



TITLE	Coaching Clinic Reimbursement
TYPE	Directive
ENTRY IN FORCE	January 1, 2025
DATE OF LAST REVIEW	November ,12 2024
FREQUENCY OF REVIEW	Biennial
TARGET COMPONENT	Pickleball NB
RESPONSIBLE SECTOR	Pickleball NB-Coaching
DISTRIBUTION	<ul style="list-style-type: none">- Executive & Directors- Affiliated Clubs- Coach- Members
ADOPTED ON	November 12, 2025

1. SUMMARY

Pickleball NB wants to encourage player development and member growth in affiliated clubs by organizing training clinics for coaches and helping participants to cover the costs of training.

The purpose of this directive is to dictate the criteria and training courses eligibility for reimbursement.

2. ELEMENTS OF THE DIRECTIVE

2.1 Amounts reimburse

Pickleball NB agrees to cover 1/3 of the registration fee for a member that completes successfully the training for a coaching clinic. Gym rental or court fees can also be reimbursed upon request.

The member must meet the criteria of sections 2.2, 2.3 and/or 2.4 of this directive and send all necessary documents by e-mail to the Director of coaching before the deadline as per detailed in this directive.

2.2 Level 1 Coaching clinic

A member who wishes to be reimbursed for the cost of his or her level 1 training must send proof of certification, proof of payment for the training and a letter of recommendation from his or her affiliated club indicating that the individual will use his or her training to contribute to the growth of the club's members or to conduct introductory pickleball clinics for new members.

Documents must be sent to Pickleball NB's Director of Coaching. If the Director is satisfied with the documentation, he or she will forward the request for reimbursement to the Pickleball NB Treasurer, who will reimburse 1/3 of the training fees. Gym rental or court fees can also be reimbursed upon request. Invoice and proof of payment needs to be submitted for reimbursement.

2.3 Level 2 Coaching clinic

A member who wishes to be reimbursed for the cost of his or her level 2 training must send proof of certification, proof of payment for the training and a letter of recommendation from his or her affiliated club indicating that the individual will use his or her training to contribute to the growth of the club's members.

If the Director of Coaching is satisfied with the documentation, the individual will receive a refund of 1/3 of the training registration fee, which will be forwarded by the Pickleball NB Treasurer.

Gym rental or court fees can also be reimbursed upon request. Invoice and proof of payment needs to be submitted for reimbursement.

2.4 All other coaching clinic level

If members are interested in attending clinics above Level 2, they can make their request to the Director of Coaching, who will see to it that the clinic is organized if there is enough interest.

However, Pickleball NB will not reimburse registration fees for clinics above Level 2. Fees must be paid by the individual or the affiliated club.

2.5 Other Training-Related Fees

All other expenses for members (e.g., mileage, accommodation and/or meals) are not eligible for reimbursement by Pickleball NB. These expenses may be claimed from the affiliated club, which may reimburse them at its discretion. Pickleball NB will only reimburse 1/3 of training registration fees until the maximum annual budget is reached.

2.6 Annual Coaching Budget

Fees will be reimbursed until the maximum annual budget is reached. Claims will be reimbursed for the current year's clinics if submitted by December 15 of each year.

Claims received after December 15 may not be reimbursed, as budgets are set from January 1 to December 31.

Requests will be processed on a first-come, first-served basis until the annual maximum has been reached.

6. UPDATE OF THE POLICY/DIRECTIVE

This directive will be reviewed every two (2) years or based on operational need.

7. ENTRY IN FORCE

This directive will enter into force on January 1, 2025.