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Toronto, ON
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Coach Education Reimbursement Policy

Applies To: *This policy applies to all full-time and part-time employees, staff members, coaches, technical staff, volunteers, administrators, and contractors employed or engaged by THPFC in any capacity, whether working on-site, off-site, or representing THPFC at games, practices, programs, meetings, events, or other club-related activities.*

Toronto High Park FC – Coach Education Reimbursement Policy

Coach education reimbursement will be provided for coaches in the following manner with approval from the Technical Director & Executive Director. Any coach wishing to attend a Coach Education Course must seek approval for reimbursement by the Technical Director & Coach Development Manager prior to enrollment. Travel to and from the course will not be covered. Staff must complete the expense claim form found on the club website.

Mandatory Coach Education Courses

The following courses will be given a 100% cost reimbursement with proof of completion:

- Ontario Soccer Grassroots Coach Education Courses
    - Active Start, Fundamentals, Learn to Train & Soccer for Life
- Making Ethical Decisions
- Respect in Soccer
- First Aid
- Commit To Kids

Higher Level Coach Education Courses in Canada

The below courses are classed as Higher Level Coach Education Courses;

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- Canada Soccer C Diploma
- Concacaf B Diploma
- Concacaf A Diploma
- Concacaf Pro Diploma
- Canada Soccer Children's Diploma
- Canada Soccer GoalKeeper Diploma
- Technical Director Diploma

The coach must be currently working with THPFC to be eligible to apply for reimbursement for any of the above courses. Approval from the Technical Director & Coach Development Manager is needed prior to enrollment and external funding must be utilized before requesting reimbursement (i.e. Quest for Gold, TSA Bursaries, etc.).

Other Training Opportunities

Coaches are encouraged to find other educational opportunities to help continue their development. Any coach wishing to seek reimbursement for attending an educational opportunity is requested to speak with the Technical Director about the possibility for reimbursement prior to attending or enrollment in the educational opportunity.

Reimbursement Policy (Male & Female)

Male

- If THPFC requests that a coach attends a high level coaching course, the club will pay for 100% of the course in advance. Should the coach leave THPFC within a year of course completion, they will be due to repay 25% of the cost of the course or it will be deducted from their final salary.
- If a THPFC coach seeks approval from THPFC to attend a higher level coaching course, and it is approved, the coach will pay for the course in advance, with THPFC reimbursing the coach using the following mechanism.
    - 50% reimbursement on course registration
    - 25% reimbursement on course completion (must pass the course)
    - 25% reimbursement 1 year after course completion

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Female

- If THPFC requests that the coach attends a high level coaching course, the club will pay for 100% of the course in advance. Should the coach leave THPFC within a year of course completion, they will be due to repay 25% of the cost of the course or it will be deducted from their final salary.
- If the coach seeks approval from THPFC to attend a higher level coaching course, and it is approved, THPFC will pay for 100% of the course in advance. Should the coach leave THPFC within a year of course completion, they will be due to pay back 25% of the cost of the course or it will be deducted from their final salary.

Higher Level Foreign Courses

Attendance on an International coaching course will be determined on a 'case by case' basis by the Technical Lead & Executive Director. If approved either of the above options for reimbursement will be followed.

Conferences & Workshops

Individuals affiliated with the club may apply to be reimbursed for registration fees, course material fees, travel expenses and/or any other related expenses paid for conferences or workshops. The Technical Lead, in consultation with the Executive Director may approve the application in whole or in part if, in his/her opinion:

1. The conference or workshop will be of direct and substantial benefit to the club, and;

2. There are sufficient funds available in the budget.

New THPFC Coaches

When recruiting/hiring new coaches, the Coach Development Manager or relevant program manager will only hire coaches that hold the full complement of required certifications and documentation. This includes;

- Vulnerable Sector Check

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- A coaching course at the appropriate level through Ontario Soccer/Canada Soccer (and/or an international body with Canada Soccer recognition of qualifications)
- Ontario Soccer Safe Sport Roster (Make Ethical Decisions, Making Headway, Understanding The Rule Of Two, Emergency Action Plan, Respect In Soccer For Activity Leaders)

Exceptional Circumstances

In exceptional circumstances, we may hire coaches without the certifications/checks listed above. In such cases, THPFC will reimburse the cost of the Vulnerable Sector Check once proof of a negative check is provided.

We may also cover the cost of the relevant Grassroots Coach Education Course. If agreed, then similar to the above, THPFC will reimburse the cost of the course following successful completion of the course. If the employee leaves the club within a year of course completion they will be required to refund the club the cost of the course or it will be deducted from their salary.

THPFC will not cover the cost of 'Make Ethical Decisions'.

Reimbursements can be made by completing the expenses claim form listed here on the website.

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