls (including but not limited to the 407 ETR, bridge crossings, and municipal parking charges) incurred during travel to OPDL fixtures. These expenses are considered the personal responsibility of the coach or driver. Coaches are expected to plan their routes and parking arrangements accordingly, making use of free or club-arranged parking where available.

Section 3 - Travel Conduct & Safety

As representatives of Toronto High Park FC, all staff are expected to uphold the highest standards of professionalism and safety when travelling to OPDL fixtures. The following guidelines apply to all travel, whether by personal vehicle, hire car, or accommodation stays.

- Professional Representation: Staff must conduct themselves in a manner that reflects positively on THPFC at all times. This includes interactions with players, parents, opposition clubs, match officials, hotel and rental staff, and members of the public.
- Safe Driving Practices: Seatbelts must be worn by all occupants at all times. Drivers must obey all traffic laws and regulations, and should not drive while

fatigued, impaired, or distracted. The use of mobile phones while driving is strictly prohibited unless through approved hands-free devices.

- Alcohol & Substance Use: The consumption of alcohol or recreational substances is strictly prohibited while travelling with teams and prior to the completion of all coaching duties. Rest & Fatigue Management: Long journeys should include appropriate rest breaks.Coaches should ensure they are adequately rested prior to travel, and must not undertake driving if they feel unfit to do so.
- Shared Travel: Coaches are expected to travel together in accordance with the travel policy. Any deviation from this arrangement requires prior approval from the Technical Director.
- Vehicle Responsibility: When using a hire car, the coach listed on the rental agreement is responsible for ensuring the vehicle is operated safely, returned on time, and kept in good condition. Any fines, penalties, or damages incurred due to negligence may be the responsibility of the driver.
- Emergency Situations: In the event of an accident, breakdown, or emergency while travelling, staff must follow all required safety procedures, contact the appropriate local authorities if necessary, and inform the Technical Lead or club office as soon as practicable.

<u>Emergency Situations</u>

While rare, travel-related emergencies can occur, and THPFC requires all staff to act responsibly and promptly to ensure the safety of themselves, fellow staff, and players. The following guidelines apply:

- Vehicle Breakdown or Accident: Immediately move to a safe location where possible.
- Contact local emergency services if there are injuries or significant hazards.
- Notify the rental company (if in a hire car) and follow their roadside assistance procedures.
- Inform the Technical Director or Club Office as soon as practicable.

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Medical Emergencies

- Call 911 immediately if urgent medical assistance is required.
- Administer first aid if trained and safe to do so.
- Contact the player's parent/guardian (if applicable) and inform the Technical Director or Club Office without delay.

Severe Weather or Hazardous Conditions

Coaches should not begin or continue travel if weather conditions make driving unsafe. If travel is already in progress, pull over to a safe location and wait until conditions Improve. Communicate any delays to the Program Manager / Technical Director and opposition club.

Unexpected Accommodation Issues (i.e overbooking, unsafe conditions)

Contact the hotel management to seek immediate resolution. If unresolved, book an alternative hotel (within the allocated budget) and notify the Program Manager / Technical Director for approval and reimbursement.

Communication

At least one coach must carry a fully charged mobile phone at all times while travelling. All emergency contacts, including the Technical Director, Executive Director, and Enterprise roadside assistance number, should be kept readily accessible.

This framework ensures that staff respond calmly, safely, and consistently in any emergency situation, while keeping the club informed and involved in decision-making.

Policy Compliance

All staff are expected to follow the THPFC OPDL Travel & Accommodation Policy in full. This ensures fairness, financial accountability, and the safety of our coaches, players, and families.

Adherence: Coaches must comply with all requirements, including the correct use of

hire cars, timely booking of accommodation and rentals, travel together requirements, receipt submission, and cost limits.

Personal Hire Car Use: Hire cars provided for OPDL travel are strictly for club-related use only. Personal use of the vehicle over the weekend is not permitted. In exceptional circumstances where limited personal use may be required, prior approval must be obtained from the Technical Director before the vehicle is collected.

Non-Reimbursable Expenses: Any expenses incurred outside of policy (i.e. late bookings, unapproved single rooms, parking or tolls, excess meal costs) will not be reimbursed.

Breach of Policy: Failure to follow this policy may, depending on the nature and seriousness of the incident, trigger the club's Progressive Discipline Policy. This could include verbal or written warnings, suspension of expense privileges, or further action as outlined in the discipline framework.

Responsibility to Clarify: Coaches are encouraged to seek clarification from the Technical Director in advance if they are uncertain about any aspect of the travel policy.

By following this policy, staff help ensure that club resources are used responsibly and that THPFC maintains the highest standards of professionalism and safety.

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