



North Mississauga Soccer Club (NMSC) Policy on Coaching License Expense Reimbursement

The following protocol must be adhered to by all NMSC non-staff Coaches when asking for approval and reimbursement of coaching license course (within Ontario) expenses:

- Any NMSC Coach seeking to register for an eligible coaching license course (within Ontario) must send an email, at least 60 days in advance of the course, to the Club Technical Head Coach (THC) requesting approval of and referral to the course (if required). The email must include the course level; date of course, location and cost of the course.
- Once approved by the THC in writing, the individual Coach will sign up and pay for the course.
- The individual must attend the pre-course training for assessment based coaching licenses (mentorship sessions if conducted by the Club and or deemed required by the THC) or reimbursement will not be granted.
- Upon successful completion of the course, the individual will submit receipt and expense form to the THC for approval and processing with the NMSC bookkeeper. Please note that only official course fees are subject to reimbursement. Any travel and living expenses related to the course are the individual's responsibility.
- Once the paperwork has been submitted, NMSC will issue 50% of the fee reimbursement.
- The balance of the reimbursement will be issued after the coach has remained as active Coach in good standing with the Club for two years from the end date of the course in question.
- Any Course which is conducted outside the province of Ontario will be evaluated on a case by case basis and requires Board of Director's approval and or the Technical Committee.



North Mississauga Soccer Club (NMSC) Policy on Referee Education Expense Reimbursement Continued

The following protocol must be adhered to by all NMSC non-staff referees when asking for approval and reimbursement of referee education courses (within Ontario) expenses:

For Referee's (effective for the 2019 season and onward)

Any Referee who has taken the Small-Sided Ref Clinic or Entry Ref Clinic course is eligible for a refund upon **successful** completion based on the following conditions:

- For a Referee to be reimbursed the individual must referee 45 games from the time after successful completion of said course with NMSC to be eligible for full reimbursement.
- Submit reimbursement statement to NMSC Head referee for approval (confirmation of 45 games completion).
- Upon approval, the NMSC Head Referee will forward paperwork accordingly for reimbursement.
- Any referee course other than those mentioned above which is conducted inside or outside the province of Ontario will be evaluated on a case-by-case basis and requires Board of Directors' approval.