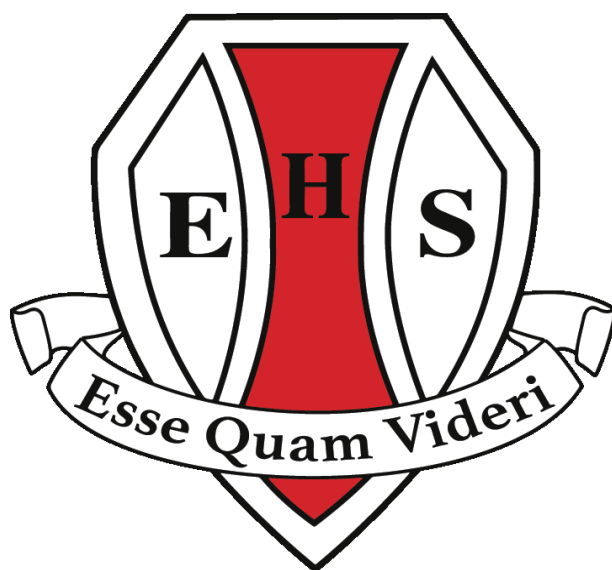


Esquimalt High School



Athletics Handbook
2020/2021

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Philosophy

Esquimalt High School recognizes that extracurricular athletics promote sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self motivation, which will help prepare students for the challenges they will meet outside the school community.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extra-curricular programs, high standards must be maintained. Those who earn the privilege of representing Esquimalt High School in extracurricular athletics are expected to accept greater responsibilities as school citizens.

Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.

Athletics Department

- o Athletics Director.....Mike Thompson
- o School AdministratorTina Pierik
- o Rugby Academy Administrator.....David Moonlight
- o Athletics Leadership Administrator...Ange Coutts
- o School Accounts TreasurerChasity Bradshaw

Programs

Students can participate at the Junior Varsity Grade 9 and 10 (Jr) level, and at the Senior Varsity Grade 11 and 12 (Sr) levels.

- Junior Varsity teams are open to students in Grade 9 and Grade 10 and eligibility is determined by birth date, and year entered into grade 9.
- Senior Varsity teams compete in the most competitive leagues, and are comprised of the most accomplished players in Grade 10, 11, and 12.

Esquimalt High School sponsors the following athletics activities:

Sport	Boys				Girls				Mixed/Co-Ed			
	Gr 9	Gr 10	Gr 11	Gr 12	Gr 9	Gr 10	Gr 11	Gr 12	Gr 9	Gr 10	Gr 11	Gr 12
Rowing									★	★	★	★
Aquatics									★	★	★	★
Cross Country									★	★	★	★
Soccer	★	★	★	★	★	★	★	★				
Volleyball	★	★	★	★	★	★	★	★				
Basketball	★	★	★	★	★	★	★	★				
Wrestling									★	★	★	★
Badminton									★	★	★	★
Tennis									★	★	★	★
Rugby	★	★	★	★	★	★	★	★				
Track & Field									★	★	★	★
Ultimate									★	★	★	★
Golf									★	★	★	★

Seasons of Play

The seasons of play have been established to protect the student athlete from being placed in a position of having sports seasons overlap. It is not desirable for a student athlete to have to attend practices and games for two or more sports on the same days. Therefore,

- o Each activity may hold practices according to the British Columbia School Sports (BCSS) seasons of play.
- o The preceding activity has priority for practice times and games.
- o The trailing activity may hold practices according to the BCSS seasons of play; however, these practices are not to include players of the preceding activity.
- o Final cuts for the trailing activity occurs (minimum) 2 practices after the completion of the preceding activity.

Participation Fees

It is necessary to charge fees during seasons of play to cover costs associated to participate in travel, tournament registrations, and accommodation.

- o All participation fees will be determined by consultation with the Athletics Director.
- o Fees are paid to the coach, the Athletics Director, or School Accounts Treasurer.
- o Players must pay fees in full, or make arrangements with the Athletics Director, before they will be permitted to participate in league games or tournaments.
- o The following chart shows an example of how coaches may choose to breakdown their participation fees.

Activity	Fees	League Play		City Championships		Zones		Provincials			Invitational Tournaments		TTOC Days Needed	Other
		League Fees	Transportation*	Entry Fees	Transportation*	Entry Fees	Transportation*	Entry Fees	Transportation*	Accommodation	Entry Fees	Transportation*		
Aquatics	\$ 00.00	•	•			•	•	•	•	•				
Cross Country	\$ 00.00					•	•	•	•					T-Shirt
Boys Soccer (Fall)	\$ 00.00	•	•	•	•	•	•				3	•		
Junior Volleyball	\$ 00.00	•	•								3	•		
Senior Volleyball	\$ 00.00	•	•			•	•	•	•	•	6	•		
Junior Basketball	\$ 00.00	•	•								2	•		
Senior Basketball	\$ 00.00	•	•			•	•	•	•	•	4			
Wrestling	\$ 00.00													
Badminton	\$ 00.00			•	•									T-shirt
Tennis	\$ 00.00					•	•	•	•	•				
Girls Soccer (Spring)	\$ 00.00													
Rugby (Boys)	\$ 00.00	•						•	•		3	•		
Rugby (Girls)	\$ 00.00	•	•								1	•		
Track and Field	\$ 00.00					•	•	•	•	•				T-Shirt
Golf	\$ 00.00													
Ultimate	\$ 00.00													

* See the Transportation section for details.

Fundraising

Esquimalt Athletics collects funds annually through PAC, the Esquimalt Firefighters Charitable Foundation, the student activity fund, and the Municipality Grant. Money raised through general fundraising pays BC School Sports and LVISSAA fees at the beginning of each year. All student-athletes choosing to participate on a school team are expected to contribute to general fundraising initiatives.

No team shall participate in, or organize any other fundraising event without consultation with the Athletics Director. This includes contact with our supporters listed above from general/perpetual fundraising. We need to be strategic and collaborative in our approach with community partners.

Uniforms and Equipment

All uniforms will be provided by Esquimalt High School.

Uniforms will be distributed by the coach or Athletics Director, whichever is the most practical. All student names and numbers must be recorded and team lists submitted to the Athletics Director.

Players will be responsible for the care and maintenance of uniforms while they are in their possession.

Players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession.

Uniforms should be cold-water washed and hung to dry.

Teams may be provided equipment, specific to their activity. This equipment is owned by the school. The care and supervision of this equipment shall be the responsibility of the coach or their designate. This equipment is provided for team use, and not for use by the Physical Education department or public use.

Transportation

The transportation for league, invitational, zone, and/or provincial events may be handled in two ways at the discretion of the coach in consultation with the Athletics Director.

ESQ School Bus/Van

- o The school's 24 passenger bus and 15 passenger van must be booked through the calendar located in the staff room. All (staff) drivers must hold a valid class 4 license and submit yearly copies of their driver's license and ICBC driver's abstract. Copies must be submitted to Colleen in the main office for record keeping.
- o The cost of using the 24 passenger bus is \$.82 cents/km and the cost of using the 15 passenger van is \$.55cents/km. The team must cover this cost if using our school busses.
- o When using the buses, drivers must file a usage report. Usage reports are available in the bus binder at the office or from the School Accounts Treasurer - Chasity Bradshaw.
- o **Buses should be returned to the bus compound with no less than a ½ full tank of gas. All garbage is to be removed from the bus.**
- o Gas credit card for gasoline purchase can be obtained from the bus binder – keep receipts in binder.
- o Keys and credit cards should returned to the bus binder or Athletics Director on the same day when possible, or the next morning when returning late.

Volunteer (Parent/Private) Vehicle

- Players may transport themselves to events (*refer up to school administration if this is requested*).
- Family members may transport other immediate family members to events.
- Players may be transported to events by registered Volunteer Drivers.
- To become a registered Volunteer Driver, drivers must complete a criminal records check and a District Volunteer Driver Form.
- Volunteer Driver forms are available from the main office, Athletics Director, Esquimalt Coaches Handbook (on the shared Google Drive)
- Volunteer vehicles used for league transportation will not be eligible for financial compensation from the school.
- Volunteer vehicles used for tournaments outside Greater Victoria may be entitled for (per/km) financial compensation. Please see Chasity Bradshaw in the office to inquire about this option.

Practice and Game Times

- All gym usage shall be booked through the Athletics Director using the Gym/Field Schedule on the shared Google Doc. Coaches will be provided access to the document at the beginning of the year, or the beginning of their season.
- League games and home tournaments have booking priority over practices.
- Any activity under way shall have priority over the following season of play (e.g. volleyball over basketball before winter season begins)
- There must be a coach or teacher present at all practices and games.
- Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletics Director to provide a practice schedule which is equitable to all teams in accordance with priorities (i.e. junior teams shall be guaranteed only one practice a week, and when possible this shall be in the 3:45 or 5:30 time slot).
- Coaches are encouraged to provide players and parents with individual copies of schedules as they are available, and the Athletics Director will update and inform stakeholders as needed.

Guidelines for Student-Athletes

Eligibility

To be eligible to participate, student athletes must meet eligibility requirements as outlined by BC School Sports (BCSS) and the Lower Vancouver Island Secondary Schools Athletic Association (LVISSAA). Connect with the Athletics Director for questions around eligibility.

Students must be in attendance for the day of a practice or game in order to participate in that practice or game. Legitimate reasons for an absence, which would allow a student to participate on the same day as the absence, are;

- School Sanctioned Activities
- Appointments with health professionals
- Emergency Situations
- Planned absence for personal or educational purposes that have been pre-approved

Students who are absent from classes for a portion of the day due to illness are not eligible to participate by simply making it to the remaining portion of their classes. It may be considered unethical for a coach to practice or play an athlete who was ill earlier in the day. The effects of that illness may linger and present a potential health risk to the athlete, their teammates, and their opponents if the athlete practices or plays that same day.

An athlete under suspension from school is also suspended from participation in extracurricular activities, until such time as the student has been reinstated to classes.

Conduct

Student athletes are representatives and ambassadors of Esquimalt High School, the township of Esquimalt.

Student athletes are expected to provide strong examples of leadership and citizenship both on and off the court/field of play, and both in and out of the classroom.

Team Before Self - Most sports are team games and although it is proper and even necessary to have personal objectives, it is paramount that each member of the Esquimalt teams possess an unselfish attitude where team objectives are primary.

Regardless of when or where an athletics event occurs, it is a school sponsored activity. The use of tobacco, vape products, drugs, or alcohol is prohibited and shall be strictly enforced.

If a student athlete does not conduct himself or herself in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by a coach/supervisor, the Athletics Director, or Principal.

Injury

All student-athletes carry medical insurance that is provided by BC School Sports. In the case where the sport is not sanctioned by BCSS (such as Girls Rugby and Rowing), then the Provincial Sport Organization (PSO) offers liability insurance that **MUST** be purchased in order to participate.

****It is the responsibility of the Athletics Director to ensure our insurance policies are in place and we have been given approval by the PSO to engage in the sport.***

If an athlete is injured while participating on behalf of Esquimalt High School, the school will not cover medical costs (e.g. Ambulance costs). It is suggested that any student athlete without private liability medical coverage, subscribe to the student insurance package which is offered at the beginning of each year.

Any student injured on or off the field of play, and requiring medical attention, must present a note from a physician before being eligible to practice or play again. Once the physician note has been submitted, the coach in consultation with the athletics director MUST apply appropriate return-to-play protocols and a gradual progression of reinstatement is mandatory and must be documented.

Commitment

Being a member of any school team is a privilege, which each athlete must earn. A key to earning that privilege is commitment to the team. Team success can only be achieved if all participants are committed. This type of commitment includes;

- o Attendance at all practices, games and team events.
- o Providing the coach with advance notice of absences from practices or games, and an explanation of that absence.

While it is acceptable for a student athlete to have a job, it is not reasonable to expect the coach to accept working as a legitimate reason for missing practice or a game.

Hazing

Hazing or negative initiation activities are **prohibited** in Esquimalt Athletics . The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of Esquimalt High School, and may lead to suspension or removal from a team and/or school.

Guidelines for Coaches

The following guidelines are to be considered a code of conduct for Esquimalt High School coaches:

The Coach is foremost a teacher. The chief objectives of school athletics are to develop character, build leaders and advance athletic skills and fitness. Winning games is secondary to these objectives. Coaches who do not make a positive contribution to the 'total' educational process are not meeting their obligations.

The Coach should always be regular and prompt in meeting assignments – practices, games and meetings. The Coach should be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, phoning in results, and forwarding any receipts when required.

The Coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out. We must remain committed to leaving a lasting legacy for future student-athletes while also honouring the past contributions of our school alumni.

The Coach should use acceptable language at all times and the Coach shall not use alcohol or non-prescription drugs in any form while with the team.

The Coach should, when faced with unpredicted disciplinary situations, provide assessments on a rational basis and should debrief with the Athletics Director and school Administration as needed.

The Coach should accept the responsibility as a mentor to the athletes under her/his direction. The coach is in a unique position among all teaching staff in the relationship with the students. Many students complete their high school program because of, in part, of their interest in athletics participation and the influence of the coach. In this way, the coach can play a major role in the problems now confronting high school students. The coach should seek support from other professionals at Esquimalt High School if the personal struggles of our student-athletes become significant.

The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents. While acting as a counselor/mentor to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.

The Coach should work to instill with their players respect for the officials, and establish that they alone shall discuss aspects of the game with the officials.

The Coach will respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.

The Coach should teach the team to be respectful of and friendly towards opponents.

Team Selection

All activities are open to all students of Esquimalt High School who meet the requirements of grade and general eligibility.

Coaches must conduct an open tryout, and may not make final cuts until after the second practice.

Final selections should be based on attitude, coach ability, and skill.

Once the team has been selected, the coach must promptly submit a roster to the Athletics Director.

Practices

Once the shared Google Doc. containing the gym/field schedule is finalized, coaches should distribute a practice and game schedule to players and parents.

A change, addition, or cancellation to a game or practice should be made with as much advance notice as possible. Such changes may affect player and parent commitments and may have an effect on other teams.

The general recommendations for scheduling are as follows:

Team	Practices	League Play	Tournaments
Junior*	2 per week	1 per week 2 when required	2 max/season
Senior**	2 per week 3 when scheduling permits	1 per week 2 when required	4 max/season

**Junior teams preferred time slots @ 3:30pm start*

***Senior teams get priority scheduling and once senior teams have set schedules, junior teams fill in remaining time slots.*

Playing Time/Expectations

Esquimalt High School participates in competitive leagues. As such, there will be few, if any instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game, or from week to week. During the regular season, coaches are encouraged to consider a system for setting minimum playing time standards for athletes, but ultimately decisions regarding playing time shall be at the discretion of the coach.

For league, zone, and provincial playoffs there are no recommendations for following a minimum playing time standard. For playoffs, it is expected that coaches will adjust playing time based on putting the most competitive combination of players together.

Communication

Clear communication between coach and player, player and parent, parent and coach, and between players is critical to avoid misunderstanding. ***It is a requirement that coaches keep a player binder with them at all times that contains signed permission forms, and player-profile medical information & emergency contacts.*** Communication can be initiated and maintained in a number of ways:

- At the beginning of tryouts Coaches can provide a written statement of their philosophy, team goals, fees, and player expectations.
- Coaches should outline the process for communication. This process to apply to all parties, and can be outlined for all in a letter. **(See sample - Appendix A)**
- Coaches can hold a pre-season meeting **(See Sample - suggested agenda - Appendix B)**

Sanctioned Absences and Early Dismissals

It is at times necessary for student athletes to be absent from classes, or to be released from the last class of the day prior to the end of the class. In these instances coaches are required to provide notice to all school staff.

Teacher-coaches or teacher-liaisons may do so at their own initiative, or request the Athletics Director to execute this task. Community based coaches shall inform the Athletics Director of the dates and times, and the Athletics Director shall be responsible to execute this task. The notice may take the form of a hard copy to be distributed to all staff members or an e-mail to all staff members. The notice should be provided as early as possible, and must contain the following;

- A list of all students involved
- The date of the Sanctioned Absence
- Periods involved
- When appropriate, time of departure
- The event.

Budget

Each coach has the option to complete Appendix C and submit it to the Athletics Director prior to the beginning of the season of play. Each team has a limited budget to start the year that the Athletics Director is responsible to acquire. The budget comes from the school PAC, and other various community grants. This set of funds goes to offset our operating costs towards the BCSS and LVISSAA fee structure. Please see Athletics Director or School Accounts Treasurer for more specific details for each team.

Professional Development

It is in the best interests of the student athletes to have coaches who are well trained professionals. In support of this, coaches are encouraged to register in approved professional development activities that are directly related to their coaching assignment. Pro-D funds can be accessed through the GVTA and consultation should be done through the school administration.

Guidelines for Parents

Support the team, the players, and the coaches.

Help your child to follow and uphold the Esquimalt High School athletes' guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and the Esquimalt school community.

Support your child's role on the team, even if you don't understand his/her position on the depth chart. In the event of concerns, follow the guidelines and procedures as outlined in Appendix A.

Awards

Each year in June, after the conclusion of all school sponsored athletics activities the Athletics Department joins our Academic Professionals to host an “Annual Awards Evening”. During this evening, individual excellence awards as determined by the athletics department, and selected by the respective coaching staff shall be presented. In addition, the Jr./Sr. Athletes of the Year, Joseph Barlow Sportsmanship Award, and Principal’s Cup is presented by a designated committee.

Excellence in Athletics Awards

Respective coaches shall be responsible to submit to the Athletics Director, their roster of athletes with an assigned number ranked from 1-4. (*See AD for criteria). Furthermore, coaches will make the Athletics Director aware of any team or individual accomplishments which deserve recognition. Student-athletes from each grade will receive the award for “Excellence in Athletics ” as nominated by their coaches (and they meet the eligibility criteria).

Athletes of the Year

Criteria:

1. Preference will be given to the most senior athletes nominated.
2. Participated in a minimum of two extra-curricular sports, listed below:
 1. Aquatics
 2. Rowing
 3. Cross Country
 4. Soccer
 5. Volleyball
 6. Basketball
 7. Wrestling
 8. Rugby
 9. Golf
 10. Track and Field
 11. Badminton
 12. Tennis
 13. Ultimate
3. The athlete should have demonstrated an above average degree of athletic ability in all activities he or she participated in.
4. The athlete should have “excelled” in one or more of those activities he or she participated in.
5. The athlete should have demonstrated leadership abilities on and off the court, field, course which has made him or her a respected individual in the eyes of the staff, fellow athletes, and the student body in general.
6. The athlete should have demonstrated athletic, personal, and sportsmanship abilities and qualities that have brought the pride and respect to himself/herself and Esquimalt High School in the view of the community,

opponents, and others (others referring to other schools, communities, administrators, and coaches).

7. The athlete should demonstrate to all a desire to better him/herself through athletics at Esquimalt High.
8. Above all, the athlete should be an example, or epitomize the type of athlete and individual who Esquimalt High School strives to develop through the sponsorship of extra-curricular athletics.

Selection Committee

Composition shall be as follows, with each person on the committee having one vote (no individual can receive more than one vote by virtue of filling more than one position on the selection committee):

- Athletics Director (shall be responsible for the organization and conduct of all meetings, as well as the tabulation of votes)
- Principal
- Vice-Principal(s)
- All Physical Education Teachers including PE Dept. Head
- The on-staff coaches/supervisors of each of the activities listed in Criteria #2

Appendix A

Parent Coach Communication Letter to Parents and Athletes

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at Esquimalt High School.

Communication Coaches expect from student athletes:

- o concerns expressed privately and directly to the coach
- o notification of any schedule conflicts well in advance
- o specific concerns in regards to a coach's expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at Esquimalt High School he/she will experience some of the most rewarding moments in their high school career. It is important to understand however, that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

Communication Coaches expect from Parents:

- o concerns expressed privately and directly to the coach away from the court setting
- o notification of any scheduling conflicts well in advance
- o specific concerns in regard to a coach's philosophy and or expectations

Appropriate Concerns to Discuss with Coaches:

- o the treatment of your child mentally or physically
- o ways to help your child improve
- o concerns about your child's behavior
- o any influence that the activity is having on your child's academic performance

Coaches make judgment decisions based on what they believe to be the best for all students involved. While there are certain things that should be discussed with your child's coach, there are also certain things that should not be discussed. These following decisions will be left to the coach's discretion:

Issues Not Appropriate to Discuss with Coaches:

- o Playing time
- o Team strategy
- o Play calling
- o Other student athletes

There are situations that may require a conference between the coach and the parent. Esquimalt Athletics encourages the following:

- o call and set up an appointment with the coach
- o resolution, not confrontation is the best approach
- o please do not confront a coach before or after a game or practice - these can be emotional times for both the parent and coach, and our coaches are instructed to walk away from such situations.

The Next Step:

- o call and set up a meeting with the Athletics Director and/or Principal to discuss the situation
- o at this meeting a resolution will be finalized and a plan of action will be implemented

The coaches at Esquimalt High School recognize the importance of extra-curricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

Sincerely,
Esquimalt Coaching Staff

Appendix B

Coach's Guidelines for a Preseason Parent's Meeting

All coaches are required to distribute copies and address the following - may be done either by a meeting or by a letter:

- Team Rules and School Rules regarding athletics.
- Participation - amount of play time athletes can expect.
- Sportsmanship - expectations by players and parents.
- The procedure to deal with disagreements between coach and players or parents:
 - at no time are problems to be discussed in front of other players.
 - ask parents to meet the following day with the athletics director
 - make sure there is parent communication!!
- Fees and the breakdown of the costs.
- Team supervision - coaches and parents

Other topics you may want to address

- Your coaching philosophy
- How practice sessions are conducted
- Length of practice times
- Expectation of attending practices
- The consequences of missing practices
- Academic requirements for eligibility
 - Passing grades
 - Be registered in minimum of 50% course load per semester
- Medical information in case of injury
- Question and Answer

Appendix C - (Optional - for data collection)

Esquimalt Athletics - Activity Budget
--

Activity/Sport: _____

Head Coach: _____

Submission Date: _____

Income

Participation Fees: _____ X _____ = _____

Current Team Account Balance _____

Total: _____

Expenses

TTOC Days needed this season _____

League Fees (all league expenses/officials - *AD has this info) _____

Tournament Entry Fees _____

Tournament Transportation (see Transportation for guidelines) _____

Accommodation Costs _____

Total: _____

Balance: _____

Projection - Listing of Tournaments				
Date	Tournament Name	\$Entry Fee	Mileage Cost	Accommodation Cost