



Policy & Procedures

Tournament Reimbursement Policy

St. Agnes CYO will pay the maximum reimbursement of **\$250** per team grades (4-8) **for tournament play during the season.**

- The maximum amount for the program shall not exceed **\$5000** per year.
- Once a team has reached the max amount of **\$250** and we as a program have reached the max amount of **\$5000** should your team decide to participate in any additional tournaments, all fees will be your/your team's responsibility.
- When the max amount for the program has not been reached and funds are available, all reimbursement requests will be on a first come first serve basis.
- All extra requests (*excluding the max per team*) will be reimbursed at the end of the season.

To Claim Reimbursement for the Tournament is as follows:

1. You pay for the tournament directly and send the tournament information to garth.f.miner@gmail.com for reimbursement. You will be reimbursed by St Agnes Parish.

Information Needed:

- a. Copy of Tournament application:
- b. Copy of the receipt or copy of the check made payable to (Tournament Host)
- c. Address, City, Zip of the payee
- d. Your Grade Level / Division (example- 8AG Coaches Last Name)

CYO rules state that each team may only participate in 4 tournaments during a season.