



AYSO Region 114

Tournament Region Check Request Expecting a Referee Refund



Submit 3-4 weeks prior to tournament. The check issuance process requires significant lead time to verify funds, coordinate dual signatures with the Commissioner, and arrange physical pickup.

Submit to: penamc6@gmail.com, ayso114rc@gmail.com

Long Beach United EXTRA teams, cc: ayso114EXTRA@gmail.com

Other teams, cc: ayso114PostSeason@gmail.com

Request Date: _____

Tournament:			Internal Use Only: Extra / A.S / S.S
Date of Tournament:			Check # Issued:
Entry Fee:			Check Received:
Referee Fee:		Total Entry + Referee:	Cash Received:
Region Check Payable To:	<i>If paid by credit card, write cc #</i>		Ref Refund Received:
Division and Team Name:			Ref Refund Check Issued:
Coach Name & email:			Notes:
Will your team provide referees?	If yes, refund check payable to: Refund address:		

Teams typically need the following for a tournament:

- Registered volunteers.** All volunteers (coaches and referees) must have a current Volunteer application. All AYSO-required fingerprinting, background checks, safety courses, and certifications **must be current**.
- ID cards or signed photo roster for players and coaches.** Check with tournament to see what is accepted.
- Signed Roster (by Commissioner).** This may be a tournament's internal form, or AYSO Official Roster.
- Region Check (Pick up from Treasurer/Commissioner).** Before a check may be written, teams must provide payment. A check payable to **AYSO Region 114**, or Region Zelle penamc6@gmail.com (will show up as American Youth Soccer Organization). **WE CANNOT ACCEPT VENMO.**
- Referee Refund.** Tournament forms typically ask where you want Referee refund submitted. Please list:
 - **Maria Peña, AYSO 114, 173 E Home Street, Long Beach, CA 90805**
 - Upon receipt of refund by 114 Treasurer, you will be notified. Some tournaments take a month or more.
 - You are responsible for tracking your referee shifts, and contacting Tournament for status of refund.

***** Read all requirements on the Tournament Invitation.**

It is the responsibility of the Coach to make sure they have everything they need ***