



Leeds Minor Hockey Association Executive Committee

POLICY

POLICY NAME:	Registered Coaching & Bench Staff Reimbursements
POLICY NUMBER:	P06
DATE CREATED:	February 25, 2019
DATE FOR REVIEW:	February 25, 2020

Introduction:

All bench staff (coaches / trainers / managers) will be required to complete the required training prior to season commencement.

Requirements:

All LMHA positions must have a criminal Reference / Vulnerable Sector Check.

It is important to know that anyone acting in a volunteer capacity for LMHA will need to have a criminal record check completed with the Ontario Provincial Police. This includes coaches, assistant coaches, managers, dressing room monitors, treasurers and the Executive team.

In order to get a criminal reference check, you will require a letter from the President of LMHA. You will be required to take the letter with your application to the OPP station in your address jurisdiction. Please have the Manager of the team or Coach contact the Secretary of LMHA to be provided with the letter for everyone on your team requiring the reference check.

The completed Criminal Reference / Vulnerable Sector Check will be kept on file electronically with LMHA (only accessible to the Registrar, President, Vice President and Rules & Discipline / Risk & Safety). It will be considered valid for a period of three years.

Eligibility:

- Reimbursement is only considered for those registered to the team.
- Reimbursement will only be made for the level of course that the requester is registered with (ie if the Coach needs the Coach 1 course and decides to take a Development 1 course as well, the Development 1 course will not qualify for reimbursement until such time as that particular requester is coaching at a level where Development 1 is required).

Reimbursement Process:

- Coaches are required to submit their request for reimbursement along with an expense form and proof of payment to the Secretary.
- The secretary will send to the proper Executive Members for approval.
- All reimbursements are subject to the approval of Level Convenor, Registrar, President and Treasurer.
- Reimbursement will be made in full (100%) no later than February 1st of the current season.