

Nanaimo Diamonds Training and Travel Reimbursement Policy

November 1, 2022

1.0 Purpose: To provide clarity as to the types of training/certifications eligible for reimbursement through the Nanaimo Diamonds Club; and clarity on reimbursement for travel related club activities and/or training.

The Nanaimo Diamonds understands training and coaching certifications are important to the development of professional coaches.

2.0 Definitions: The following terms have these meanings in this Policy:

- *Training (required):* required by Canadian Artistic Swimming e.g. making headway, and respect in sport, making ethical decisions in order to be on deck;
- *Certifications (required):* coaching certifications e.g. AquaGo, Competitive Introduction, Competitive Development;
- *Other Certifications and Professional Development (ongoing):* examples include NCCP Community Sport, NCCP Nutrition, and additional training like CPR, First Aid;
- *Other:* vulnerable sector check (required).

3.0 Policy: For coaching certifications and training **required** by Canadian Artistic Swimming (e.g. making headway, and respect in sport, making ethical decisions, AquaGo, Competitive Introduction, Competitive Development: coaches will be reimbursed as follows:

- 25% of the course costs upon registration (pre-approval is required). Receipts for initial payment must be submitted within two weeks of course completion.
- 25% of the course costs at the end of season (proof of successful completion is required) and coaches must request final payment by May 15 annually.
- BEFORE REGISTERING: approval from the Head Coach is required. The Head Coach will make a recommendation to the Board for approval of expenses.

Professional Development Funds

The Board will allocate a predetermined amount annually to professional development for coaches, subject to budget approval. Coaches must be employed with the Nanaimo Diamonds Club for a minimum of one full artistic swimming season to cover courses of interest. Pre-approval is required.

Coach Travel to competitions

The Nanaimo Diamonds require one coach per team to travel with their athletes to competitions. Coaches will be reimbursed as follows:

- Regular wage for a half day (4 hours) or full day (8 hours)
- Per diems are applicable at \$15 for Breakfast / \$20 for Lunch / \$25 for Dinner. Where breakfast is provided at the hotel, the breakfast per diem will not be payable.
- Double occupancy hotel accommodation (two coaches per room of the same gender) at the team hotel will be pre-paid by a Board Member.
- Costs of travel to a meet (e.g. ferry). Carpooling or walking on is expected to keep costs low.
- Where there is more than one coach per team, the Head Coach will have the final say as to which coach(es) travel to the competition.