



## **Coaching Course Fee Reimbursement Policy**

**Policy:** The Northumberland Aquatic Club (NORAC) is committed to supporting swimmers and coaches wanting to improve their coaching skills. This policy provides financial support to the swimmer and coach by reimbursing him or her for fees incurred for the National Coaching Certification Program (NCCP), Level 1, 2 and 3 Certified Status.

### **Procedures:**

#### **Eligibility:**

- Successful completion of courses in:
  - Bronze Medallion
  - Bronze Cross
  - National Lifeguard Service
  - all other prerequisites needed for the applicable course.
- A commitment by the candidate to work as a coach for NORAC during his/her enrolment and for a minimum of one year after certification.

#### **Candidates' Responsibilities:**

- Successfully complete all course requirements
- Submit proof of successful completion of all course requirements
- Submit proof of payment of course fees

#### **Head Coach's Responsibilities:**

- Provide budget recommendations for reimbursement of NCCP, Level 1, 2 and 3 Certified Status fees for Board approval
- Inform swimmers and coaches of the NCCP, Level 1, 2 and 3 Certified Status courses and encourage participation
- Identify swimmers, coaches and NORAC support staff who would be appropriate to enrol in a course
- Select candidates to enrol in the appropriate course while ensuring the fees to be reimbursed will be within the approved budget
- Provide opportunities within the club in support of a coach when completing the requirements such as facilitating the final evaluation to achieve the NCCP certification

#### **Board of Directors' Responsibilities:**

- Approve the budget for the reimbursement of fees based on recommendations from the Head Coach
- Reimburse the candidate in full for the applicable fees incurred upon receipt of proof of completion of all certification requirements and payment of fees.
- Costs in addition to course fees (eg. course materials, meals, travel) will not be reimbursed.