

SECYH In-Season Tournament Registration and Fee Collection Process

- 1) Once a team has identified which tournament(s) they would like to participate in (generally this occurs during the summer as tournament fill up quickly), the individual designated as the team contact for the tournament (generally this is the team manager or a central SECYH individual if several teams are participating in a tournament) should complete the application form and forward to the Tournament Director.
- 2) A copy of the completed form should be immediately sent to the SECYH Treasurer and SECYH Secretary via email. The email should also include the dates that the deposit (if applicable) and full payment is due.
- 3) The SECYH Treasurer will send the check(s) to the Tournament Director at the appropriate dates indicated in the email.
- 4) The team contact should notify team parents of the per player fee and the date payment is due.
- 5) All player fee payments must be made via check made out to SECYH. NOTE: no cash is to be accepted.
- 6) The team contact is responsible for collecting all checks and submitting all checks together at the same time to the SECYH Treasurer. All team tournament fees **MUST** be paid to SECYH in advance of the start of the tournament.
- 7) Once all checks have been received, they should be placed in a single envelope. The outside of the envelope must include the following information:
 - a. Team Name; Tournament name; tournament dates; total amount inside the envelope; and team contact name and contact information (phone and email).
- 8) The envelope with all checks is to be placed in the SECYH Mail Box at the rink.
 - a. The team contact should follow-up with an email to the SECYH Treasurer as a notification that the tournament fees have been placed in the SECYH Mail Box.