



## **MSA Travel Reimbursement Policy**

*Effective Fall 2017 Season*

*Revised October 10, 2017*

MSA Boosters recently returned to its former policy of reimbursing teams for tournaments instead of distributing cash in advance.

The revised policy and process is as follows:

- I. At the beginning of each season, all teams will receive a check to cover all referee fees for home games for that season, based on a ten (10) game schedule. Referee fees differ by age group. As such, different amounts are issued to different teams.
- II. Every team will be reimbursed for up to one (1) tournament per season. Reimbursement amounts will be issued up to, but not greater than, MSA's Tournament fee schedule:
  - a. U8 – U10: \$550.00
  - b. U11 – U12: \$600.00
  - c. U13 – U16: \$650.00

Teams will not be reimbursed for tournaments prior to the completion of the reimbursable tournament.

MSA covers the costs associated with its own Marlboro Kickoff Classic Tournament as well as the Spring Manalapan Tournament.

- III. MSA teams using an MSA-approved training company other than CTR may submit a reimbursement request for \$425.00 per season.
- IV. Teams with outstanding Ad Journal balances will have their balances deducted from their reimbursement payment.
- V. Teams are responsible for all other tournament, training and other team expenses.
- VI. Teams participating in MOSA Cup or State Cup tournaments are responsible for covering referee fees associated with MOSA Cup or State Cup games.
- VII. The reimbursement form can be found on the MSA website under the "Coaches" tab. Completed forms must be submitted with proof of attendance (game card, roster) or proof of training for non-CTR teams (invoice) and emailed to [reimbursements@marlborosoccer.com](mailto:reimbursements@marlborosoccer.com).

As part of the reimbursement policy, the MSA Board would like to provide clarity on what MSA does with the income generated from the Ad Journal and annual Tournament.

- MSA Boosters subsidizes training fees for the Fall and Spring in an effort to minimize the expense for teams.
- MSA Boosters reimburses all teams for up to two (2) tournaments per year; one in the Fall and one in the Spring. In addition, MSA Boosters covers all associated costs for teams for the pre-season MSA Tournament.
- MSA is committed to help pay for the upkeep and improvement of its facilities. The new turf field project at MMS is, in part, a result of the income generated from MSA's fundraising efforts.
- MSA Boosters also provides additional funding and support to Marlboro Township for the maintenance of all soccer fields.
- As an organization, MSA requires funding for general and administrative operating expenses.

MSA reserves the right to modify this policy as it sees fit for the well-being of all MSA teams, volunteers, players and families.