

# Southwest Hockey Coach Reimbursement Form



Name: \_\_\_\_\_

Circle One: Parent Coach / Non-Parent Coach

Email: \_\_\_\_\_

Team(s): \_\_\_\_\_

**Process:**

- Form must be filled out completely. **Only ONE submission per coach, per season.**
- Only courses taken & receipts dated **for the current season** are eligible for reimbursement.
- Submissions will be accepted between **November 1, 2020 – February 1, 2021**
- **Submissions first require approval by the Director of Coaches. Approved forms are then sent to the SW Hockey Treasurer to finalize the reimbursement.**
- Drop off: Cardel Rec South Reception Office; **Attention: Director of Coaches – Southwest Hockey.**
- Coaching Certifications will be reimbursed 100% of the course fee; only for **required courses**, that are for the age division in which you are coaching in.

**Payments:**

- Approved submissions received by the Treasurer between the 1<sup>st</sup> & the 20<sup>th</sup> of each month can expect to pick up their reimbursement cheque on the 15<sup>th</sup> 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 the 15<sup>th</sup> of each month. You will be notified when they are ready.
- Final date to pick up your Reimbursement Cheque; is **March 15, 2021**. Cheques not picked up by March 30<sup>th</sup> will be returned to Southwest Hockey and will be cancelled.

**Courses:**

- **Police Checks will be covered 100%, ONLY if the approved SWH process is followed.** If a coach chooses to pay, OR there is a need for fingerprinting etc., those expenses remain the coach's responsibility.

Course Name	Date Completed	Receipt(s) Enclosed (✓)	Certificate(s) Included (✓)	Cost of Course
Respect in Sport – Activity Leader				
HCAN / Hockey University (HU) – Safety				
Part 1: HU – Online Coach 1 &/or Coach 2				
Part 2: Coach 1 – Intro to Coach				
Part 2: Coach 2 – Coach Level				
Part 1: HU – Online Checking				
Part 2: Instructional - Checking				
Development Level 1				
<b>Total Requested Amount for Reimbursement:</b>				<b>\$</b>

**I understand the above policy, & will include this form, all receipts & certificates with this submission.**

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Southwest Hockey Use**

*Director of Coaches: I approve the above amount being requested for reimbursement;*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SW Hockey Office:**

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