



## Sponsorship Policy & Procedures

Sponsorships are a great way to offset some of the costs of playing travel hockey. Sponsorship funds can be used for tournament registration fees, tournament hotel costs, and other travel related costs including team meals.

100% of the money collected goes back to the team that collected it. The specific level of recognition for the sponsor is detailed on the Sponsorship Page at [SRIYHA.com](http://SRIYHA.com). Other ways of generating sponsorship funds may be acceptable; however, should first be cleared through the Board of Directors.

Sponsors are asked to complete the online Sponsorship Form, email their company logo to Kate Smith ([katesmith@sriyha.com](mailto:katesmith@sriyha.com)) and mail their check payable to Southern Rhode Youth Hockey Association to PO Box 5142, Wakefield, RI 02880. Alternatively, the check can be collected by the coaches and forwarded to the SRIYHA Treasurer. Checks are the preferred method of payment. If a team receives payment in cash, it must be submitted in a timely fashion to the SRIYHA Treasurer. Funds received from a sponsor should never be retained by the team and must be deposited into a SRIYHA bank account by the SRIYHA Treasurer for proper accounting.

Once funds are received from a sponsor, the SRIYHA Treasurer will maintain a report of sponsorship funds collected and sponsorship funds disbursed for each team. A copy of the report will be made available upon request.

The team head coach (or designated representative of the head coach) will request sponsorship funds from the SRIYHA Treasurer ([pauldisanto@sriyha.com](mailto:pauldisanto@sriyha.com)) by submitting copies of cancelled checks, account statements, credit card receipts and/or invoices for team expenses. The documentation should include the name of the vendor, the date, the amount, and a brief description of the expense, along with the team name. SRIYHA will only reimburse costs up to the amount of the sponsorship funds received for any team.

While it is not our intention to specifically regulate how a team's money should be used, common sense should prevail. The sponsorship fund are intended to benefit the players on the team and should only be used for team activities such as tournament registration fees, tournament hotel costs, and other travel related costs including team meals.

Any surplus sponsorship funds remaining for a particular team at the end of the season will be rolled into SRIYHA's general fund and not be carried over for the team from year-to-year.