



## Coach Training Funding and Reimbursement Policy Contract Coaches

Employer: The First Tee of Fort Worth  
Position: Contract Coaches  
Reports To: Executive Director

The First Tee has a Coach Training program to educate and train coaches about The First Tee Coach Philosophy and how to deliver The First Tee Life Skills Curriculum. To be Lead Coaches and conduct The First Tee Life Skills curriculum, The First Tee requires all coaches to be trained to a certain Coach Training level (Level I Coach, Level II Coach, or The First Tee Coach), depending on the Life Skills classes they teach (PLAYer, Par, Birdie, Eagle, or ACE).

The First Tee of Fort Worth will reimburse Contract Coaches to attend The First Tee Level I, II, and III coach trainings in the following manner as approved by the Executive Director.

1. The First Tee of Fort Worth will pay the coach training fees to attend in-person Level I, II or III coach trainings.
2. The First Tee of Fort Worth will reimburse Contract Coaches for training expenses **not to exceed \$700** for each The First Tee Coach Training Level attended as approved by the Executive Director.

Travel expenses:

- Airline tickets
- Mileage (if personal vehicle was used)
- Hotel
- Meals (not provided by the coach training event)

**NOTE: Contract Coaches will not receive reimbursement for travel expenses until they have completed all post Level training requirements and their training documents have been approved by The First Tee Coach Training staff.**

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