



## Directions for WAA Tournament 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 the 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. Complete WAA tournament check request form. Copies can be obtained from the Duck’s website, or from the Duck’s Baseball Administrator. 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, while paying special attention to additional costs such as gate fees that need to be paid at the time of registration.
4. Email check request form and all necessary tournament backup information to the Duck’s Baseball Administrator. The backup information must show the tournament cost, tournament dates, who to make the check out to (payee), and the address to send the check to.
5. IF there is no “mail in check” option, the tournament registration and payment can be completed by the coach. Afterwards, submit a check request form for reimbursement (Filling in your name and address at the top), and include the payment information (Cancelled check or credit card receipt).

Tournament check run dates for the season are sent out in the fall. These dates are typically Mondays and are the weeks that checks are cut, signed and mailed out. All check request forms need to be submitted to the Duck’s Baseball Administrator by 6pm on the check run dates to be considered.

