



SCSC Tournament Reimbursement Policy:

Spring 2019 Season:

- 1) All registered teams are eligible for the reimbursement of the entry fee associated with 1 tournament (up to \$400 per team), 1 Lakefront Classic Showcase entry or 1 State Cup entry.
- 2) Any team registered for State Cup will have their tournament reimbursement applied to that tournament without exception. Any team registered for State Cup will have their fee paid by SCSC, in addition to any field leasing and referee fees associated with the State Cup tournament/games.
- 3) Any team registered in the Lakefront Classic Showcase, June 14-16, 2019 will have their tournament reimbursement fee applied to that tournament. All teams attending the Lakefront Classic Showcase should follow the procedure below when registering for this tournament unless the team meets one of the exceptions listed in section 3f.
 - a. Team Manager/Coach: Register your team and select pay by check. DO NOT SEND CHECK DIRECTLY TO THE TOURNAMENT DIRECTOR.
 - b. Team Manager/Coach: Submit tournament invoice to SCSC Registrar, Jillian Mastronardi, within 30 days of the tournament registration.
 - c. Registrar: Collect all invoices. Ensure all teams have submitted their invoice and provide total number of teams registered for the Lakefront Classic Showcase. Note activity on Team Dashboard. Send all invoices to SCSC Treasurer.
 - d. Registrar/Treasurer: Ensure club receives an invoice from the Tournament Director for all SCSC teams registered minus any group discount.
 - e. Treasurer: Issue payment to Lakefront Classic Showcase on behalf of SCSC.
 - f. Exceptions:
 - i. Teams who plan to play in State Cup should follow step 3a and submit their Lakefront Showcase invoice and a check for the full tournament fee to SCSC Registrar, Jillian Mastronardi, within 30 days of the tournament registration. Their allowable tournament reimbursement will be applied to State Cup fee.
- 4) Teams neither registered in State Cup or the Lakefront Classic Showcase can request a one-time tournament reimbursement request via the process below:
 - a. Team Manager/Coach: Register your team for a tournament and complete payment direct to the tournament.
 - b. Team Manager/Coach: Submit a 'Tournament Reimbursement Request Form' (page 2) along with a copy of the tournament receipt to SCSC Registrar, Jillian Mastronardi, no later than 60 days after the tournament registration.
 - c. Registrar: Collect all 'Tournament Reimbursement Request Forms' and ensure forms are completed correctly and the requestor has submitted a copy of the tournament receipt. Note activity on Team Dashboard. Send all request forms to the SCSC Treasurer.
 - d. Treasurer: Issue tournament reimbursement payment per guidelines below
 - i. If tournament fee is equal to or less than \$400, reimburse full tournament fee to requester.
 - ii. If tournament fee greater than \$400, reimburse \$400 to requester.

Tournament Reimbursement Request Form

In accordance with the expectation that the Soaring Capital Soccer Club (SCSC) will reimburse each team the fee associated with a single tournament during the Spring soccer season, the below form should be used to request a tournament reimbursement.

The amount to be reimbursed will be based on the tournament fee noted in the form below and the following guideline:

- If the tournament fee is equal to or less than \$400, a full tournament fee reimbursement will be provided.
- If the tournament fee is greater than \$400, a \$400 reimbursement will be provided.

Please read the SCSC Tournament Reimbursement Policy above before completing this application.

Requester:	Date of Request:
Team Name:	Tournament Name:
Tournament Registration Date:	Tournament Fee:
Requester Home Address Line 1:	Requester Home Address Line 2:
City:	State:
Zip Code:	Preferred Phone Number:
<i>Please attach with this form the following information:</i> <ul style="list-style-type: none">- <i>Receipt for Tournament Registration</i>	

By signing below, the requester (Coach/Manager) certifies the information above is accurate and requests a formal reimbursement:

Requester Signature:	Date
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Tournament Reimbursement payments will be made to the Requester.