

1 Federal Way Mod Soccer Club  
2 Policy 14  
3

4 Created October 7, 2007

Revision: New

5  
6 Coaching License Reimbursement

7 This policy is intended to support the mission and vision of Federal Way Mod Soccer Club (FWMSC) in the  
8 education and development of skilled coaches. This policy defines the process and responsibilities of FWMSC  
9 and the coaching staff to submit for reimbursement of coaching license registration fees.

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11 Scope:

12 This policy applies to coaches working in FWMSC.

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14 General:

15 ➤ Coaches will be reimbursed in full for the D and E License registration fees upon receipt of  
16 documentation listed under the Responsibilities section.

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18 ➤ U6, U8, and U10 Youth Modules are excluded because FWMSC hosts their own clinics and are free to  
19 all FWMSC coaches and parents.

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21 Responsibilities

22 ➤ **Board of Directors:**

23 Work with the DOC to develop a training and educational plan.

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25 ➤ **Coach:**

26 Upon passing a licensing course, submit a copy of the license, documentation of the registration  
27 fee, and a check request form to the FWMSC Treasurer.

28 A coach that leaves Federal Way Soccer Association (FWSA) to coach in another organization  
29 within 12 months will refund the full amount of the reimbursement to the Club.

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31 ➤ **Director of Coaching (DOC)**

32 Work with the Board of Directors to establish a budget for coach's training and education.

33 Work with the Treasurer for payments to the coaches.

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35 ➤ **Treasurer:**

36 Document budget for each business year.

37 Verify documentation and issue reimbursement checks accordingly.