

Coaches Educational Support

1. Purpose and Objective

The purpose of this policy is to establish formal operational guidelines for the Potomac Valley Swimming (PVS) Coaches Continuing Education Reimbursement Program. PVS aims to provide direct financial assistance to member coaches seeking to enhance their professional capabilities, coaching skills, and overall knowledge base to better serve the Local Swimming Committee (LSC).

2. Eligibility Criteria

To participate in and receive funds from the Continuing Education Reimbursement Program, coaches must meet the following eligibility conditions:

- Must be a current member coach within Potomac Valley Swimming (PVS) in good standing.
- Must submit qualifying educational expenses with valid receipt documentation via the designated official submission portal prior to established program deadlines. For any camps, courses, or clinics attended, documentation of attendance is required afterwards.

3. Funding and Award Structure

The program is budgeted and structured according to two operational phases:

Phase / Stage	Available Credits	Reimbursement Cap Per Coach	Key Deadlines	Allocation Method
Phase 1: Initial Allocation	50 individual reimbursement credits (\$100 each)	Up to \$100.00 maximum per coach	Sept 1st- Phase 1 opens May 1st- Phase 1 closes	First-come, first-serve. Locked in upon initial submission; multi-claim updating permitted.

4. Approved Educational Services and Expenses

Reimbursement credits are intended for educational goods, courses, and services that directly assist a coach in developing professional knowledge and effectiveness. Approved expenses include, but are not limited to:

- American Swimming Coaches Association (ASCA) course and certifications
- USA Swimming Premium courses and continuing education modules
- Mental health training courses and certifications tailored for athletic performance/coaching
- Dryland training courses, workshops, and certifications
- Educational media and physical resources (e.g., instructional DVDs, coaching books, digital educational material)
- This may not be used for travel to any courses/clinics/camps

Note: If a coach has any question regarding whether a specific resource or course qualifies for reimbursement, they must contact the PVS Senior Vice Chair for pre-approval prior to submission.

5. Reimbursement Claim Process and Rules

5.1 Multi-Claim Accumulation and Lock-In Rules

- The program will open for Coaches to initiate their claim by submitting their initial request via the official PVS Google Form portal: [Continuing Education Reimbursement Form](#).
- Once an initial claim is submitted, the coach's slot for the full \$100.00 credit is locked in until **May 1st**.
- Coaches may submit multiple smaller claims or update/edit their Google Form entry incrementally until the May 1st deadline to reach their \$100.00 maximum credit.
- Expenses exceeding \$100.00 on receipts may be submitted, but the maximum reimbursement payout per coach per phase remains capped at \$100.00.

5.2 Documentation Requirements

For every claim submitted, the following items must be provided via the Google Form submission portal:

1. Valid, itemized receipt showing the educational service/item purchased, date of transaction, and total amount paid. For any camps, courses, and clinics attended, proof of attendance or completion is required. This can be a screenshot/picture showing proof of attendance. If it is a physical item, you must show proof of delivery.
2. Required payment delivery details and reimbursement instructions (as requested on the portal).

6. Phase 2 (Unused Funds Reallocation) Procedure

- On **May 1st**, all unclaimed funds or unused portions of individual Phase 1 credits will be pooled into a Phase 2 secondary fund.
- Phase 2 credits will be made available to all LSC coaches in good standing, including coaches who successfully claimed a full Phase 1 credit and wish to submit additional educational expenses.
- Phase 2 submissions operate strictly on a **first-come, first-served basis**.
- All Phase 2 reimbursement requests, receipt updates, and form submissions must be fully completed and finalized no later than **July 31st**.