



DERBY ATHLETIC CLUB

Founded in 2002 from Derby & County AC (1887) and Derby Ladies AC (1949)

Volunteer Education Course Reimbursement Claim Form

This form has been designed to assist volunteers to claim full reimbursement from Derby Athletic club for specific course fees. The requirements for reimbursement for each course are listed below.

Course Title	Requirements for Reimbursement	Tick as Applicable
Leading Athletics	Proof of payment, supporting at least 4 coaching/activity sessions and evidence of course completion	
Coach Assistant	Proof of payment, 6 weeks assisting an experienced coach and evidence of course completion	
Athletics Coach	Proof of payment, 6 months leading groups in supervised sessions as a Coach Assistant and evidence of course completion	
Official L1 and L2	Completion of the free Health and Safety online course and logging of four required practices (required to achieve level 1)	
UKA Safeguarding (Child Protection)	Receipt of payment, Completion of the course	

To be complete by supervising coach/club official: (if applicable)

I certify that _____ (claimant's name) has completed the necessary experiences to claim reimbursement for the course indicated above.

Name:

Signature:

Date

To be completed by the claimant:

I have attached the necessary evidence and ask to be reimbursed for the sum of £

Name:

Signature:

Date

Payment is by BACs transfer. Please supply

Sort code:

Account number:

Please hand/send your form to the Club's Coaching or Officials Officer.

Official Use only

Signed and approved by

(Relevant Committee Officer)

Payment made by:

Date: