

# Tracyton Soccer Club Tournament Reimbursement Policy

Updated January 2018

This policy defines the Tracyton Soccer Club (TSC) Tournament Reimbursement procedures.

## **Tracking Tournament Reimbursements:**

The TSC Registrar and Treasurer shall each keep a record of all tournament requests and reimbursements they have approved for each team to ensure no team exceeds the allotted tournament fee reimbursement in a registration year. This record will include the coach's name, team name and Team ID number, tournament attended and dates, date of reimbursement, and the party who received the reimbursement.

## **Tournament reimbursements shall occur when a TSC team meets the following requirements:**

1. The team participates in a Washington Youth Soccer sanctioned soccer tournament or a US Club sanctioned tournament.
2. The team participates between June 1<sup>st</sup> and May 31<sup>st</sup> of the year the tournament was attended.
3. The team is defined as having a coach and a rostered group of players.
4. The team has a unique Team ID number for a Fall or Spring season.

## **Maximum Reimbursement:**

1. One tournament reimbursement is allowed per team per year, beginning June 1<sup>st</sup> and May 31<sup>st</sup> of the year the tournament was attended.
2. The maximum amount of reimbursement for a U-10 and below team is up to 50 percent of one team tournament fee, NOT to exceed \$75.
3. The maximum amount of reimbursement for a U-11 and above team is up to 50 percent of the one-time team tournament fee, NOT to exceed \$150.

## **Proof of Play:**

To receive reimbursement for a sanctioned Washington Youth Soccer or US Club tournament, the coach and/or team manager shall:

1. Ensure his/her team tournament roster has been approved by the TSC Registrar.
2. Provide proof to the Registrar that the team did participate in said tournament.

*Proof of play may be any of the following:*

- a. Receipt or confirmation letter/email from tournament
- b. Team photo from Awards Ceremony
- c. Any documentation approved by the TSC Board that clearly provides proof of attendance in said tournament

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### **Reimbursement Process:**

For all Washington Youth Soccer Sponsored Tournaments (Recreational Cup, Founders Cup, Challenge Cup, or Championship Cup), the coach shall inform the TSC Registrar that his/her team is registered in the tournament.

1. The team will register and may either pay the required entry fee to the tournament or select the option for TSC to be charged.
2. If the team pays the required entry fee then the team must:
  - a. Complete the tournament
  - b. After tournament completion, must provide proof of play, as stated above, to the TSC Registrar
  - c. Receive from TSC a reimbursement after the Registrar contacts the TSC Treasurer with the amount, which will be the lesser of:
    - i. 50 percent of the tournament fee or
    - ii. Maximum amount of \$150
3. If TSC is charged for the team's registration into the tournament, the Club must then receive from the participating team the greater amount of:
  - a. 50 percent of the tournament fee or
  - b. The total tournament fee less \$150
4. Upon receipt of payment from the team, the Registrar will approve the team's participation in the tournament.

### ***Any other Washington Youth Soccer or US Club sanctioned tournaments:***

1. The team will enter and pay all entry fees and shall inform the Club Registrar of its intent to receive reimbursement for Tournament.
2. After completion of the tournament, the team will provide proof that team played in said tournament as stated above to the Registrar.
3. The Registrar will then forward to the Treasurer the amount to reimburse the participating team for the lesser of the two amounts as stated above.