

NYSWYSA

BAD STANDING PROCEDURE

Before the state association will take action on the request, established procedures must be followed and appropriate documentation must be presented.

Should it become necessary for the New York State West Youth Soccer Association to place a member in “bad standing”, the following procedures provide uniformity in the process and provide an efficient method of dealing with the issue.

In accordance with NYSWYSA Policy, a member placed in bad standing may not participate in any NYSWYSA, US Youth Soccer or USSF sanctioned activity.

Request for “Bad Standing” Action.

1. Requests for ‘bad standing’ status, generated from the state level, will be submitted to the District Commissioner by the NYSWYSA, Second Vice-President.
2. A club or league wishing to place one of its members in ‘bad standing’ must submit a letter to their District Commissioner with a copy to NYSWYSA Office.
3. All requests for ‘bad standing’ action will be in writing and signed by the requestor. Requests for bad standing action from a club/league will contain the signature of the current club/league president.
4. All requests must contain appropriate documentation:
 - Rule or policy violated.
 - The violation
 - Records in regard to money owed the league/club
 - Indication that the member, in question, was made aware of the rule, policy or cost/charge (specific to the issue) prior to the incident.
 - Proof that repeated efforts were made by the league/club to bring the member, in question, in line with the rules, policy or to recoup the money owed.

Note: Once ‘bad standing’ status is imposed, the requestor is obligated to **immediately inform** the District Commissioner, copy to NYSWYSA Office, when...

- Changes occur in regard to the issue
- The matter has been resolved

NYSWYSA Officer (generally District Commissioner) Action.

1. Once the request is received, the District Commissioner must determine if the information provided is sufficient to initiate 'bad standing' procedures.
2. Requests may be denied for the following reasons:
 - The alleged violation does not warrant 'bad standing' status
 - Insufficient documentation
 - More appropriate means of handling the issue are available
3. A denial letter should be sent to the requestor, if it is deemed 'bad standing' status is not appropriate.
4. To initiate and monitor 'bad standing' status follow the steps below:
 - Initiate personal contact with the violator. A phone call or email may be all that is necessary to rectify the problem.
 - **Notification of Pending Bad Standing Status Letter.** Letter to the party in question informing them of the issue, the documentation of evidence and the impending action if the issue is not resolved. A grace period must be offered to provide time to rectify the problem.
 - **Response Letter.** A response letter to the league/club president providing notification that 'bad-standing' action has begun, to include grace period imposed and action taken, by NYSWYSA should the issue not be settled within the specified time frame. The letter will also direct the club president to notify the district commissioner at the end of the grace period giving notice the debt has not been paid, and/or immediately once the debt owed is satisfied.
 - **Bad Standing Letter.** 'Bad-standing letter executed once the grace period has expired and notification is received from the requestor indicating the debt is still owed.
 - **Player/Coaching Pass & Registration.** Should the individual in question be currently registered, the player/coach's pass must be recovered – and returned once the issue is resolved. Inform the NYSWYSA Office and the District Registrar (where applicable) of bad standing status and any changes thereto. The registration system will temporarily remove or prevent the individual in question from showing up on current roles.
 - **Settlement Letter.** Once informed by the league/club president that the debt has been satisfied, the commissioner will inform all concerned that the bad standing status is to be lifted. removal from "Bad-Standing" Status.

Reporting of Bad Standing Status and Status Changes to NYSWYSA, Second Vice-President

The NYSWYSA Official taking action, placing the member in bad standing, must maintain a file and immediately submit a report with the Second Vice-President. A report of any change to the status must also be reported.

The report and file must include the following:

- 1. Information on the member placed in bad standing to include: first name, middle initial, last name, DOB, pass #, address, phone number, club and state association, and the reason for sanction.*
- 2. Information on member requesting 'bad standing' action to include: first and last name, office held, club, address and phone number.*
- 3. Copy of the letter and documentation requesting 'bad standing' action.*
- 4. Copy of all correspondence between NYSWYSA Official taking action and all parties.*

Reporting Bad Standing Status and Status Changes U S Youth Soccer

Names of individuals or members placed in a 'bad standing status' must be submitted to U.S. Youth Soccer on the monthly Disciplinary Action Report. This submission is made only by the NYSWYSA, Second Vice-President.

Record Keeping

The NYSWYSA Official taking action, generally the District Commissioner, shall maintain a file to contain all paperwork on each 'bad standing' issue. The Second Vice-President will also file a copy of all paperwork.

Upon resolution, the NYSWYSA Official taking action shall forward the file to the NYSWYSA Office archives.

Files are to be disposed of as follows:

- Once the issue is resolved, files may be disposed of at the end of the third fiscal year following the last incident involving the member.*
- Should the issue be unresolved, the file held by the action official and the Second Vice-President is to be disposed of at the end of the fiscal year in which a player becomes too old to participate or five years anniversary date of the 'bad standing' letter for an adult.*

ENCLOSURES: EXAMPLES OF CORRESPONDENCE

- a. Notification of Pending Bad Standing - to Player/Parents
- b. Response Letter - to Requestor
- c. Bad Standing Letter - to Player/Parents
- d. Removal from Bad Standing Status - to Player/Parents
- e. Samples of Email Notification Notes to NYSWYSA Office

Enclosure (a)

*BAD STANDING NOTIFICATION OF PENDING BAD
STANDING STATUS - To Player/Parents*

Mr. John Doe
1 Main St.
Binghamton, NY 13900

Date August 21, 2002

Re Joe Doe, USYSA # 011004020999x
DOB 1/1/01
Notification of Pending Bad Standing Status

Dear Mr. Doe,

The New York State West Youth Soccer Association, _____ District Commissioner has received a request from CB United Soccer Club to place your son, Joe Doe, in bad standing because of a debt owed to CB United Soccer Club. The amount owed is \$289.47 (\$180 to the CB United club, \$85 to the Z's Sport Shop, and \$24.47 to the CB United U18 team (coached by Jim Densen) treasury.

The club has presented documentation the money is owed. The club has also presented copies of letters and emails sent to you asking that you pay the remainder of your debt to the club.

NYSWYSA policy requires that Joe be placed in bad standing until the account with the club is balanced. That means Joe will not be allowed to participate in any soccer activities for any NYSWYSA, US Youth Soccer or affiliated program until the debt is realized.

You have thirty (30) days from the date of this letter to clear up the issue with CB United. At that time, should CB United Soccer Club indicated the problem has not been rectified, Joe will be placed in bad standing with NYSWYSA.

Respectfully,

Bob Buck
NYSWYSA,
Binghamton District Commissioner

Cc: President, CB United Soccer Club

Enclosure (b)
RESPONSE LETTER - To Requestor

Mr. John Smith
President, CB United Soccer Club
2 Main St.
Binghamton, NY 13901

Date September 20, 2002

Re Joe Doe, USYSA # 011004020999x
DOB 1/1/01
Bad Standing Request

Dear Mr. Smith,

Thirty days (30) has lapsed since District Commissioner's official notification was sent to Mr. John Doe. Today, you have indicated the debt is still owed.

In accordance with NYSWYSA Policy, Joe Doe is now in 'Bad Standing'. That means Joe is not allowed to participate in any soccer activities for any NYSWYSA, US Youth Soccer or USSF affiliated program until the debt is realized. A letter has been sent to Mr. John Doe – Joe's father.

CB United SC must immediately collect the player pass and forwarded it to the District Commissioner. The card shall be returned once the issue is resolved.

You are required to inform the District Commissioner immediately after this issue is settled. At that time, the sanction imposed on Joe Doe will be lifted and he may resume play.

Sincerely,

Bob Buck
Binghamton District Commissioner

Cc:
Office, NYSWYSA
President, CB United Soccer Club

Enclosure (c)
BAD STANDING LETTER - To Player/Parents

Mr. John Doe
1 Main St.
Binghamton, City, NY 13901

Date September 20, 2002

Re Joe Doe, USYSA # 011004020999x
DOB 1/1/01
Bad Standing Letter

Dear Mr. Doe,

Thirty days (3) has lapsed. The President CB United SC has informed the district commissioner the debt to the club, in regard to your son Joe is still outstanding.

In accordance with NYSWYSA Policy, your son Joe Doe is now in 'Bad Standing'. That means Joe is not allowed to participate in any soccer activities for any NYSWYSA, US Youth Soccer or USSF affiliated program until the debt is realized.

Should you have the player pass, and to preclude further sanctions, you are requested to immediately submit that pass to the president of CB United SC.

The CB United SC has been instructed to inform the district commissioner as soon as possible after this issue is settled. At that time, the sanction imposed on your son shall be lifted and he may resume play. The pass shall be returned at that time.

Sincerely,

Bob Buck
Binghamton District Commissioner

Cc:
Office, NYSWYSA
President, CB United Soccer Club

Enclosure (d)

REMOVAL FROM BAD STANDING STATUS – To Player/Parents

Mr. John Doe
1 Main St.
Binghamton, NY 13902

Date September 25, 2002

Re Joe Doe, USYSA # 011004020999x
DOB 1/1/01
Removal from Bad Standing Status

Dear Mr. Doe,

I have been informed, today, the debt previously owed to the CB United Soccer club has been paid. The 'bad standing' sanction imposed on your son, Joe Doe, is lifted. Joe may resume play as soon as the player pass has been returned.

The NYSWYSA Office has been requested to clear the 'block' in the registration system and allow _____'s name to appear on the registration roles.

The player pass is returned – enclosed.

Sincerely,

Bob Buck
Binghamton District Commissioner

Encl:
Player Pass # 011004020999x

Cc:
Office, NYSWYSA
President, CB United Soccer Club

Bad Standing Email to Office

Fm Fm (_____)@nyswysa.org)
To DanWatson@nystysa.org
Subj Bad Standing Status

Placing the following member in bad standing status.

Joe Doe
USYSA # 011004020999x
DOB 1/1/01

Please take the following action.

- Review current “NYSWYSA Policy and Procedure - Placing a Member in Bad Standing”.
- Create a ‘bad standing’ file on member listed above.
- Establish a block in the computer system that prevents registration input, or if already entered remove the name or ‘flag’ the file “In Bad Standing Status”.
- Place member listed above in an inactive status pending resolution of the current issue.

Bob Buck
Binghamton District Commissioner

Bad Standing Status Removal Email to Office

Fm (_____)@nyswysa.org
To DanWatson@nystysa.org
Subj Removal from Bad Standing Status

Please remove the following member from bad standing status.

Joe Doe
USYSA # 011004020999x
DOB 1/1/01

Please take the following action to remove the above mentioned member from ‘bad standing’ status - in accordance with the current “NYSWYSA Policy and Procedures - Placing a Member in “Bad Standing”.

- Remove the block in the computer system that prevents registration input and/or...
- Return the member listed above to the active/registered file.
- Include this email (notification of return to active rule) in the appropriate file and place in the archives.

Bob Buck
Binghamton District Commissioner