

Central Cascade Youth Football & Cheer

Standard Operating Procedures

Reimbursement

Effective 2020 Season
Date Issued: 2020 Season

SOP 014a
Revised: 5/12/22

Purpose:

To document CCYFC's requirements for Reimbursement and to provide a standard level of guidelines for spending for Board Members and Volunteers.

Responsibility:

The CCYFC Board of Directors is responsible for maintaining and enforcing this procedure

Definition:

Uniform: Home and Away Jerseys, Cheer uniform to include any article that the individual registration fee will cover per athlete to include accessory items that CCYFC is using these funds for (i.e. Socks, Shirts, padded pants etc.) items that will benefit the athlete or CCYFC.

Processing fee: Any fee that is used to process the application that incorporates the equivalent of any other fee (Labor hours, equipment use or any non refundable item or fee CCYFC will not get back in the removal of athlete)

Procedure

1. Reimbursement: (Team Staff) (If asked)

Required Certification: The Association may re-pay or reimburse for the following:

- a. Up to 10 dollars for the USA Football required certifications for all minimum required team staff as outlined in SOP 012- Team and Association Volunteers.
- b. Up to 15 dollars for all YCADA required certifications for all minimum required team staff as outlined in SOP 012- Team and Association Volunteers.
- c. All other team staff members up to 3 per team as outlined in in SOP 012- Team and Association Volunteers by request. (The understanding is that the Head Coach, Team Manager and Assistant Coach have the most responsibility and take on most of the work for their team)
- d. Each Commissioner (Football/Cheer) will also receive reimbursement as outlined above for required certification. The President and Vice president as well as other board members are not eligible for reimbursement for required certification unless acting in a role above.

2. Reimbursement: (Association members)

If a required fee is needed and approved by CCYFC but time is of the essence a team staff member or other member may pay for the approved fee and be reimbursed by CCYFC. This will apply to fees that are paid and later approved by the Board. Members understand not all things that are not pre-approved will be reimbursed. Receipts for either approved or none approved fees must be turned in to the Treasurer before reimbursement will be made. Failure to do so will result in no reimbursement at all.

- a. Funds that are more than a pre-approved amount will also fall under this paragraph.

3. Reimbursement: (Executive Board)

The Executive Board has tribal authority in matters of reimbursement. Getting full Board approval is preferred but in times of distress and knowing that sometimes things may require last minute purchases or uncalculated increases. If an item, serves, or pre-approved fee is more than approved, The Executive Board has the authority to grant the increase or deny the purchase based on amount increased. Board members acting in the role of coach to team staff will fall under Association members listed in Paragraph 2.

4. Recurring items annually needed shall be decided on at the beginning of the season. The use of Corporation funds or cards is encouraged, and reimbursement is a means to payback a Board member for those times where Corporation funds or cards are not available.

5. Reimbursement: (Registration)

Registration Reimbursement or refunds will be issued for the follow reasons:

At Parents Request:

- a. Refunds requested prior to July 1st - 95% (and cost of uniform if ordered).
- b. Refund requested between July 2nd and August 1st - 50% not including cost of uniform.
- c. No refunds will be issued after August 1st- NO EXCEPTIONS!!!

6. At the benefit of CCYFC:

- a. If a participant registers and is geographically located more than 1 hour away with the intention of participating in their local area and after team assignments dictate that the amount of participants do not justify a team in that location and the distance doesn't benefit the participant or CCYFC. Each participant in this situation will be given an opportunity to agree to play at the location closest to them that CCYFC has a team or request a refund prior to August 1st – 100% (Minus cost of uniforms and processing fees). All requests after August 1 will be deemed a parent request.

7. Mandatory Fundraiser:

- a. If a Registration Reimbursement is requested and the Participant, at the time of registration opted for the Mandatory Fundraiser By-out, they will qualify for 100% (Minus cost of any fees as listed above) for the Mandatory Fundraiser By-out up to August 1st.

Note: Donations are not considered part of registration and shall not be included in any Reimbursement.

8. Reimbursement: (Special circumstances)

CCYFC understands that there are exceptions to rule and consideration should be made on a case by case basis. Consideration of the effect it has on the community and CCYFC as a whole must be weighed out equally and approved by the Board of Directors.

REVISION LOG

REV #	DATE	AUTHOR	WHAT WAS CHANGED
0		Gerard Fillion	New/Created
1	5/10/21	Gerard Fillion	Wording change/League Change
2	5/12/23	Gerard Fillion	Annual review