



TITLE: CHECK WRITING POLICY	EFFECTIVE DATE: 08-01-2009
	REV. LEVEL: 1.2
	APPLICABILITY: ALL DYSC MEMBERS AND PARENTS

1. PURPOSE

To establish a consistent procedure for receiving funds while protecting the club from bank charges and other penalties as a result of delinquent or non-negotiable checks.

2. POLICY

- A. DYSC gladly accepts personal checks as a method of payment for any expenses owed to the club such as membership, fundraiser, camp or any other such activity or service associated with Donegal Youth Soccer.
- B. When writing checks to Donegal Youth Soccer, checks should be made payable to “*Donegal Youth Soccer*” or “*DYS*” and MUST include the account holder’s name, account holder’s current address and account holder’s current phone number.
- C. If a check is returned for non-payment, the check writer will be responsible for repayment of the initial amount of the check PLUS any bank charges, penalties or fees incurred to Donegal Youth Soccer. This payment may be made with cash or money order.
- D. Anyone who writes a second non-negotiable check will be required to remit payment as outlined in section C above. Checks will no longer be accepted from the account holder by the club. All fees MUST be paid in cash or money order after a second offense.
- E. Under special circumstances, DYS may “hold” a check for payment for up to two (2) weeks. All requests for deferred checks must be made in person to the club president or the club treasurer. DYS reserves the right to deny any request for a deferred check.
- F. Anyone who wishes to appeal the decision to deny a deferred check may do so in writing to the club president.

3. PROCEDURE

- A. The first time a check is returned for non-payment, the treasurer will contact the check writer and request another payment.
- B. If a second check is returned for non-payment, the treasurer will inform the president and vice president. The president and/or vice president will contact the account holder and request immediate payment.
- C. Anyone who does not remit payment within seven (7) days may have their membership revoked and future memberships may be refused until such time that all outstanding balances are paid.