

Southwest Hockey Association Coach Reimbursement Form

Coach Name:			
Coach Email:			
Place an 'X':	Parent Coach		Non-Parent Coach
Current Team(s):			
Mailing Address:			
Postal Code:			

Coaches who are registered on the Hockey Canada Official Roster for the current season, will be reimbursed 100% of the fees associated with **completed**, and **required** courses **dated for the current season**; & **for the age division they are coaching in**. All submissions are subject to approval, and incomplete submissions may not be processed.

NOTE: There is no cost to submit a **Police Information Check (PIC) IF the approved SWH process is followed**. If a coach chooses to pay, **OR** there's a need for fingerprinting etc., those PIC costs are the coach's responsibility.

Submissions:

- Reimbursement Forms are accepted between **November 1, 2023 – February 28, 2024**.
- Only **ONE form Per Coach, Per Season**. Receipt(s) (*proof of payment*), must be included.
- **2 – Part Certifications: MUST BOTH be FULLY completed** in order to submit for reimbursement.
- **Scan: Receipt(s) / Proof of Payment & Reimbursement Form to: admin@southwesthockey.ca**

Payments:

- Approved submissions received by the SWH Treasurer between the 1st & the 20th of the month can expect their reimbursement cheque on the 15th of the following month. Submissions received outside these dates, may 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 your cheque is ready**.
- Final date to pick up cheque; is **March 30, 2024**. Cheques not picked up by this date may be returned to Southwest Hockey and will be cancelled.

Course Name	Date Completed	Receipt(s) Included (✓)	Cost of Course
Respect in Sport – Activity Leader (<i>Online</i>)			
HCAN Safety – Hockey University (<i>Online</i>)			
Part 1: Coach 1 / Coach 2 – Hockey University (<i>Online</i>)			
Part 2: Coach 1 – Intro to Coach (<i>Classroom</i>)			
Part 2: Coach 2 – Coach Level (<i>Classroom</i>)			
Part 1: Checking – Hockey University (<i>Online</i>)			
Part 2: Checking – (<i>Classroom</i>)			
Hockey Calgary Coach Day (<i>attendance to be confirmed</i>)			
Total Requested Amount for Reimbursement:			\$

By signing below, I acknowledge this Reimbursement Process, and will include; this form, and receipt(s) (*to show proof of payment*) by the noted deadline.

Coach Signature: _____ **Date:** _____

SW Hockey Use Total Reimbursement: \$ _____ Cheque Date: _____ Cheque #: _____
