Continuing Education Reimbursement Policy & Procedure

Rationale

To provide technical and administrative staff clarity regarding the criteria/s and procedure for continuing education programs that Loudoun Soccer encourages participation in for professional development.

All parties are encouraged to seek continuing education and to create a professional development plan.

Effective July 1st 2011

Approval Process

Director of Business Operations: The Director shall require approval from the President and Treasurer to attend and be reimbursed for courses/seminars that pertain to his/her role.

Administrative Staff: Administrative staff shall require approval from the Director to attend and be reimbursed for "events" that pertain to their role.

Technical Director: The Technical Director shall require approval from the President and Treasurer to attend and be reimbursed for courses/seminars that pertain to his/her role

Technical Staff: Technical staff shall require approval from the Technical Director to attend and be reimbursed for "events" that pertain to their role.

Board members: Board Members who need to attend seminars and training that pertain to their volunteer role will need to seek approval from two parties (President, Vice President or Treasurer.)

Approval requests for a course must be sought by the candidate and a written request submitted 45 days prior to the course registration opening. In the event the specific registration date is unknown the applicant will indicate an approx date/window and timelines should be set to the start date of the window.

Decisions regarding approvals or denials will be communicated to the applicant 21 days prior to the start course registration.

Reimbursement Process

Parties will be required to complete an expense form and provide a copy of a cancelled check and other relevant receipts pertaining to expenses. Loudoun Soccer will only refund tuition expenses and not travel costs.

All approved fees will be paid via a one-time payment.

Coaches Tenure

Reimbursement to coaching staff is made based on the assumption that the coach will remain an employee of the club for 24 months following the course completion date. In the event the employee tenure ends during the 24 months, Loudoun Soccer will deduct a pro-rated amount from the employees final payment
Example: Course cost = $600 and employee completes 18 months of employment. The employee would owe $150.00 $600 divided by 24 months = $25 per month x 18 months completed = $450.

Pass/Fail Courses

Courses that are subject to a pass/fail criteria will be reimbursed upon the staff member providing a copy of the respective course *(viewing of the original certificate can be requested)* certificate along with receipts for the course and any expense reimbursement form required by Loudoun Soccer.

Loudoun Soccer will not reimburse in the event a "party" fails a course

Volunteer Hours

Loudoun Soccer requires coaches who have successfully passed a certified course and have been reimbursed by the club will volunteer six (6) hours of their time to a Loudoun Program.

Straight Pass/Attendance Courses

Upon the successful completion/attendance of a course (this may require the presentation of a passing/attendance certificate if applicable)

Course Assistance Outline

USSF A & B License (inc A License Audit) & NSCAA Premier 100% of course fee
USSF C & NSCAA Advanced National & National 100% of course fee
USSF D & NSCAA Advanced Regional 100% of course fee
USSF E NSCAA Junior VI, V & Youth IV, III 100% of course fee
USSF F & NSCAA Youth I & II 100% of course fee

USYS National Youth License 100% of course fee

NSCAA Master of Coaching 100% of course fee

Payments will be made in two equal annual installments

Special Topics and Courses not listed: In the event a special topic or course is not listed please contact the Technical Director for discussion.

Conventions Staff wishing to attend conventions will need to speak to their immediate supervisor to seek approval.

International licenses/courses:

In the event a member of staff wishes to obtain an international license that requires overseas residency, Loudoun Soccer asks the candidate to discuss this with their Director of Coaching. In the event he Director of Coaching is willing to consider the course the applicant will be asked to submit a request to the Technical Director with details that include but are not limited to:

- Course title and content
- Cost of course
- Award requested
- Benefit to staff member for obtaining qualification
- Benefit to Loudoun Soccer of staff member obtaining qualification
- Duration and plan of who is going to cover their sessions and responsibilities while away

In the event it is the Technical Director is a potential candidate they will be asked to follow the same procedure by going directly to the President and Treasurer.

All courses are subject to approval and the Annual Education Budget

Financial Assistance Program

In the event a member of the technical staff who is classed as “full time” requires financial assistance to pay up front course costs, they may apply for financial assistance. Financial assistance is deemed as a loan that assists the staff member in paying up front course costs. This possible assistance is not available for any expenses outside of course expenses, is only available for residential courses and is subject to the staff education annual budget.

The staff member will be asked to sign an agreement which will state that the full amount is to be paid back to Loudoun Soccer in the event they fail the course, or employment is terminated by either party.

Approval requests for financial assistance must be submitted along with the approval request to attend the course Written request submitted 45 days prior to the course registration opening. In the event the specific registration date is unknown the applicant will indicate an approx date/window and timelines should be set to the start date of the window.

Decisions regarding approvals or denials will be communicated to the applicant 21 days prior to the start course registration.

The Financial Assistance Program is not available to contractors or staff classed as part time.

Full time staff classification shall be determined by the technical and executive directors with consultation of other parties deemed necessary by the technical and executive director. These parties include but are not limited to the Directors of Coaching and the Club Treasurer.