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**Tournament Fee Application Process**

**Intent**

Meadow Lake Minor Hockey recognizes that tournament entries and registrations may begin before team rosters have been finalized and team budgets have been set. With this in mind, the intent of this policy is to provide teams with a way to secure their tournament entries early, without the need for parents to use their personal finances on behalf of a team.

For this reason, MLMHA has created a process where teams can apply to have the cost of their tournaments paid by MLMHA before their budgets are finalized and team fees have been set, in order to secure their spots in tournaments.

**Please note that should a parent choose to use their personal finances on behalf of a MLMHA team, that they do so AT THEIR OWN RISK and MLMHA assumes no responsibility for lost or forfeited funds for any reason.**

**Procedures**

1. The team Manager can access the MLMHA Tournament Funds Request Form from the MLMHA website.
2. The form must be filled out in full (multiple forms can be used if necessary).
3. Forms need to be submitted via the MLMHA website where they will be reviewed by the Board.
4. MLMHA reserves the right to approve or deny any requests as they see fit.
5. Upon approval, funds will be paid directly to the contacts that are provided on the form, not to the team who applied for funds.
6. **All funds that MLMHA paid on behalf of a team must be repaid to MLMHA in full by December 1st of the same season.**
7. If a team fails to repay the amount owing by the stated date, all ice time will be suspended for that team until all delinquent fees have been paid.

**Should a team have to cancel a tournament, for any reason, they may be liable for cancellation fees, deposits, etc. These fees, if applicable, are the sole responsibility of the team and MLMHA does not assume responsibility to cover these costs on behalf of the team. Teams will be responsible to repay the full amount that was provided by MLMHA on their behalf.**