



Policy Area: Coaching	Subject: Expense Reimbursement
Title of Policy: Course Cost Reimbursement	Number:
Effective Date: July 18, 2016	Created by: Sonia Schina (Executive Director)
Approved Date: April 23, 2015 Revision Date: January 10, 2018	Approved by: Ron Ostermeier (president) and 6 others

1. Rationale or background to policy:

In order to encourage the furtherance of coaching skills at the higher levels, and the quality of coaching available in the Province, the Board finds it prudent to assist individuals with the cost of courses taken in order to achieve Competition-Introduction and Competition-Development certifications. These coaching levels are required in order to accompany Teams to National Games or International Championships, and will assist in the development of high-performance BC archers. This policy is meant to increase the number of Competition-level coaches in the Province and may be suspended or terminated if the Board deems there to be an adequate number of coaches upon annual review.

2. Guidelines:

Persons signing up for courses that lead to certification of Competition-Introduction or Competition-Development should notify the Coaching Chair of their intentions to take these courses. This will allow BC Archery to budget for pending reimbursements.

Courses eligible for reimbursement include any multi-sport modules required as pre-requisites for the Competition-Introduction and Competition-Development courses.

The reimbursement applies only to the cost of the courses and does not include ineligible items as listed below. Reimbursement will occur once certification is achieved.

3. Procedures:

The coach shall:

- Notify the Coaching Chair of his/her intention to further his/her certification to Competition-Introduction or Competition-Development
- Keep copies of receipts for all course costs relating to Competition-Introduction or Competition-Development and any prerequisite multi-sport modules
- Upon certification, submit all course receipts for reimbursement. Contact the Executive Director for an Expense Form.

Upon verification of certification the BC Archery Association will reimburse the related course fees.

Not eligible for reimbursement:

- Travel and accommodation
- Costs associated with challenging a course
- Course costs for retaking a failed course (only one fee per course title is eligible)
- Courses taken while not a member-in-good-standing of BC Archery
- Courses taken outside the Province of British Columbia unless approved in advance and in writing by the Coaching Chair.