



Folsom Lake Soccer League
Coach Education Reimbursement Policy

Reimbursement schedule and exception decision makers

1. Be a Folsom Lake Soccer League coach in good standing.
2. For any course, the reimbursement schedule is 100% upon completion.
3. The League's Director of Coaching and League's Vice President #1 are the final decision makers for any policy exceptions.

Course approval and reimbursement details

1. The coach must submit in writing the education course for review by the FLSL Director of Coaching, Recreational/Technical Director, or Club Manager for appropriateness and budget approval.
2. If approved, the coach signs-up.
3. The coach pays 100% for the course and saves the invoice showing the coach's name, the course, date, and amount paid.
4. The coach attends and completes the course.
5. The coach obtains course certificate or diploma with his/her name matching the invoice.
6. The coach submits for reimbursement using email or postal mail.
 - a. Email a copy of the invoice and course certificate or diploma To folsomsocceradmin@gmail.com and Cc the individual who reviewed and approved the education course.
 - b. Print a copy of the invoice and course certificate or diploma and postal mail to Coach Education Reimbursement, Folsom Lake Soccer League, PO Box 821, Folsom, CA 95763-0821.
7. The coach should allow 45 days for reimbursement processing by the League's Business Operations Manager.

The League's coach education reimbursement policy is based on a set of maximum conditions. Each Club has the ability to adopt a stricter coach education reimbursement policy, if desired.