

ST LEONARD ATHLETIC ASSOCIATION

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

How Many Tournaments will the Athletic Association Cover?

Volleyball = 5th & 6th Grade = One besides the tournaments held at St. Leonard.

7th and 8th Grade = Two besides the tournaments held at St. Leonard. 8th grade can also participate in Seton.

Basketball = 5th & 6th Grade = Two besides the tournaments held at St. Leonard.

7th & 8th Grade = Two besides the tournaments held at St. Leonard. 8th grade A teams can also participate in the Padre tournament. **Team must pay for the 4th tournament.**

We will cover for another tournament if ST LEONARD is NOT hosting a tournament in your grade/division.

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

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

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

1. Check if there are still openings in the tournament
2. Reserve a spot
3. Advise the tournament coordinator that you will be submitting the paperwork
 - a. Team Registration
 - b. Team Roster
 - c. St Leonard Athletic Association will be mailing a check on the 15th or 1st or that you will be submitting a personal check with the registration.
4. Call the tournament director sometime after the mailing to make sure they received our registration, roster and payment. Don't assume and then find out you are out of the tournament because they never received our check

There are two ways to have your tournaments paid:

1. **PERFERRED METHOD** Submit a request to the **Athletic Association Treasurer** for the tournament to be paid. This method works well when you don't want to use your own money and the tournament director doesn't need your check ASAP.

Checks are cut on the 15th and the end of the month so if you want to be reimbursed quickly remember those magical dates. POs must be submitted by the 8th and 23rd of the month at the latest, sometimes earlier if the 15/EOM is on a Sat-Mon.

2. Write a check and pay for it yourself. This method works well when the tournament director needs the check ASAP.

In all cases I need a tournament reimbursement form completed

Golden Rule: Ask questions if you don't know what to do!!!!

Michael Smalley, SLAA Treasurer
S78 W16919 Bridgeport Circle
Muskego, WI 53150
mjsmalley23@gmail.com

St Leonard Athletic Association
ST LEONARD TOURNAMENT PAYMENT REQUEST

| ST LEONARD TEAM INFORMATION | | | | | |
|--|-------|--|--------|--------------|--|
| TEAM | GRADE | | GENDER | COLOR or A/B | |
| COACHES NAME | | | | | |
| ADDRESS | | | | | |
| CITY, STATE ZIP | | | | | |
| PHONE #: | | | | | |
| EMAIL: | | | | | |
| TOURNAMENT INFORMATION | | | | | |
| LOCATION <small>(WHICH SCHOOL)</small> | | | | | |
| DATES | | | | | |
| REGISTRATION FEE | | | | | |
| <small>(FLYER)</small> WEBSITE | | | | | |
| TOURNAMENT COORDINATOR/CONTACT | | | | | |
| NAME | | | | | |
| ADDRESS | | | | | |
| CITY, ST, ZIP | | | | | |
| PHONE | | | | | |
| EMAIL | | | | | |

The St Leonard Athletic Association Treasurer should:

- Mail a check directly to the coordinator of the tournament list above
- Reimburse the coach who has paid the tournament fee for the tournament listed

I have entered my team in the tournament listed above. I agree to notify the SLAA treasurer if we drop out of or the tournament is cancelled. I will advise the tournament coordinator to send any refunds directly back to St Leonard.

09/11/17

 COACH'S SIGNATURE

Please email this form to:

Mjsmalley23@gmail.com

Mail hard copy with signature to:

Michael Smalley, SLAA Treasurer
 S78 W16919 Bridgeport Circle
 Muskego, WI 53150

| OFFICE USE ONLY | | |
|------------------------|---------------|-------------|
| | NUMBER | DATE |
| PO NUMBER | | |
| CHECK# | | |

Or drop off at St Leonard School.

If you can send an electronic copy with your signature there is no need to mail hard copy.