



Team Staff Compensation & Reimbursement Form

Last Updated: July 2020

SCRA will compensate all costs for certification/qualification for up to five Bench Team Staff members. Teams that wish to register more Team Staff members must pay for the registration with RAB. In addition, the qualification costs of those members (certification, MED, Respect in Sport) will not be reimbursed by SCRA.

Coaching certifications/training need to be taken through approved courses offered by Ringette Canada through www.coachingringette.ca. Team Staff members must be listed on a team's TRF roster and are completing the required certification for that team's level and for that season to receive reimbursement (i.e. it cannot be training for a level the coach is not currently coaching).

SCRA does not compensate for the Making Ethical Decisions module (**if paid for separately**) as it is included in the MED classroom session, as long as the module is completed AFTER the classroom portion.

SCRA participates in a Volunteer Alberta program which covers the full cost of applying for a Police Information Check (PIC) for certain positions. However, a Volunteer Letter from SCRA is required to qualify for this program.

Without the letter, the full cost of the application will be charged by the Calgary Police Service. **SCRA will not reimburse the costs of a PIC incurred without a Volunteer Letter.**

Positions not included in this program will still qualify for a partial subsidy with a Volunteer Letter. The remaining costs are reimbursable by SCRA.

Process for Reimbursement:

Team Staff compensation will occur after the team member has successfully met all necessary qualifications for Team Staff registration.

Submit the following form for reimbursement.



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SCRA REIMBURSEMENT FORM

Instructions:

- Complete all information below
- Please scan this form and all receipts into 1 document and save it as: yourname.reimbursement.pdf (example: bobsmith.reimbursement.pdf)
- Send to coachingadmin@southcalgaryringette.com with "Reimbursement" in the subject line
- There will be 2 cheque runs – mid-December and the end of January

Date submitted: _____

Name of Team Official: _____

Team name and age group: _____

Course(s) being submitted for reimbursement	Receipt Amount

Name to make cheque to: _____

Address to send cheque to: _____

Email: _____