



Coach Reimbursement Form

Name: _____

Circle One: Parent Coach / Non-Parent Coach

Email: _____

Team(s): _____

Process:

- **ONLY ONE submission per coach, per season**, and the form **MUST** be filled out completely.
- Submissions are accepted between **November 1, 2022 – February 1, 2023**.
- Certifications & receipts **MUST be dated for the current season** to be eligible for reimbursement.
- **2 – Part Certifications: MUST BOTH** be **FULLY** completed in order to submit for reimbursement.
- Only **REQUIRED** courses for the age division you are coaching in, will be reimbursed 100% of the course fee.
- **Scan documents:** to the Administrator: admin@southwesthockey.ca

Payments:

- Approved submissions received by the 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, will be extended by a month.
- Reimbursement cheques will be available for pick up at the *Cardel Rec South Reception Office* on/after the 15th of each month. **You will be notified when they are ready.**
- Final date to pick up your Reimbursement Cheque; is March 15, 2023.
 - Cheques not picked up by March 30th may be returned to Southwest Hockey and will be cancelled.

Police Checks:

- There is no cost to submit a **Police Check ONLY if the approved SW process is followed**. If a coach chooses to pay, OR there's a need for fingerprinting etc., those expenses remain the coach's responsibility.

Course Name	Date Completed	Receipt(s) Included (✓)	Certificate(s) Included (✓)	Cost of Course
Respect in Sport – Activity Leader <i>(Online)</i>				
HCAN Safety – HU* Online				
Part 1: Coach 1 or 2 – HU* Online				
Part 2: Coach 1 – Intro to Coach <i>(Classroom)</i>				
Part 2: Coach 2 – Coach Level <i>(Classroom)</i>				
Part 1: Checking – HU* Online				
Part 2: Checking – Classroom				
Total Requested Amount for Reimbursement:				\$

*HU – Hockey University

I acknowledge the Coach Reimbursement process, and will include; this reimbursement form, certificates (to show completion), and receipts by the noted deadline.

Coach Signature: _____ Date: _____

SW Hockey Use

Total Reimbursement: \$ _____ **Cheque Date:** _____ **Cheque #:** _____