



DIRECTIONS FOR WAA 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 team budget will not be approved or processed.***
2. Select tournament and print tournament information and registration material.
3. Complete a WAA check request. Copies were emailed out, and can also be obtained from the Wizard's website, "Coaches Corner" page.

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, paying special attention to additional costs such as gate fees need to be paid at the time of registration.

4. It is IMPERATIVE that you attach the tournament information, a completed registration sheet, a roster if required and a copy of the WAA director, Duncan Ward, approval. Checks will not be processed without all necessary documentation.
5. WAA staff will process payment for all **complete** check requests. Check Request Due Dates are listed on reverse page. Request submitted on or before the due date will be mailed by Friday of the following week. Request may be submitted in person / mail 2323 Liberty Street, Aurora IL 60502 Attn: Kellie / email kellie.holpuch@waasports.org / or Fax 630-978-2954.

No coach should pay for tournaments and seek reimbursement.

If the occasion arises that you would need to pay for a tournament on your own and are looking to be reimbursed, you will need written permission from Kellie Holpuch, Duncan Ward or Lisa McClellan prior to paying for the tournament, a copy of the approval and proof of payment (tournament receipt, credit card receipt or cancelled check) needs to be submitted with the check request.

Expenditures over team budget will not be reimbursed.



TOURNAMENT CHECK RUN DATES

APPROVED Check Request must be submitted
NO LATER THAN 9AM on the dates listed below for
payment by the following Friday.

2017

AUGUST 7th
AUGUST 21st
SEPTEMBER 4th
SEPTEMBER 18th
OCTOBER 2nd
OCTOBER 16th
NOVEMBER 6th
NOVEMBER 20th
DECEMBER 4th
DECEMBER 18th

2018

JANUARY 1st
JANUARY 15th
FEBRUARY 5th
FEBRUARY 19th
MARCH 5th
MARCH 19th
APRIL 2nd
APRIL 16th
MAY 7th
MAY 21st
JUNE 4th
JUNE 18th
JULY 2nd
JULY 16th