

# 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>			

**Criteria for 100% Reimbursement:**

<b>1</b>	<b>VALID Police Information Check on file</b>	<b>5</b>	Certifications dated for the <u>current season</u>
<b>2</b>	Rostered to a Hockey Canada Official Roster	<b>6</b>	They are <u>required</u> certification(s) for the division(s) you are coaching in
<b>3</b>	2-Part Certifications are <u>BOTH</u> completed	<b>7</b>	Reimbursement submitted between: November 1, 2024 and March 15, 2025
<b>4</b>	ONE (1) form per Coach, per season	<b>8</b>	Proof of Payment / Receipt(s) included

**If above criteria HAS BEEN MET, the submission process is as follows:**

- 1) Scan this completed Reimbursement Form and 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: No cost to submit a PIC, if the approved Association process is followed.**

Eligible Certifications			Date Completed	Receipt Included	Certification Cost
N/A	Online	Respect in Sport – Activity Leader			\$31.50
N/A	Online	Hockey Canada Safety Program – Level 1			\$49.35
Part 1	Online	Hockey Canada Coach 1			\$34.65
Part 2	In-Person	Hockey Alberta – Coach 1 Intro to Hockey			\$142.80
Part 1	Online	Hockey Canada Coach 2			\$34.65
Part 2	In-Person	Hockey Alberta – Coach 2 Minor Leagues Clinic			\$142.80
Part 1	Online	Hockey Canada Skills - Checking			\$23.10
Part 2	In-Person	Hockey Alberta – Intro to Principles of Checking			\$126.00
Hockey Calgary Leadership Day Coach Edition ( <i>attendance to be confirmed</i> )					
<b>Total Requested Amount for Reimbursement:</b>				<b>\$</b>	

**Subject to approval. Partial certifications are NOT reimbursed. Incomplete forms may not be processed**

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

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

