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## Certification Reimbursement Policy

### Purpose

This policy sets out the parameters for the reimbursement for coaches, assistant coaches, trainers, on-ice help and den moms for required and pre-approved certifications.

### Scope

This policy applies to coaches, assistant coaches, trainers, on-ice help and den moms in the competitive and house league programs. This policy includes the reimbursement process for required courses for NGHA team staff.

### Reimbursement Process for Certifications

The NGHA will reimburse individuals who complete courses or certifications required for volunteer positions held on current teams. Reimbursements for courses for future coaching roles may also be given, pending approval by [NGHA VP Operations](#) prior to the course.

For reimbursement:

1. Individuals must submit their receipts to [nghacompcertifications@gmail.com](mailto:nghacompcertifications@gmail.com) or [nghahousecertifications@gmail.com](mailto:nghahousecertifications@gmail.com) for approval and must copy their team representatives (Head Coach and Manager) on the request before the deadlines that are communicated each year.
2. Once the reimbursement is approved by the NGHA VP Operations, the **team** will reimburse the individual using team funds.
3. The **NGHA will reimburse the team** through adjustments on their ice invoices or team budgets.

### Reimbursement Rates

- U11, U13, U15, U18: head coach **OWHA required coaching courses** will be reimbursed fully (assistant coach course reimbursements are evaluated by the competitive or house league directors on a case-by-case basis)
- U9: head coach and up to two assistant coaches will be reimbursed fully for any **OWHA required coaching courses**
- \$20 is reimbursed for team volunteers required to complete the **Respect In Sport For Activity Leaders course** for their position



# Nepean Girls Hockey Association (NGHA) Nepean Wildcats



- Team trainers who complete the **required Hockey Canada Training course** will be reimbursed fully for the course, maximum of two per team
- Team trainers who require the **trainer refresher course** will also be reimbursed in full for the course

The NGHA does not reimburse for any costs associated with obtaining a VSC, a CRC or for any first aid or safety courses outside of the courses required by OWHA.

## Questions

Please contact the [Director, Policy Risk and Safety](#) for any questions on this policy.