

Reimbursement of Coach Training Expenses

The Boyertown Soccer Club will reimburse the reasonable, full or partial, cost of coach training or licensing for 'club' coaches subject to the terms below.

To be considered an 'intramural' club coach, the coach must have coached for BSC for at least one season (spring or fall) prior to submitting a reimbursement request. To be considered a 'travel' club coach, the coach must have coached for BSC at least one season as a travel coach.

Any coach who is considering taking a coach training course must notify the Club prior to signing up for the course. Coaches **must** notify BSC in writing, using the Contact Us form on the Club Website or via letter sent by US mail to BSC, P.O. Box 325, Gilbertsville, PA 19525 prior to taking any training to have any costs considered for reimbursement.

Terms:

- 1) Training resulting in a recognized coaching license or certificate will be reimbursed by BSC for any club coach.
- 2) Intramural and Travel coaches are eligible for reimbursement. Both head and assistant coaches may apply.
- 3) A copy of the coaching certificate showing successful completion of the course and request for payment must be submitted within 60 days of course completion to be eligible for payment.
- 4) By requesting reimbursement, the coach automatically agrees to coach for BSC in the next upcoming season. Should the coach not coach for BSC in the next season, no reimbursement will be made.
- 5) Reimbursed costs will only cover course tuition. Travel, lodging, general convention costs or any supplies required for the course are not eligible to be reimbursed.
- 6) Course expenses of \$250 or more will be reimbursed in three annual installments. The first installment will cover 50% of the course cost. The second and third annual installments will each cover 25% of the course cost. Should the coach stop coaching for BSC before all installments have been paid, no further installments will be paid to the coach. If the coach subsequently returns to coaching for BSC, any remaining installments will be paid.
- 7) Only **licensed** club coaches are eligible to submit for reimbursement of the registration expenses associated with seminars, conventions or clinics that are not specifically intended to provide a certification or license.
- 8) For expenses to be eligible for reimbursement, a copy of a certificate or other evidence of successful completion or attendance along with an expense report including copies of receipts must be submitted to the Club Treasurer within 60 days of completing the course.
- 9) Reimbursement payments will be authorized twice per year, at the May and October Executive Meetings of the Board of Directors.
- 10) Maximum costs to be reimbursed (per occurrence) are:

Type of Training	Maximum Reimbursed
Conventions	\$50
Seminars and Clinics	\$150
License	\$500