

Financial Procedures for Coaches for Extra Team Activities

To ensure liability coverage through HZRCP, all fees and expenses for Tournaments, Leagues or other activities, for Hereford Lacrosse Teams (Coaches and Players), not covered by the normal registration fee or by the Hereford Lacrosse program, must be paid for through the Rec Council and reimbursed back to the Program with fees collected from the teams. This procedure describes the process for adhering to the Rec Council policy.

1. If the number of extra Team activities is limited, the coach may choose to collect funds from the players as required and submit to the program Treasurer with documentation describing the activity. If multiple activities, requiring funds, are planned, a Budget is required, documenting all the expenses and calculating a cost per player and shared with the Team members. A copy of the Budget and funds collected (in advance) from the players will be forwarded to the Lacrosse program Treasurer in the form of cash or checks made payable to HZRCP. Both will be tracked, by the program Treasurer, to document incoming funds and outgoing expenses by Team. Shortages or Balances will be communicated to the Team for resolution.
2. For reimbursement of budgeted expenses, not related to tournament/league registration fees, the coach will submit receipts to the program treasurer along with information referencing expense details and link to the budget (if submitted). Request for advance payment is an option provided receipts follow in a timely manner.
3. For Tournament Registration or League Fees, information (cost, deadlines and contact information) and copy of completed Team registration form sent to the organization, must be forwarded to the program treasurer, at least 3-4 weeks in advance of any deadlines . The program treasurer will NOT coordinate submission of the registration forms, but will coordinate and request one check through the Rec Council, totaling all fees for all teams and mail directly to the organization.
4. Ref Fees are handled using the existing procedure. Ref fees may be requested in advance to be followed by completed Ref Expenditure Log OR may be reimbursed back to the team using the completed Ref Expenditure Log
5. Any Team with a remaining balance at the end of the season may donate to the program or request distribution in the form of a check to the Coach to be distributed by the coach to the team members.
6. Any Team with a negative balance will be asked to collect additional funds to cover the shortage.