

Purpose

To support volunteer coaches and ensure compliance with USA Hockey and association requirements, the Ice Wolves Youth Hockey Association will reimburse eligible coaches for their annual background check and required coaching clinic fees.

Eligibility

To qualify for reimbursement, coaches must:

- Be an officially rostered coach with the Ice Wolves for the current season (head coach, assistant coach, or on-ice volunteer coach as approved by the Board).
- Actively coach for the entire season, including regular practices, games, and tournaments.
- Complete all required coaching certifications, including:
 - o USA Hockey Background Check
 - o USA Hockey Coaching Clinic / CEP Level (as applicable)

Covered Costs

The Association will reimburse:

- USA Hockey Background Check fee
- USA Hockey Coaching Clinic (CEP) registration fee

No other costs (travel, meals, optional clinics, late fees, etc.) are eligible for reimbursement unless expressly approved by the Board.

Submission Requirements

Coaches must submit reimbursement requests as follows:

- **Deadline:** All reimbursement requests must be submitted by December 31 of the current season.
- **Documentation:** Coaches must provide proof of payment (receipt) and proof of completed certification.
- **Submission Method:** Requests should be submitted via the Association's designated form or emailed to the Treasurer.

Reimbursement Timing

Reimbursements will be processed in February after confirming that the coach has actively coached throughout the season and has met all certification requirements.

Non-Compliance or Early Departure

If a coach does not fulfill the full season's coaching commitments or does not complete required certifications, reimbursement will not be issued.