

TOURNAMENT APPLICATION LOGISTICS

- Money Matters

- A single team check for the full amount (application fee and referee deposit) made out to **AYSO Region 42** should be submitted. No cash, and no multiple checks from various families are accepted.
- Any money returned to Region 42 for the tournament (canceled tournament, referee deposit refund, etc.) will be in the form of a check issued to the head coach. Refunds will not be held or repurposed by Region 42 for future tournaments.
- Checks returned by the bank for insufficient funds will require a \$25 reimbursement to Region 42; no tournament applications will be processed until that fee is paid.
- If a check from a team is returned for insufficient funds, all future Region 42 tournament application checks will not be issued until the team check clears the bank.

- Timing

- The regional treasurer will minimally write checks once per week, on Monday.
- Check request packets received by noon on Monday's will be processed at that time.
- Checks and tournament documents can typically be returned by Wednesday or Thursday, but schedules might alter that timing and could delay turnaround by as much as a week or more, so please don't rely on that typical Wednesday turnaround for tight tournament submissions.
- We understand that unexpected things happen and applications might need to be rushed, but please don't make that the normal way of applying for tournaments. If you do need to rush an application, please email the treasurer as far in advance as possible so arrangements can be made.

- Paperwork

- Please submit a check request form (attached below and available on website) and a copy of the tournament application page that indicates the costs and mailing address for the tournament.
- Incomplete documentation may be returned resulting in a delay in processing.
- Please, do not submit stamped envelopes for mailing. Packages are to be picked up by coaches for mailing.
- It's most efficient to submit application paperwork to the treasurer first. Region 42 checks require two signatures (National AYSO requirement) so the Regional Commissioner (RC) will get the documents and they can all be signed at that time. This includes the tournament application and roster.
- Referee forms need to be submitted separately to the Regional Referee Administrator (Bill Seixas, 4620 Via Grande, NP) for review and approval signature. The RRA is not part of the check-signing process, so those forms should not be included in the check request packet.
- Please indicate that referee refunds should be mailed to the Region 42 PO Box

AYSO Region 42
P.O. Box 709
Newbury Park, CA 91319

- Some refunds take up to 4 weeks to be received and then a regional check will need to be prepared, so please be patient.

- Logistics

- The Treasurer's address is 5054 Via Alamitos (in Dos Vientos).
- There is a seat/coat rack/mirror in the entryway and the drop-off box is under the seat (the wooden seat, not just the cushion) that lifts up.
- Please send an email to 42tgls@gmail.com indicating that a package was left in the box.

AYSO Region 42 Tournament Check Request Form

Use separate forms for each tournament.

Only a single check payable to **AYSO Region 42** for the total amount of both the Application Fee and Referee Deposit will be accepted.

This form needs to be completed for our records to be accurate; incomplete forms could delay processing

PLEASE PROVIDE THE FOLLOWING MATERIALS AND COMPLETE THE SECTIONS BELOW:

___ A copy for the Treasurer's records of the pages from the tournament application packet showing each of the following: the tournament name and mailing address, tournament dates, amounts for application fees and referee deposits, and the payee information for the checks.

___ OPTIONAL - Any rosters or paperwork that require the commissioner signature, if you want that signature obtained when the checks are signed.

Please do not leave any paperwork requiring a referee administrator signature. The Regional Referee Administrator needs to be contacted separately.

PLEASE PRINT LEGIBLY

AYSO Area/Region/Name & #

Area 10E Region 42 Newbury Park

Name of Tournament

Division (B/G) & Age Group

Head Coach Name

Head Coach Phone #

Head Coach Mailing Address

Head Coach email Address

Date paperwork dropped off

Deadline for check issuance

Check # and Amount of check

_____ \$ _____

Application & Ref Fee Amounts: Application Fee \$ _____ Referee Deposit \$ _____

Referee refunds will be issued to the Coach.

Please leave your packet with the Treasurer: 5054 Via Alamitos (in Dos Vientos), and send an email to 42tgls@gmail.com to confirm drop off. Region 42 check(s) will be prepared and delivered to the Regional Commissioner for signature. You will be notified when the check(s) are ready for pick-up at 5054 Via Alamitos.