



Tournament Team Expenses, Fundraising, and Reimbursement Policy

2021

Committee:

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1.0 PLL's Tournament Team Expenses, Fundraising, and Reimbursement Committee

PLL's Tournament Team Expenses, Fundraising, and Reimbursement Committee will be comprised of PLL's President, Treasurer, and Sponsor Director.

If PLL's President, Sponsor Director, and/or Treasurer has a child on the team seeking reimbursement, then PLL's President will appoint the relevant Division Director as the replacement for that Committee member (i.e., the Major Director for the 10-11 and 11-12-year-old team; the Minor Director for the 9-10-year-old team; and the Pee Wee Director for the 9-year-old team). If another replacement is needed, PLL's President will appoint a current Board member as the second replacement. Any replacement must NOT have a child on the team(s).

Each year, this Committee will:

1. review the prior year's Tournament Team Expenses, Fundraising, and Reimbursements and recommend any changes to this policy.
2. organize a meeting that must be attended by at least one member of each Tournament Team's coaching staff, preferably the manager, so that PLL's fundraising, and reimbursement policies can be reviewed. At this meeting, each team must sign a form acknowledging these policies.
3. approve reimbursement to tournament teams for team expenses in accordance with this policy.
4. recommend to the Board how any extra funds should be allocated at the end of each Tournament season.

2.0 League Fundraising for Tournament Teams

It is the sole responsibility of the tournament team to secure a primary sponsor for their respective team. PLL's Sponsor Committee will attempt to help/assist a tournament team secure a primary sponsor (or sponsors) for each of PLL's Tournament (All Star) Teams if they are having issues securing a sponsor. The Sponsor Director may also attempt to put together a more comprehensive Sponsorship program for PLL's Tournament teams.

- The initial fundraising goal for each team is to help offset PLL's costs for items that have been provided to the team (see below).

- If a team progresses beyond the sectional tournament, additional fundraising activities should be undertaken to help offset the costs of attending the State, Regional, and LLWS tournaments.

To help pay for expenses each Tournament team can seek fundraising and sponsors in two ways:

(1) On its own

- If a team raises funds on its own, all money raised must **NOT** be payable to PLL. Sponsors must not use PLL's tax ID number (for charitable donation purposes). PLL cannot and will not advise on how to use this money, it is done at the risk of those fundraising.
- Under this option PLL will only provide the material items listed in Section 3 and the items and monetary reimbursement listed in Section 4.
- Sponsors acquired via this path should understand that there is no expectation of any recognition by PLL (Website, opening day, banner, etc)

(2) Through PLL

- If a team raises funds through PLL, the tournament team must provide a main sponsor (or sponsors) as indicated in the PLL 2021 All Star Sponsor Form. The main sponsor of record will be based on a first come/first serve basis. In the event of two main sponsors submitting at the same time, the manager and coaches will vote and name the sponsor of record.
- All money raised must be payable to PLL. Sponsors may use PLL's tax ID number (for charitable donation purposes).
- Once PLL's costs are covered and in accordance with this policy, PLL's Tournament Team Expenses, Fundraising, and Expenditure Committee can, upon request, reimburse teams for reasonable expenses (detailed in section 5 and 6).
 - For the 2021 All-Star Season the monies raised prior to the district/sectional tournaments will be used to offset \$1200 of PLL's costs (detailed in section 3), and then funds can be requested by the team for reimbursements under section 5.
 - If a team advances to the State tournament additional round of fundraising will be needed to cover further costs.
 - PLL will provide the items detailed in section 4. Fundraising monies raised for these tournaments can be utilized to cover up to 8-11

additional hotel rooms (dictated by number of rostered players, under the same timeframe/cost as described in section 4.1) prior to offsetting PLL's costs. After the additional hotel rooms are covered, the fundraising monies will next be used to offset PLL's costs for items detailed in section 4 up to \$3000. Remaining funds after that can be requested by the teams for reimbursements under section 6.

- If a team advances to Regionals or LLWS tournaments, the committee will meet (1-3 days after completion of the state tournament) and provide additional guidance in regards to PLL's anticipated costs and how reimbursement of fundraised monies will be handled if different from Sections 4.2/4.3.

The main tournament team sponsor will receive the following:

- a patch/screen print of company name or logo on each of the player's jerseys,
- a banner to be hung on the showcase field through the 2022 spring season,
- website recognition and
- opening day recognition.

3.0 Uniform & Other Expenses Provided by PLL

PLL will provide all Tournament Teams (whether fundraising through PLL or on its own) with the following:

- Jerseys, hats, and practice t-shirts
- A \$35/player stipend for pants, socks, and belts
- A \$25/coach of record stipend for game attire (up to 3 coaches)
- 12 baseballs (and 12 additional baseballs for sectionals)
- Tournament Entry Fee (i.e., \$200/team)
- Estimated cost of items provided by PLL for 2021

Item	Number	Individual Price	Total
Youth Practice	9	\$15.99	\$143.91
Youth Jersey	9	\$31.99	\$287.91
Adult Practice	4	\$16.99	\$67.96
Adult Jersey	4	\$37.99	\$151.96
Hat	16	\$18.95	\$303.20
Patches	13	\$2.00	\$26.00
Sponsor Patch	1	\$107.99	\$107.99
Pants/Belts/Socks	13	\$35.00	\$455.00
Coaches Attire	3	\$25.00	\$75.00
Baseballs	2	\$40.00	\$80.00
		Total	\$1,698.93

4.0 Expenses at the State, Regional, and LLWS Tournaments Provided by PLL

4.1 State LL Tournament

PLL will provide all Tournament Teams that qualify for the State LL tournament with the following:

- \$150/night per room for up to 5 hotel rooms, starting on the night before the tournament through the night of the team's last game. The money will be divided equally to each family.
- each player and coach of record will receive \$35/day for food and drink, starting on the day before the tournament through the day of the team's last game and not to exceed \$100/family.
- 24 baseballs
- two cases of Gatorade and water, and other items deemed reasonable by the Concession Director.

Upon the team's return from the tournament, PLL will reimburse each family for the expenses covered by this policy. If needed, a family or team can request that PLL provide the money in advance.

4.2 Regional LL Tournament

PLL will provide all Tournament Teams that qualify for the Regional LL tournament with the following:

- If Little League continues to provide the team's lodging and two meals at the LL complex (that's current practice), then each player, coach of record, and official chaperone will receive \$15/day for snacks and drinks, starting on the day before the tournament through the day of the team's last game and not to exceed \$100 per family/per day.
- 24 baseballs
- two cases of Gatorade and water, and other items deemed reasonable by the Concession Director.

Upon the team's return from the tournament, PLL will reimburse each family for the expenses covered by this policy. If needed, a family or team can request that PLL provide the money in advance.

4.3 World Series LL Tournament

PLL will provide all Tournament Teams that qualify for the LLWS tournament with the following:

- any player (not family) expenses that are not covered by Little League or the tournament team's fundraising and are deemed reasonable by the Committee. The Committee can seek guidance from PLL's Board if deemed necessary.

5.0 Fundraising Through PLL for Player Accessories

A tournament team that raises funds through PLL can seek reimbursement for reasonable accessories for its players. Reasonable accessories may include bat bags, helmets, practice jerseys, and other accessories deemed reasonable by PLL's Tournament Team Expenses, Fundraising, and Expenditure Committee. If the team is uncertain about whether an expense will be covered, then the team should request guidance from the Committee. Any approved amounts paid by PLL cannot exceed the funds raised by the team.

6.0 Fundraising Through PLL for Travel & Miscellaneous Expenses

A tournament team that raises funds through PLL and qualifies for the State, Regional, or LLWS tournament can seek reimbursement for reasonable travel and miscellaneous expenses incurred by the parents and siblings of the players. Any approved amounts paid by PLL cannot exceed the funds raised by the team.

- In the event of a split household, approval will need to be gained from the committee prior to incurring expenses. A maximum of 4 family members will be considered for reimbursement.

Reasonable travel expenses may include gas money, hotel expenses, and other travel expenses (i.e., airfare, luggage fees, car rental at LLWS) deemed reasonable by PLL's Tournament Team Expenses, Fundraising, and Expenditure Committee.

Miscellaneous expenses might include items for the team members (i.e., souvenirs, shadow boxes) or items recognizing the team's accomplishments (i.e., signs) or its primary sponsors. If the team is uncertain about whether an expense will be covered, then the team should request guidance from the Committee.

Reasonable travel expenses have caps of:

- Airfare - \$400 max reimbursement per family member (up to 4 qualified family members)
- Rental Car - \$600 max reimbursement per family
- Hotel - \$150 max reimbursement per night per family

7.0 Reimbursement Process

To receive reimbursement, the team must submit the Reimbursement Request Form (Appendix A) to the Committee and include a receipt(s) for the expenditure(s). If the Committee approves the expenditure, then PLL will pay the expense to the team as requested.

- All receipts must be received by August 1st of the same calendar year for expenses incurred for the District, Sectional, and State Tournaments.

- All receipts must be received by August 20th of the same calendar year for expenses incurred for the Regional Tournaments.
- All receipts must be received by September 1st of the same calendar year for expenses incurred for the Little League World Series Tournaments.

