

Central Vermont Youth Hockey Tournament Budget & Registration Guidelines

Tournament Budgets

- **8U Teams:** No Organization-funded tournament budget. All tournament costs will be covered by the team except for the Ike Lee.
- **10U–14U Teams:** Each team is allotted a tournament budget ranging from **\$1,000–\$4,500**, depending on age group and tier level. Your specific amount is listed at the front of your team binder and will be communicated by the Treasurer.
- **16U Teams:** The coed 16UT2 team will have a tournament budget of \$850. All other teams in this age bracket will have no Organization-funded tournament budget. All tournament costs will be covered by the team.

Recommended Tournaments

- There are no required tournaments; however, **participation in the State Tournament (Feb–Mar) is strongly encouraged (10U-14U)**. Coaches and Team Managers are expected to set aside **\$800–\$900** of their tournament budget for this event.
- Teams **not participating** in the State Tournament must notify the President **by December 15** and provide a valid reason.

Important Notes

- **Hotel costs** are the responsibility of parents and guardians of players.
- If applicable, the Organization will **only fund tournament registration fees**. Any expenses accrued for travel, lodging, or any other incidentals are not the responsibility of the Organization.
- All **tournament registrations must be processed through the Organization**. The Organization will process registration payments on the team's behalf.
- If a team tournament budget has been exhausted, parents and guardians will be responsible for covering costs, which may exceed their current budget status. These payments will be invoiced and collected by the Organization. **Coaches and**

Parent Representatives may no longer collect money directly on the Organization's behalf.

- **All** tournaments must be **USA Hockey** sanctioned. USA Hockey's sanctioning status will likely be disclosed on the tournament website. If this information cannot be easily found, you must inquire of the host.

Tournament Registration Process

1. Submit a Tournament Application

- Must be submitted **at least 30 days in advance** of the tournament date.
- Approval from the Organization is required to ensure there are no scheduling conflicts.

2. Home Ice Conflicts

- If your team has home ice scheduled during the duration of the requested tournament or during travel, **you must find another team from the Organization to cover or switch the ice time slot.**
- If your team does **not secure coverage or fails to find another team from the Organization to swap the unused ice time slot**, you are **responsible for the cost of that unused ice.**

In this case, teams have **two options**:

- **Option 1:** The cost will be **split evenly among all rostered players** and invoiced through the Organization.
- **Option 2:** The team may use **fundraising or sponsorships** to cover the cost.

3. Approval & Registration

- The **Finance Committee** will review all requests.
- The **Treasurer** will be responsible for registration. In some cases, the Coach or Team Manager may be asked to assist.
- **No registrations or payments** may be made by Coaches or Team Managers without prior approval.
- Payment may take up to a week to be processed. Please plan your application submission accordingly.

If Tournament Costs Exceed the Budget

Teams are responsible for any amount **beyond the allotted budget**. The difference can be paid using one of the following methods:

1. Team Sponsorship

- Teams may find a local business or family to sponsor a tournament.
 - [Sponsorship Approval Form](#)
- This is handled by the team; the Organization does not secure sponsors.

2. Team Fundraising

- Coordinate all fundraising ideas with the **Fundraising Coordinator**.

3. Out-of-Pocket Payment

- The cost overage will be **split equally among attending players** who are rostered at the time of the tournament registration.
- Parents/guardians will be **invoiced through Sports Engine**.
- If invoices are unpaid by the tournament date:
 - Players may not participate.
 - The remaining balance will be redistributed among the parents/guardians of the participating players.
- Please inform parents/guardians of the risks for over-budget tournaments before **registering**.

Reimbursement Policy

If the Coach or Team Manager is pre-approved to pay upfront for a tournament:

- Submit a [Reimbursement Request Form](#) (on the website under “Coaches and Volunteers→ Parent Reps”).
- Include **all receipts** and tournament information.
- **No one is authorized to reimburse Coaches or Team Managers directly.**

Questions?

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Approved by: Black Bear Board of Directors

Contact the Treasurer at:
treasurer@blackbearhockey.org