**Billings United Coaching Education Reimbursement Policy**

 Billings United Soccer Club encourages coaches new to the Club to obtain initial certification and existing coaches to obtain advanced certification through Club approved courses. The Club has adopted the Coaching Education Reimbursement Policy as follows:

**Basic Policies**

* Any BU coach/director seeking reimbursement for a coaching course must submit for approval to BU Executive Staff at least 30 days prior to the start of the course.
* Approved Courses are as follows:
	+ USSF Grass Roots and Licensing Courses
	+ Additional courses approved by Billings United Executive Staff

**USSF Grassroots and D License Courses**

* Coach will receive 100% reimbursement for the course when the following criteria is met:
	+ Full completion of the course
	+ Has coached one full competitive season for Billings United either throughout the course or after completion of the course.

**USSF C, B, A, License**

* Coach will receive 25% reimbursement for the course when the following criteria is met:
	+ Full completion of the course
	+ Has coached one full competitive season for Billings United either throughout the course or after completion of the course.
* Coach will receive an additional 25% reimbursement for the course after completion of coaching two competitive seasons for Billings United after receiving certification.
* Coach will receive an additional 25% reimbursement for the course after completion of coaching three competitive seasons for Billings United after receiving certification.
* Coach will receive the final 25% reimbursement for the course after completion of four competitive seasons for Billings United after receiving certification.

**Travel/Accommodation Policy**

* Coaches will be responsible for all travel and meal accommodations associated with the course they are taking.

**Hardship Policy**

* In the event a coach cannot pay the upfront cost for the course the following criteria must be met:
	+ Coach will submit a Hardship request to Billings United Executive Staff
	+ Upon approval by Billings United Executive Staff a payment plan will be set up to be taken out of the coaches salary throughout the time of the course.
	+ After completion of payment for the course the coach will receive reimbursement for the course based on the above policies.