



## ***DIRECTIONS FOR WAA CHECK REQUESTS***

WAA allows volunteer coaches to select the tournaments for their teams to participate in. In order to enter and pay for a tournament, please follow the steps below.

1. Review and track team tournament budget. Tournament expenditures above team budget will not be approved or processed.
2. Select tournament, register online, select "mail in check" option and print tournament information and completed registration material.
3. Email tournament information including date, fee, # of games, etc. to the WAA program director for approval.
4. Print director approval including the complete email chain.
5. Complete a WAA check request. Copies are in your coach packet and can also be obtained from the WAA Ducks website. Please be sure to fill in the payee, and correct payee address. Also include the tournament cost; tournament date and information to be sent with check, paying special attention to additional costs such as gate fees need to be paid at the time of registration.
6. It is **IMPERATIVE** that you attach the tournament information, a completed registration sheet, a roster if required and a copy of the WAA director approval. Checks will not be processed without all necessary documentation.
7. WAA staff will process payment for all **complete** check requests. All requests received by Friday at noon will be processed and mailed by Friday of the next week.

No coach should pay for tournaments and seek reimbursement. If the occasion arises that you would need to pay for a tournament on your own and are looking to be reimbursed, you will need written permission from Nikki Baron, Rich Janor or Lisa McClellan prior to paying for the tournament, a copy needs to be submitted with the check request. Expenditures over team budget will not be reimbursed.