

REIMBURSEMENT POLICY

- **MSYSA "D" License Course**

Upon successful completion of this course all SAC HC coaches will receive 100% reimbursement of the registration fee for this course plus the cost of the attendant first aid course. Coaches should submit a copy of license/approval letter from MSYSA, first aid class certificate and cancelled checks/documentation of payment of course fees to SAC HC's office.

- **USSF National License Courses (A, B,C) or NSCAA License Courses**

All SAC HC coaches must get approval from the [Director of Coaching](#) before taking any USSF or NSCAA national licensing course if he/she is requesting SAC HC for reimbursement of such course. Because of cost considerations only a limited number of courses will be approved for reimbursement each year. Actual reimbursement will be made upon completion of three consecutive years of coaching in SAC HC. Payments will be made in increments (1/3 after year one; 1/3 after year two; and 1/3 after completion of year three).

In order to receive reimbursement the coach must:

- a. Receive pre-approval by the [Director of Coaching](#) prior to taking the course
- b. Provide proof that he/she has successfully completed and passed the course, i.e. copy of license.
- c. Provide a copy of a cancelled check or other receipt signifying payment for the course.
- d. Provide proof that the coach has coached in SAC HC for three (3) consecutive years after passing the course.

- **CLINICS, CONVENTIONS, WORKSHOPS**

SAC HC will assist with the registration fees for coaches who want to attend soccer related clinics, workshops or conventions. Because funding for such fees is limited, approvals will be based on a first received, first approved basis. Not all courses will be fully funded (e.g., SAC HC may approve only a percentage of the registration costs for some courses, conventions and workshops).

In order to receive reimbursement the coach must:

- a. Receive pre-approval from the [Director of Coaching](#)
- b. Provide proof that he/she has attended the clinic/convention/workshop.
- c. Provide a copy of a cancelled check or other receipt signifying payment for the clinic, convention, or workshop.