



## Clarksville Soccer Club

### Coaching Education Reimbursement Policy

The following policy applies to all coaches and directors of the Clarksville Soccer Club who wish to take a coaching course or continuous education course/session.

The following protocol must be adhered to when asking for reimbursement:

- Any CSC Coach or Director seeking reimbursement for a coaching course must present a completed application to the club's President at least 30 days in advance of registering for the course. Application will include Course level, Date of Course, Location, cost of course, and travel expenses.
- Once approved, the coach/director will register and pay for the course.
- The coach/director must attend the course and successfully complete the course with a passing grade to be considered for reimbursement.
- After passing the course, the coach/director must submit receipts for all expenses. In addition, they must submit a certificate indicating successful completion and passing of the course to the President.
- Once this paperwork has been submitted, CSC will issue ½ of the total reimbursement.
- The 2<sup>nd</sup> half of the reimbursement will be issued after the coach has remained with the club for two (2) years from the completion date of the course.
- The reimbursement for E- and D-License courses (or equivalent) is only for the cost of the course. Mileage, hotel, airfare, meals, or other expenses will not be reimbursed.
- The reimbursement for A-, B-, and C-License courses (or equivalent) will include lodging and meals that are not included with the course registration fees. Individuals will be reimbursed for approved travel expenses (i.e. airfare or mileage reimbursed at 35 cents/mile).
- Applicant must disclose any other financial assistance granted to them for the course/session (including grants, scholarships, matching funding, other employer contributions, etc).

Reimbursement approval for all licenses/courses will be made at the discretion of the Clarksville Soccer Club. Reimbursement approval will be made prior to registration for the course. This ensures that the club stays within budget while supporting the educational needs of the coaches within the club.

Note: Coaches should make every effort to attend TSSA sponsored/hosted courses.

Exceptions: Any requests for exceptions to this policy must be submitted in writing to the CSC Board of Directors, and this request must be approved by the Board of Directors.



# Coaching Education Reimbursement Application



Coaches Name: \_\_\_\_\_

Course Level: \_\_\_\_\_ Sponsor (TSA, NSCAA, etc): \_\_\_\_\_

Date(s) Course Offered: \_\_\_\_\_ Location of Course: \_\_\_\_\_

Cost of Course: \_\_\_\_\_ Travel Expenses: \_\_\_\_\_

Other Financial Assistance: \_\_\_\_\_

### **Pre-approval of Reimbursement:**

Pre-Approval Date: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

President, Clarksville Soccer Club

Coach, Clarksville Soccer Club

### **Post Course Completion Approval of Reimbursement:**

Post Completion Approval Date: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

President, Clarksville Soccer Club

Coach, Clarksville Soccer Club