



<b>Policy Area:</b> Coaching	<b>Subject:</b> Expense Reimbursement
<b>Title of Policy:</b> Course Cost Reimbursement	<b>Number:</b>
<b>Effective Date:</b> July 18, 2016	<b>Created by:</b> Sonia Schina (Executive Director)
<b>Approved Date:</b> April 23, 2015 <b>Revision Date:</b> March 1, 2017	<b>Approved by:</b> Ron Ostermeier (president) and 5 others

**1. Rationale or background to policy:**

In order to encourage the furtherance of coaching skills at the higher levels, and the quality of coaching available in the Province, the Board finds it prudent to assist individuals with the cost of courses taken in order to achieve Competition-Introduction and Competition-Development certifications. These coaching levels are required in order to accompany Teams to National Games or International Championships, and will assist in the development of high-performance BC archers.

**2. Guidelines:**

Persons signing up for courses that lead to certification of Competition-Introduction or Competition-Development should notify the Coaching Chair of their intentions to take these courses. This will allow BC Archery to budget for pending reimbursements. Courses eligible for reimbursement include any multi-sport modules required as pre-requisites for the Competition-Introduction and Competition-Development courses. The reimbursement applies only to the cost of the courses and does not include any travel or accommodation costs. Reimbursement will occur once certification is achieved.

**3. Procedures:**

The coach shall:

- Notify the Coaching Chair of his/her intention to further his/her certification to Competition-Introduction or Competition-Development
- Keep copies of receipts for all course costs relating to Competition-Introduction or Competition-Development and any prerequisite multi-sport modules
- Upon certification, submit all course receipts for reimbursement. Contact the Executive Director for an Expense Form.

Upon verification of certification the BC Archery Association will reimburse the related course fees.