



LOWER MERION SOCCER CLUB

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TRAVEL TEAM REIMBURSEMENTS

To: LMSC Travel Team Head Coaches
From: Biff Sturla, President, LMSC
Date: January 5, 2010

This letter will clarify what does and what does not get reimbursed by the club for the 2009 / 2010 season. This letter supersedes all previous policies regarding reimbursement for individual travel teams and / or coaches. Please be sure to read this over carefully so that you will know what items you may submit for reimbursement.

What DOES get reimbursed:

- EPYSA Indoor and EPYSA Outdoor State Cups (application fee and referee fees) **upon completion** of cups
- Registration fee for USSF and NSCAA Coaching Courses, provided the coach passes the course
- Registration fee for USSF, NSCAA, EPYSA coaching clinics or conventions

What DOES NOT get reimbursed:

- Referee fees
- Tournaments
- Spring League registration and referee fees
- Indoor soccer (except EPYSA Indoor State Cups)
- Leagues United Cups
- Patches for tournaments
- Corner flags
- Cones or markers for practices
- Pinnies, alternate color tee shirts or secondary jerseys
- Goalie jerseys or any field equipment
- Fines for not reporting scores, not mailing in referee evaluations, coaches red cards, etc.
- Stamps
- Photocopies

Reimbursements for state cups will not be paid until the completion of the competition and only if the team participates without incurring any fines and without putting the club in bad standing. All fines will have to be paid before any reimbursements will be made. Please do not submit a reimbursement request for state cup play until the team has **fully completed** the competition.

All travel teams will need to open their own team bank account to handle the cost of items that are not reimbursable and to deposit funds from the player's collected to cover these items.

After filling out the reimbursement form, please mail it to: LMSC, Box 360, Bryn Mawr, PA 19010.

Reimbursement requests must be submitted no later than December 31st for the year of the activity.

Reimbursement requests will not be honored for any expenses incurred in a previous calendar year. Teams may submit reimbursement requests at any time during the year for any expenses incurred to date for that particular calendar year.

The LMSC reimbursement forms can be found on the LMSC web page in the Travel Team / Assorted Travel Team Forms page.

LMSC TRAVEL TEAM REIMBURSEMENT FORM

To be reimbursed for approved expenses, this form must be filled out and mailed to:
Lower Merion Soccer Club Box 360 Bryn Mawr, PA 19010.

Reimbursement requests may be made at any time during the calendar year. Please be aware that all reimbursement requests **MUST** be **made by December 31st** each year so that the activity can be recorded in our books for the proper calendar year. Reimbursement requests will not be honored for expenses incurred in a previous calendar year.

NAME OF TRAVEL TEAM: _____ HEAD COACH: _____ DATE: _____

EPYSA STATE CUP EXPENSES

LMSC will reimburse the full cost of participating in the EPYSA Indoor State Cups and EPYSA Outdoor State Cups, including the application fee and all referee fees. This will only be paid upon completion of the State Cups. Similar to league games, any fines incurred will be deducted from the amount to be reimbursed. **Please do not submit a reimbursement request for state cups until the team has fully completed the competition.**

COACHING COURSE REGISTRATION FEE

LMSC will cover the registration fee of any USSF or NSCAA Coaching Course, provided that the coach successfully passes the course. For reimbursement, please also submit a photocopy of your diploma and a photocopy of the canceled check.

COACHING COURSE CLINIC OR CONVENTION

The registration fee for any USSF, NSCAA or EPYSA coaching clinic or convention will also be reimbursed, provided the coach actually attends the clinic or convention. For reimbursement, please also submit a receipt or photocopy of the canceled check.

ITEMIZE EACH EXPENSE

PLEASE ENTER TOTAL AMOUNT DUE:

WHO SHOULD CHECK BE PAYABLE TO?

TO WHOM AND WHERE SHOULD CHECK BE MAILED TO?