**TRFC** **Team Reimbursements**

**Policies and Procedures**

 **updated 2/5/2016**

**TRFC Team Reimbursements** The Executive Board member acting as Director of Financial Support will review all reimbursement requests from the club. Teams will submit proof of payment via email to the director with their request. Upon approval by the director he/she will forward a payment voucher along with proof of payment to the Treasurer for processing. Reimbursements are processed once per month the first Monday of each month. Requests received after 10:00 AM the first Monday of the month can be processed on a best efforts basis. Reimbursement checks are handed out to coaches at the monthly coaches meeting the first Wednesday of the month. All requests for reimbursements must be submitted by July 31st each soccer year (Fall/Spring). The club accounting year runs from 8/1-7/31

**League Fees** MOSA fees are paid directly to MOSA by the club. MOSA sends an invoice for all teams each fall and spring season. Any fees associated with Ocean County Rec are also paid by the club. Teams playing in JAGS, MAPS and EDP must submit their registration payment confirmation to the Director of Financial Support for reimbursement. Maximum reimbursement is $550 for Fall/Spring registration. Maximum reimbursement is determined by MAPS league fees. Should MAPS League registration increase the maximum reimbursement should increase accordingly. Director of Financial Support will approve reimbursements and prepare payment voucher to be forwarded to Treasurer for processing. All vouchers should be scanned into a pdf file and emailed to the Treasurer the first Monday of each month. Ad hoc requests may be processed at the discretion of the executive board.

**NJ Youth Soccer Pass Packet Fees** for MOSA teams are included in the bulk registration invoice MOSA sends to the club. JAGS, MAPS and EDP teams are usually charged for their NJY passes upon their initial registration each season. Coaches playing in JAGS, MAPS and EDP should submit their pass packet costs when they submit their league registration for reimbursement. TRFC DOES NOT REIMBURSE TEAMS FOR THE COST OF US CLUB PASSES.

**Referee Fees** All TRFC teams will be reimbursed for up to 10 games for the fall and spring season each year. MOSA and OC REC require the home team to pay the full ref fee each game and play a 10 game season. Thus, teams playing in MOSA or OC REC are given checks representing their ref fees for 5 home games prior to each season. JAGS, MAPS and EDP teams do not necessarily play 10 games each season. JAGS, MAPS and EDP require teams to split the ref fee each game. To receive a ref check teams playing in JAGS, MAPS and EDP are required to send a copy of their schedule and age group ref fee as published by their league to the Director of Financial Support.

**Tournament Stipend and State Cup Fees** Per the club’s Tournament/State Cup Policy (see web site) all requests for tournament stipend and state cup fee/state cup ref fee reimbursements should be forwarded to the Director of Financial Support via email. Proof of Payment should be attached. State cup policy applies to NJY sponsored state cup. US Club version of state cup (NJ CUP) is not eligible for reimbursement.

**Coaches License Reimbursement** Club policy provides reimbursement for the registration costs of the following state and/or national licenses – F, E, D. Coaches must submit a copy of their license via email to the Director of Financial Support along with the registration cost when requesting reimbursement. The club does not reimburse coaches for the cost of acquiring their C, B or A license.