



**TITLE: PAYING RDYSL FINES**

**PURPOSE:** Follow this procedure to ensure that all club fines due to the Rochester District Youth Soccer League (RDYSL) are paid in full, and on time. It shall be the joint responsibility of the club President and Treasurer to complete this task. This is an ongoing responsibility throughout the outdoor season. **All RDYSL fines must be paid in full by September 30 or the Penfield Rangers Soccer Club voting rights at the RDYSL Annual Meeting will be forfeited.**

---

<u>WHAT YOU NEED TO DO</u>	<u>HOW TO DO IT</u>
Weekly reconciliation of fines levied to the Penfield Rangers.	During the regular outdoor season, the Penfield Rangers club President will receive a weekly update on the fines due to RDYSL. It is his/her responsibility to review the fines, and submit them to the Treasurer. The Treasurer must then send the payment for the fines to RDYSL.
End of season confirmation that all fines due are paid in full.	At the end of the season, the President must contact the RDYSL to verify what, if any, fines are still outstanding. He/she shall then communicate them to the Treasurer, who shall pay the fines on behalf of our club. Final payment for all fines are due to RDYSL by September 30. Otherwise, our club will forfeit our voting rights at the RDYSL Annual Meeting.

This table can be condensed or will expand as text is introduced. The cells have *text wrap* and will keep the information from column a / column b aligned together. In a table, one navigates from cell to cell by 1. *Tab*; 2. *Cursor*, 3. *Keyboard Directional Arrows*. One thing that can't be done is move text within a cell with the tab.