



SMMA Athletic Association Preseason/Post Season Tournament Reimbursement Guidelines

- SMMA teams are eligible for **ONE** tournament reimbursement per season up to a maximum total of \$175.
 - Basketball season crosses years. You are only eligible to seek reimbursement 1 time per season regardless if a new year starts
- Tournament fees less than \$175 do not entitle teams to applying the difference to a second tournament
 - Example 1: tournament costs \$150, SMMA Athletic Associations reimbursed \$150. You cannot submit for the \$25 difference on a second tournament.
 - Example 2: coach manages 2 SMMA teams one teams tournament cost \$150 and the others \$200. The coach cannot combine these fees and apply the \$25 from the first tournament to the \$175 reimbursement for the second tournament to seek FULL tournament reimbursement.
- Any team participating in any SMMA tournament (Example: SMMA Soccer Shootout) are not eligible for reimbursement in another tournament.
- Coaches cannot seek reimbursement for a tournament where they are not utilizing the players listed on their official SMMA CYC roster. In the case where a team cannot field enough players off their team roster they can utilize players from another SMMA team but they need to submit that teams roster showing proof the player is an actual SMMA player.
 - Coach must invite whole roster, cannot exclude any rostered player, before seeking additional SMMA players for a tournament
 - Only SMMA registered players on an SMMA rostered team are allowed to be utilized by a coach who needs players to compete in a tournament when they cannot field a team based off current roster for a tournament.
- Coaches need to pay for tournament(s) they enter up front. Then they need to fill out the Check Reimbursement Request form located on SMMA Athletic Association website. Once completed, coaches submit filled out form and proof of tournament payment (receipt, email, ect.) to the Treasurer of the Athletic Association for reimbursement.
- The Athletic Association Board has discretion to pay tournament fees directly in certain situations (Example: multiple teams entering a specific CYC tournament). However, the Athletic Association policy directs coaches pay up front and seek reimbursement through process listed above.

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- Any cancellation of tournament (example weather related) where a SMMA team receives a refund (partial or full), and already received a refund by SMMA Athletic Association for the tournament fees needs to return that refund to SMMA promptly
- Failure to abide by these guidelines will result in return of tournament fees already reimbursed to a coach, lose of future tournament reimbursements for the coach/team and meeting with board to review head coaches standing within the Athletic Association.