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## RYSL Money Policy

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This Policy dictates how the RYSL handles money, both incoming and outgoing.

### 1. Section One:

- A. The following are the rules for checks, money orders and cashier's checks being accepted by the RYSL unless changed by the President, RYSL:
1. The RYSL accepts checks for all RYSL events, purchases and registrations. The individual or Company writing the check must have one of the following Government issued ID's: Nevada Driver's License, Nevada Gaming or Non-Gaming Work Card, Nevada State Identification Card (if they also have another form of ID) and Passport (if check is written on a Las Vegas bank account).
  2. **NO** check will be taken by the RYSL without at least one of the aforementioned picture ID's.
  3. The RYSL accepts cash, money orders and cashier's checks without identification.

### 2. Section Two:

- A. The person accepting the check for the RYSL will follow these guidelines unless changed by the President, RYSL:
1. Look at the check. Make sure it doesn't look suspicious.
  2. Make sure it has at least one perforated edge.
  3. Check must have imprinted name, local street address and check number.
  4. Make sure the numeric dollar amount matches the written dollar amount.
  5. Check must be dated and signed in front of you by the person who shows you one of the aforementioned ID.
  6. You will verify the ID information is current and valid and write the ID Number to the right of the imprinted information on the top left front of the check.
  7. The Players Name and Age Group go on the memo line or the Coaches Team and Age Group goes on the memo line. If the person writing the check is not affiliated with a player in the RYSL, write an identifying reason the check is being written.

### 3. Section Three:

- A. The following types of checks will **NOT** be accepted unless approved by the President, RYSL:
1. Post or Pre-dated checks. (**Must** have today's date on it).
  2. Checks that have been altered in any way or numeric & written amounts on the check do not match.
  3. Two-party, Payroll, government, credit card, rent checks or Counter drafts.
  4. Checks written on an out-of-state bank.
  5. Checks which are repayment of loan or civil contract agreement.
  6. Checks without complete information imprinted; name, street address and phone number; if not imprinted, write on face of check.
  7. Partially re-paid checks or previously signed checks.
  8. Company checks if the signature is illegible unless same person prints their name on face of check in front of the person accepting the check.
  9. Fraudulent or stamped lost/stolen/forged checks.
  10. Checks you agreed to hold before funds deposited.
  11. Checks issued by someone not competent or of legal age or signed by someone other than the presenter.
  12. Checks written when both parties knew there were insufficient funds at time of transaction.
  13. The identity of the check writer is unknown. (Doesn't have sufficient ID).
  14. Checks that do not show payee, date, amount or signature.
  15. Checks written out to the RYSL for an individual team playing in the RYSL without the "**RYSL Non-League Team Sponsorship Application**" filled out completely and submitted with check with **prior** approval of the President, RYSL.

4. **Section Four:**

- A. If a check written to the RYSL is returned for any reason, the following will take place:
1. The person who issued the "**Returned Check**" will be notified and arrangements made to get **cash** for the original amount of the check, plus **\$25.00** Service/Handling fee ("**Payment Schedule**").
  2. The player (and any siblings of the player playing in the RYSL) will be put on "Suspension" immediately until payment problem is resolved.
  3. If full amount of the "**Returned Check**" and the "**Service/Handling Fee**" are collected at the agreed upon time and location, no further legal action will be taken.
  4. Depending on the circumstances surrounding the problem, the RYSL will determine if the family will be allowed to continue in the League.
  5. If full amount is not collected at the agreed upon time & location, the player(s) will be banned from playing in the RYSL, the uniform(s) will be turned in & the picture plaque(s) cancelled. The Coach will bring the Team Player Match Card to the snack bar & have the player(s) picture removed & have the card re-laminated.
  6. The RYSL will then send a "**10-Day Notice Letter**" to the person who issued the check giving them (10) days to resolve the situation. Pursuant to NRS 205.130, issuing or passing a check, knowing that there are not sufficient funds in the account to pay the check, is a criminal offense'.
  7. If payment is not made within the (10) day grace period as listed, the RYSL will fill out a "**Bad Check/Marker Complaint Form \* Clark County District Attorney Bad Check Diversion Unit**" and turn the "**Returned Check**" over to the District Attorney.
  8. Once that process takes place, it will be in the District Attorneys hands and the RYSL will be unable to work with that person again.

5. **Section Five:**

- A. The following "**Payment Schedule**" is based on the amount of the original check written out to the RYSL and the Bank charges and handling fees and must be paid in cash or with a money order or cashier check:
1. Amount of original check written out to the RYSL: \$xx.xx
  2. Service/Handling Fee: **\$25.00**
  3. Amount of payment to the RYSL: \$xx.xx

6. **Section Six:**

- A. When a RYSL check is lost, stolen, mutilated or destroyed, the person receiving the check initially will fill out and sign the "**RYSL Check Replacement Application**", completely, legibly, and send it to the above address by email, fax or mail. It is **criminal fraud** to lie about getting another payment for goods & services already paid for.
- B. When the aforementioned application is received, the "**check number**" of the check that was lost, stolen, mutilated or destroyed will be researched to make sure it has not been cashed.
- C. For checks of \$50.00 or greater, a \$25.00 "**Stop Payment Fee**" will be accessed unless waived by the President.
- D. The new check will be mailed out in a timely manner after the "**Stop Payment**" has taken effect at the Bank.
- E. For checks under \$50.00, a new check will be mailed out in a timely manner from receipt of the aforementioned application at the RYSL.

7. **Section Seven:**

- A. The RYSL doesn't do "**Fund Raising**" or accept any "**Sponsorships (funds or "In-kind")**" for individual teams.
- B. The RYSL furnishes everything a team, coach & player needs to play in a "recreation" League.
- C. If a coach feels that the team they are coaching in the RYSL needs a sponsorship, that is strictly between the coach of that team and the sponsor they have contacted and has absolutely nothing to do with the RYSL.
- D. The RYSL does not accept any "**Turn-around Checks**" from a sponsor to an individual team. If a sponsor wants to buy items for a team that is playing in the RYSL, they can work that out with the coach of that team. The RYSL has nothing to do with the transaction.

8. **Section Eight:**

- A. When the RYSL makes a purchase for goods and/or services, it uses two methods for payment:
1. RYSL Debit/Credit Card:
    - a. Receipt is always secured and placed in the monthly expense folder.
    - b. Used for paying for tangible goods unless a check payment is requested to save Credit Card fees.
  2. RYSL Check:
    - a. Receipt is always secured and placed in the monthly expense folder.
    - b. Used for paying for services purchased.
    - c. A numbered Sales Order duplicate receipt book is used and the individual signs for the payment unless check is mailed.
- B. Monthly obligations are paid on the first & fifteenth of each month, on the day the service is performed or the Saturday after every two Saturday's games for referees.
- C. RYSL Refunds are paid in a timely manner after the request has been received.