



COACHING COURSE REIMBURSEMENT POLICY

Terms of Reference

PREAMBLE

British Columbia Deaf Sports Federation (BCDSF) has approved the following policy with regards to the National Coaching Certification Program (NCCP) and course reimbursement to coaches of Deaf and Hard of Hearing athletes. All coaches seeking reimbursement are required to:

- a) Be a member of BCDSF; and
- b) Complete and submit to the local authority a completed criminal record check form prior to the start of their first season and then every two (2) years after that. The results of these checks will be returned to BCDSF. The BCDSF Board of Directors has the discretion to suspend a coach pending the outcome of this criminal record check process.

An appeal process will be permitted if the coach disagrees with the decision of the BCDSF Board of Directors.

Section 1. COACHING COURSE REIMBURSEMENT

- 1.1 BCDSF will reimburse a coach up to 50% of the instructional fee for:
 - (a) Attaining trained status in a sport-specific NCCP clinic.
 - (b) Attaining trained status in any multi-sport NCCP clinic.
 - (c) Any online multi-sport training modules, such as Making Ethical Decisions, Concussion Training and so on.
- 1.2 The other 50% of the instructional fee of the course will be reimbursed at the one (1) year anniversary of the course completion and after the coach starts coaching a team or an athlete during the following sporting season.
- 1.3 Coaches planning to apply for funding must confirm their intentions with BCDSF prior to registering for the course for approval and to ensure that the course is recognized.
- 1.4 Reimbursement, as defined in this policy, is limited to the cost of the clinic registration fee only.
 - (a) No other expenses (mileage, parking et cetera) are covered.

Section 2. REIMBURSEMENT PROCESS

- 2.1 In order to receive reimbursement, a BCDSF expense form accompanied by copies of all receipts need to be submitted to the BCDSF Office no later than ten (10) days after the coach has completed the course.
- (a) Each coach must include a copy of the NCCP transcript that can be found online at <https://thelocker.coach.ca> using NCCP number to log-in.
 - (b) It is the responsibility of each coach to scan or photocopy receipts and send them to the following email address: info@bcdeafsports.bc.ca

Any questions related to the content of this policy or its interpretation should be directed to the BCDSF President (Vice-President if President is not available).

Policy Title	Coach Course Reimbursement Policy	
Policy Number		
Approved by	BC Deaf Sports Federation Board of Directors	
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