

ST LEONARD ATHLETIC ASSOCIATION

Tournament Expenses: The following information will help you properly get your basketball and volleyball tournaments paid for in a reasonable amount of time.

How many Tournaments will the Athletic Association Cover?

- Volleyball:** 5th & 6th grade: St Leonard's tournament plus one other tournament
 7th grade: St Leonard's tournament plus two other tournaments
 8th grade: St Leonard's tournament, two other tournaments, and the Seton tournament
- Basketball:** 5th – 7th grade: St Leonard's tournament plus two other tournaments
 8th grade: St Leonard's tournament, two other tournaments, and the Padre tournament

If St Leonard's is not hosting a tournament for your grade level we will pay for one additional tournament.

How do I get my selected tournaments paid for in a timely manner?

Coaches should review league websites to identify tournaments which meet the coaches and team schedule.

The coach should then contact the School Tournament Coordinator hosting the tournament to:

1. Verify if there are still openings
2. Reserve a spot
3. Advise the tournament coordinator that you will be submitting:
 - a. Team registration
 - b. Team roster
 - c. Payment
4. Call the tournament coordinator sometime prior to the start of the tournament to confirm receipt of team registration, team roster, and payment. Don't assume that the coordinator received this info and then you find yourself without a spot at the tournament.

There are two methods to get tournament registration fees paid for:

1. Submit a request to the **Athletic Association Treasurer** for the tournament to be paid. This method works best if you don't want to use your money and be reimbursed and the tournament coordinator doesn't need your money ASAP.

Checks are cut on the 15th and 30th of the month, so the Treasurer needs to submit requests for payment by the 8th and 23rd of the month, sometimes earlier if the payment dates fall on a weekend.

2. Pay the fee yourself and have the Treasurer reimburse you. This method works best if the tournament coordinator needs your money ASAP.

ST LEONARD ATHLETIC ASSOCIATION

St Leonard Tournament Payment Request Form

St Leonard Team Information	
Grade	
Boys / Girls	
A or B Team or Team Color*	
Coaches Information	
Coaches Name	
Street Address	
City, State, Zip	
Phone Number	
Email address	
Tournament Information	
Host School	
Dates	
Registration Fee	
Tournament Coordinator Information	
Name	
Street Address	
City, State, Zip	
Phone Number	
Email address	

*only needed if more than one team per grade level

The St Leonard Athletic Association Treasurer should:

___ Send Check to tournament coordinator

___ Reimburse Coach

Coaches Signature* _____

*If submitting via email no need to sign here

WHEN IN DOUBT ASK:

Rick Vogt, SLAA Treasurer
 S81W17490 Joel Drive
 Muskego, WI 53150
 414-852-4771
rvogt68@yahoo.com

Office Use Only		
	Number	Date
PO Number		
Check #		