

# Southwest Hockey Association - Coach Reimbursement Form 2024 - 2025

<b>Coach Name</b>			
<b>Coach Email</b>			
<b>Place an 'X'</b>	<b>Parent Coach</b>		<b>Non-Parent Coach</b>
<b>Current Team(s)</b>			
<b>Address/Postal Code</b>			



**Coaches MUST HAVE a valid Police Information Check (PIC) ON FILE, in order to submit this reimbursement form.**

\*\*\*\*\*

Coaches registered on the Hockey Canada Official Roster for the current season will be reimbursed 100% of the fees associated with required certifications; so long as the following criteria has been met:

<input checked="" type="checkbox"/>	They are <u>required</u> certification(s) for the division(s) you are coaching in	<input checked="" type="checkbox"/>	They are dated for the <u>current season</u>
<input checked="" type="checkbox"/>	2-Part Certifications are <u>BOTH</u> completed*	<input checked="" type="checkbox"/>	Reimbursement Form submitted between: <u>November 1, 2024 and March 15, 2025</u>
<input checked="" type="checkbox"/>	ONE form Per Coach, Per Season	<input checked="" type="checkbox"/>	Proof of Payment / Receipt(s) are included

**Submissions / Payment:**

- 1) Scan this Reimbursement Form and applicable receipts to: [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca)
- 2) Approved submissions received between the 1<sup>st</sup> & the 20<sup>th</sup> can anticipate reimbursement on the 15<sup>th</sup> **of the following month**. *Submissions outside these dates, may be extended by a month.*
- 3) Coaches will be notified when their reimbursement is ready. Pick up will be at Cardel Guest Services.
- 4) Cheques not picked up by **April 15, 2025** may be returned to Southwest Hockey, and cancelled.

**A VALID PIC is on file with SW Hockey?    Yes \_\_\_\_\_ No \_\_\_\_\_**

*NOTE: There is no cost to submit a PIC, as long as the approved Association process is followed.*

Eligible Certifications			Eligible Division	Date Completed	Receipt Included	Certification Cost
Online	Respect in Sport – Activity Leader		All			
Online	HCAN Safety – Hockey University		All			
*Part 1	Online	Coach 1 / Coach 2 Hockey University <i>Never expires. Only complete once</i>	All			
*Part 2	Classroom	Coach 1 – Intro to Coach	U7 & U9			
*Part 2	Classroom	Coach 2 – Coach Level	U11 to U18			
*Part 1	Online	Checking – Hockey University	U11 to U18			
*Part 2	Classroom	Checking	U11 to U18			
Hockey Calgary Coach Day ( <i>attendance to be confirmed</i> )			All			
<b>Total Requested Amount for Reimbursement:</b>					<b>\$</b>	

**Form subject to approval. Partial certifications will NOT be reimbursed. Incomplete forms may not be processed**

I acknowledge the above reimbursement process in order for my submission to be considered;

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

