



Authorization Matrix

Purchase type	Head Coach	HPD	Finance Manager	Development Manager	Board Chair
Signing limit	\$2,000	\$2,000	\$5,000	\$2,000	\$10,000*
Payment runs	x	x	✓	x	✓
National team coaches expenses	✓	✓	✓	x	✓
Development coach hours	x	x	x	✓	✓
Development coach expenses	x	x	x	✓	✓
Development travel expenses	x	x	x	✓	✓
National team travel expenses	✓	✓	✓	x	✓
National team program expenses	✓	✓	✓	x	✓
Equipment	✓	✓	✓	✓	✓
Other Operating costs**	✓	✓	✓	✓	✓
Professional costs***	x	x	✓	x	✓
IT and capital assets	x	x	x	x	✓

* Above \$10,000 requires general board approval

** Other operating costs include transportation of equipment and assets, insurance, costs related to festival and events days, training costs, videographer and photographer costs, office costs, stationery, promotional items, etc.

*** Professional costs include legal fees, audit fees, HR consultant fees, any other professional fees, any other costs not specifically covered under operating costs.

Policy Category: Finance
Approval Authority: Board Approval
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Next Review Date: Spring 2026