

**Guidance Note**

**Course Booking and Reimbursement**

The following details the procedure for Coaches and Volunteers in terms of booking courses and, if they wish, seeking reimbursement for the cost of the course.

**Booking the Course.**

It is incumbent on the individual to identify the appropriate course, having consulted the Club Coaching Coordinator, Club Safeguarding Officer or Club First Aid Coordinator, as appropriate.

*The following procedure has been approved by the Club Chairman and Financial director.*

**Reimbursement.**

**Individual’s Action**

The course attendee should contact the Club Coaching Coordinator, irrespective of the courses attended, by email.

Attached to the email should be a copy of the receipt, reference the course fee, plus a copy of the qualification certificate.

Identified in the email should be the individual’s bank details.

Individuals are requested to apply for reimbursement within 21 days of attending the course in order to prevent the delay in processing every ones claim

**Club Coaching Coordinator’s (CCC) Action**

The CCC will collate all the applications for reimbursement for a given course, verify them and submit them on-block to the Financial Director.

NB The CCC will delete all data reference an individual’s bank account once the FD (see below) has acknowledged the application/s is/are received.

**Financial Director’s (FD) Action**

The FD will confirm receipt of the CCC’s email.

The FD will process the requests and arrange payment direct into the individual’s bank account from the Club’s funds.

The FD will then apply to Dorset and Wits RFU for any available grants towards the cost of the course (NB this applies to RFU courses only).