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PO Box 2943 Palmerston NT 0830

POLICY NO: 6

Payment Courses/Training

Date: September 2023

REIMBURSEMENT POLICY FOR TRAINING COURSES ATTENDED BY MEMBERS

Effective Date: 13 September 2023

Introduction:

The Palmerston Power Basketball Club (PPBC) is committed to the continuous development of its members across various aspects of the game, including coaching, player welfare, scoring, and committee responsibilities. To support this commitment, the PPBC offers a reimbursement policy for its members who attend training courses deemed beneficial to their roles within the club.

Reimbursement Eligibility:

Any active member of the PPBC may apply for reimbursement of 50% of the fees associated with a training course they attend, provided the following criteria are met:

- 1. Relevance to PPBC:** The course/training must directly benefit the PPBC and its members in developing players, coaches, or committee functions. Eligible courses include but are not limited to:
 - Level 1, 2, 3, etc. Coaching Courses
 - Score Bench Training (e.g., official training for statisticians, League bench officials)
 - Governance Training for Committee Members
 - Grant Writing Courses for Committee Members
 - MYOB (Financial) Training for the Treasurer
 - Member Protection Training
- 2. Course Completion:** The course/training must be completed in full and passed successfully.
- 3. Application for Reimbursement:** A written application seeking reimbursement of 50% of the course fees must be submitted to the PPBC Committee before attending the course.
- 4. Membership Duration:** Applicants must have been a member of the PPBC for at least 12 months and commit to remaining a member of the club for an additional 12 months, allowing the PPBC to benefit from the knowledge gained.



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5. **Certificate Submission:** A copy of the completed (passed) course certificate must be forwarded to the PPBC before any reimbursement will be processed.

Application Process:

1. Members who wish to apply for reimbursement must complete the designated reimbursement application form provided by the PPBC Committee.
2. The completed application form, along with any required supporting documents (including proof of course completion), must be submitted to the PPBC Committee for review and approval before attending the course.

Reimbursement Process:

1. Upon approval of the reimbursement request, the PPBC will reimburse the member for 50% of the course fees within 8-10 days after receiving the necessary documentation.
2. Reimbursement will be made by direct deposit bank transfer.

Policy Review:

This policy will be reviewed annually to ensure its effectiveness and relevance to the PPBC's objectives.

Conclusion:

The PPBC encourages its members to seek training and development opportunities that enhance their skills and knowledge. This reimbursement policy is designed to support members in their pursuit of continuous improvement while contributing to the growth and success of the club.

This policy is effective from Wednesday, 13 September 2023, and supersedes all previous policies related to course reimbursement.

For any inquiries or clarification regarding this policy, please contact the PPBC Committee.