



TITLE: Coach Education Reimbursement Policy	EFFECTIVE DATE: 01-01-2010
	REV. LEVEL: 2.2
	APPLICABILITY: ALL DYSC VOLUNTEERS

1. PURPOSE

In pursuit of its goal to promote the development of soccer among youth players, and recognizing the critical role that coaches perform in this process, DYS is committed to support the training and certification of its coaches.

2. POLICY

1. The Director of Coaching and Development will provide information on available and appropriate coaching clinics and certification programs to all coaching personnel.
2. Any individual wishing to attend a coaching clinic or program must notify the Director of Coaching and Development of his/her intent to be considered for future reimbursement.
3. The coach must register and pay for the clinic/program.
4. Upon successful completion of the clinic/program, the coach will notify the Director of Coaching and Development.
5. The Director of Coaching and Development will verify satisfactory completion of the program through the administering agency.
6. The Director of Coaching and Development will then submit the individual's name, in writing, to the Treasurer specifying the amount to be reimbursed.
7. Coaches must obtain the appropriate level of coaching education to be eligible for the volunteer discount. Education must occur within the first year of coaching with DYS.
U/6-U10-NSCAA Youth Level 2 or 3, USSF E
U-11-15-NSCAA Youth Level 4 or Jr Level 5, USSF D
U-16-18-NSCAA Junior Level 6
8. The Treasurer will issue the individual a check.
9. The individual must present a photocopy of their license to the Director of coaching and Development upon receipt from the administering agency.
10. Director of Coaching and Development will maintain a file of coaching personnel's certification and licensure.

11. Travel Expenses

To be reimbursed, travel expenses must be related solely to DYS activities.

Travel expenses must be itemized and detailed receipts

- i. Transportation
- ii. Lodging
- iii. Parking

3. PROCEDURE
the Expense Reimbursement Request Form (available at www.donegal youthssoccer.com).

Travel expenses shall be limited to:

- 1** To be reimbursed, training must be approved by the Director of Coaching and Development.
- 2** Travel Reimbursement must be pre-approved by all board members.
- 3** Requests for reimbursement are not guaranteed to be honored. DYS reserves the right to deny a reimbursement request. Reasons may include: expense not being in line with policies or goals of the league, extraordinary costs, or limitation of available funds.