



Policy Name:	TRAINING REIMBURSEMENT POLICY
Effective Date:	APRIL 15, 2026
Approved by:	SPMB BOARD

St. Paul Minor Ball (SPMB) will reimburse team staff (Head Coaches, Assistant Coaches, Managers) for the cost of successfully completed training that is required by Baseball Alberta or Softball Alberta to obtain certification for their team role.

Team staff are encouraged to attend local clinics if possible. However, SPMB understands that local clinics are not always available or that other commitments may prevent staff from attending local clinics if available.

Reimbursement will be provided as follows:

1. SPMB will reimburse the complete cost of the training.
2. For training requiring travel of greater than 150km (distance from St. Paul) and completed in one day, a per diem of \$100 will be provided.
3. For training requiring travel of greater than 150km (distance from St. Paul) and lasting two or more days, a per diem of \$125 per day will be provided.

The process for reimbursement is as follows:

1. Team staff will email receipt(s) and proof of completion to SPMB President and SPMB Treasurer.
2. SPMB President will approve or deny reimbursement claim(s).
3. If approved, SPMB Treasurer will provide reimbursement.

If any person intends to complete non-required certification/training for the benefit of SPMB, they may submit a request for reimbursement to the SPMB President in writing. SPMB President will review request with SPMB Board for approval.