



## Coaching Certification Reimbursement Policy

]

### 1. Purpose

The purpose of this policy is to encourage the ongoing development and certification of coaches within Woolwich Youth Soccer Club ('the Association') by reimbursing approved costs associated with obtaining required Ontario Soccer coaching certifications. The Association recognizes that well-trained coaches contribute directly to player safety, skill development, and a positive soccer experience.

### 2. Scope

This policy applies to all registered volunteer and paid coaches affiliated with Woolwich Youth Soccer Club who complete Ontario Soccer or Canada Soccer recognized coaching courses and certifications relevant to their assigned age group or program.

### 3. Eligible Certifications

Reimbursement may be provided for the following recognized coaching programs:

- Canada Soccer Grassroots Coach Education Program (Active Start, FUNdamentals, Learn to Train, Soccer for Life)
- Ontario Soccer – Respect in Sport (Activity Leader)
- Making Ethical Decisions (MED)
- Goalkeeper Coach Courses (Level 1–3)
- C-License and higher, subject to Association approval

Additional courses or professional development may be eligible if pre-approved by the Association's Board of Directors.

### 4. Eligibility Requirements

To qualify for reimbursement, coaches must:

- Be officially registered with Woolwich Youth Soccer Club for the current season.
- Complete the certification while actively coaching for the Association.
- Submit proof of successful completion (e.g., certificate, transcript, or NCCP record).

- Submit receipts and reimbursement forms within 60 days of course completion.
- Commit to coaching for a minimum of one full season following reimbursement.

Failure to meet the post-reimbursement coaching commitment may result in repayment of the reimbursed amount (see Section 8).

## 5. Reimbursement Amounts

The Association will reimburse approved costs as follows:

Certification Type	Maximum Reimbursement	Notes
Grassroots Courses (Active Start to Soccer for Life)	100%	Must be relevant to current coaching level
Respect in Sport / MED	100%	Mandatory for all team officials
C-License	Up to 75%	Subject to budget and Board approval
Goalkeeper / Specialty Courses	Up to 75%	Must be pre-approved
Advanced Licenses (B, A, Youth)	Case-by-case basis	Requires prior written approval

Reimbursements cover course registration fees only and do not include travel, accommodation, meals, or lost wages.

## 6. Application Process

- Pre-Approval: Coaches must submit a short reimbursement request to the Technical Director or Coaching Coordinator before registering for the course.
- Completion: Upon finishing the course, the coach must provide proof of completion, original payment receipt, and completed reimbursement form.
- Approval & Payment: Approved reimbursements will be issued via e-transfer or cheque within 30 days of submission.

## 7. Budget and Availability

Reimbursements are subject to the Association's annual budget and may be limited based on available funds. Applications will be processed on a first-come, first-served basis each fiscal year.

## 8. Repayment Conditions

If a coach who receives reimbursement resigns or ceases coaching with the Association before completing one full season, or transfers to another club within the same year, the Association reserves the right to request full or partial repayment of the reimbursed amount.

Exceptions may be considered in cases of medical or personal circumstances, at the discretion of the Board.

## 9. Administration and Oversight

The Office Manager (or designated Coaching Coordinator) will maintain records of approved reimbursements, verify completion of courses, and report annually to the Board on coach development expenditures.

The Board of Directors reserves the right to review or amend this policy at any time.

## 10. Contact

Office Manager / Coaching Coordinator  
Woolwich Youth Soccer Club  
Email: woolwichyouthsc@gmail.com

### Commitment to Coach Development

Woolwich Youth Soccer Club is committed to supporting the growth and certification of our coaches to ensure that every player benefits from a safe, fun, and development-focused soccer environment.

<b>Coaching Reimbursement Policy</b>			
<b>Effective Date</b>	<b>Last Revised Date</b>	<b>Review Cycle</b>	<b>Next Review Date</b>
October 14, 2025			<b>October, 2028</b>