

Southwest Hockey Association Officials Reimbursement Form



OFFICIALS NAME:	
OFFICIALS EMAIL:	
CURRENT TEAM:	

Level 1 Officials

Will be reimbursed for certification and / or approved equipment costs incurred during the current season, to a **maximum of \$130 ONLY** if the Official worked a **minimum of 5 games** for the Community.

Note: SW Hockey does not guarantee a minimum number of games. The number of games worked will also be verified.

Submission Guideline

- Reimbursement Form can be requested by emailing: referee@southwesthockey.ca
- Only **ONE** form will be accepted during the season, as only one (1) cheque will be issued.
- Receipts from the current season will be accepted between: **November 1, 2020 – February 28, 2021**
 - **Late submissions will NOT be accepted after February 28th.**
- All submissions are subject to approval, and incomplete submissions may not be processed.
- Receipts (proof of payment) **MUST** be included with this Reimbursement Form.
- Forms & receipts are to be scanned to referee@southwesthockey.ca

Payments

Approved submissions received by the SW Hockey Treasurer between the 1st & the 20th of each month can expect to pick up their reimbursement cheque on the 15th **of the following month**. Submissions received by the Treasurer outside of these dates, may be extended by a month.

Reimbursement cheques **are only payable to the Official** who completed the course, and only if the required minimum number of games were worked. Officials to pick up their cheque from Cardel Rec South Reception.

Final date to pick up the cheque; is **March 15, 2020**. Cheques not picked up by **March 30, 2020** may be returned to Southwest Hockey and may be cancelled.

Type of Expense	Date on Receipt	Receipt Enclosed (✓)	Amount \$
Maximum requested amount – not to exceed \$130			\$

I understand the above mentioned process, and have included the following: Officials Reimbursement Form, and Receipts (proof of payment), by the indicated deadline.

Officials Signature: _____ **Date:** _____

Southwest Hockey Use: Vice President On-Ice:

I approve the above submission. Submission to be given to the SWH Treasurer for payment processing.

Signature: _____ **Date:** _____