

BCRSGF
Coaching Course Policies

June 2014

Course Participation

- CAC and GCG require 100% attendance. Any coach missing a portion of a course will not be granted credit for the course. If the coach misses a portion of a course, she/he must re-take the course, in full, and pay for the second course.
- CAC and GCG require 100% participation. The course facilitator will alert the coach if she/he is not meeting the learning objectives of the course.
- GCG requires that the Foundations Intro (Part 1) course is completed prior to taking Foundations Theory (Part 2) or Foundations RG/AG/Tramp, etc (Part 3).

Course Payments and Registrations

- All course registration forms must be returned to BCRSGF on or before the deadlines, or the coach will lose her/his spot in the course.
- All course payments must be returned to BCRSGF on or before the deadlines, or the coach will lose her/his spot in the course.
- Notification of withdrawal from the course must be received by GBC no later than five full business days prior to the start of the course. For example a course starting on Saturday, the withdrawal deadline is during the business day on Friday of the preceding week. All refunds are subject to a \$10 administrative fee.
- Coaches who notify BCRSGF less than five business days before the start of the course, but more than 24 hours prior to the course start time will not be refunded their course registration fee, but will have that amount credited with BCRSGF for future courses.
- Coaches who do not attend the course without prior notification are subject to full payment of registration fee. No-shows will not be refunded their registration fees, or credited for future courses.
- A full refund will be given if the course is cancelled by BCRSGF.

Any special cases, requesting exceptions to these policies, must contact BCRSGF five days prior to the course beginning. **Facilitators at courses will not be permitted to make exceptions to these policies during courses.** We ask that coaches understand, and respect, the CAC and GCG requirements, as we will likely not be able to grant requests that interfere with their policies.