



# Team Fees & Reimbursement Policy

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Effective September 1, 2018

## What

Teams within Salvo Soccer Club will participate in events that are above and beyond the club fee which will require families to pay a team fee. This is in addition to the club/registration fees.

Team budgets will be set based on the expectations for each specific team as determined in cooperation by the Director overseeing the team, the Team Coach and at times, family input. Team budgets will be divided equally amongst all players on the roster. The Executive Director will work with the Team Coach and Manager to establish a budget. Team budgets will include but not be limited to tournament registration fees, winter league fees, coach travel expenses, field rental that is not included in the registration fees, etc.

All team fees will be managed and processed by the club.

All correspondence should be sent to [teamexpenses@salvosoccer.org](mailto:teamexpenses@salvosoccer.org).

## Process

Team Manager submits team budgets to the Executive Director by September 15th each year.

After review of the team budget by the Executive Director, Team Manager is responsible to communicate team budget to all players/families.

Executive Director will enter payment arrangements within Demosphere for parents to setup their team fees, including the selection of payment options when available and based on the total of the team fees per player. All team fees must be paid in full no later than March 15<sup>th</sup> of each spring or the player will not be permitted to participate in games or practices until the account is current.

All payments should be made electronically via Demosphere or dropped off or mailed by each family to the Salvo Office, Attn: Lisa Wolf 3348 Sherman Court Suite 001, Eagan, MN 55121. Payments can be made at the Salvo Office Monday-Thursday, 10am to 2pm.

Team Manager will submit expenses with receipts through email to Executive Director for reimbursement.

At end of the season, Team Manager and Executive Director will approve actual team expenses and credit/collect as needed.



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## Tournament registrations

All 2010-2000 Tier 2 and Tier 3 teams are required to play in our Fall home tournament and one of our Spring/Summer events. (Team managers will have to register for these tournaments but do not pay):

- Salvo Fall Classic – October 12-14, 2018 (2004-2010 teams only)
- Salvo Spring Classic – May 2019 – exact dates TBD (2000-2010 teams)
- Salvo Summer Classic – June 2019 – exact dates TBD (2007-2010 teams)

Tier 1 events and additional Spring/Summer events are at the team's discretion in conjunction with Director input.

Additional tournaments can be found at [www.gotsoccer.com](http://www.gotsoccer.com) or at <http://www.thetournamentcenter.com/FindaTournament.aspx>.

## Paying for Tournaments

### HOW TO REGISTER FOR A SALVO SOCCER CLUB TOURNAMENT

Each team will need to register online, before the deadline. The club handles payment of these events through the team fees. The cost of the Salvo events should be included in the team budget. How to register:

- When registering, fill in all information
- When you get to payment, select “Apply discount” and enter case-sensitive code.
- Finish the registration process

### HOW TO REGISTER FOR A NON-SALVO TOURNAMENT

You have two online options and two paper options when you register and pay for a tournament

If Salvo has paid for a tournament or reimbursed an individual who paid for a tournament and participation is subsequently denied to the team or the event is cancelled, all return payments from the tournament should be submitted to Salvo.



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## ONLINE

Payment Type	Process	Comments
<b>Salvo Check (preferred method)</b>	Register online at tournament site. Print copy of registration and check request form, send to Salvo Executive Director who will process payment	Payment must be received to insure your acceptance this process can require additional time. Please allow for processing time
<b>Credit Card</b>	Register online at tournament site using personal credit card for payment. Print copy of receipt and check request form, send to Salvo Executive Director to process payment	Quickest way to insure confirmed tournament registration. Reimbursement check will be mailed to address of requester

## SALVO INFORMATION

Attention Lisa Wolf, 3348 Sherman Court, Suite 001, Eagan MN 55121 - [teamexpenses@salvosoccer.org](mailto:teamexpenses@salvosoccer.org)

Reimbursement requests will only be processed with proper documentation. If your check is to be mailed directly to a tournament: Be sure to allow adequate time for processing and mailing tournament registration payment.

Items to be aware of:

1. Checks will be processed once a week on Fridays
2. Appropriate documentation and information must be included with all requests
3. Failure to provide the proper items will result in the disbursement being delayed until the following Friday

Documentation above required for tournament payment or reimbursement, please make sure the following items are covered in the documentation:

- Tournament Name(s) and Date(s)
- Name and address of person requesting payment
- Coach name(s)
- Team name

## LEAGUE PLAY OFFS, DISTRICTS, AND STATE TOURNAMENT

TCSL and MYSA sponsor League Playoffs, District Tournament, and State Tournament for 2007+ to conclude the fall season. Teams must opt-in to play in post season tournaments. If a team representative does not complete the



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appropriate opt-in registration, their team will not be able to participate in the post-season tournament.

Post-season tournament registration and referee fees are not included in the player registration fees and should be included in the teams budget for planning purposes for all none Premier I and II 2008+ teams.

Registration and payment process for post-season tournaments is as follows:

League Playoff Referee – MYSA does not currently pay referees for League Playoff games. Each team is required to bring cash to the game to cover 1 of the 2 assistant referees' game stipend and ½ of the center referee's stipend. At the conclusion of the playoffs, submit a reimbursement request to the Executive Director and specify the number of games that your team played and the reimbursement amount requested.

League Playoff Registration – See tournament registration payment process above. Note that reimbursement for the MYSA State Tournament will not occur until the team has officially advanced to that phase of the post-season play.