



Vermont State Amateur Hockey Association

www.vermonthockey.org

Outstanding Debt List Policy Best Practice Guide & FAQ'S

This best practice guide is to assist Member Associations with compliance with USA Hockey Bylaw 10D(j) - Procedures Applicable To Participant Ineligibility Determinations Based on Financial Disputes.

Best Practice: Player Notice Required

1. Initial Notification

At time of registration, notice should be given that describes all member fees, equipment/uniform fees, volunteer requirements, etc and due dates for each.

2. Monthly Notification

Notice should be sent monthly reminding of the remaining member fees, equipment/uniform fees, volunteer requirements, etc that are due and their due dates. Notice should include any disputes regarding the remaining member fees, equipment/uniform fees, volunteer requirements, etc must be submitted in writing within thirty (30) days to the member association.

3. Thirty (30) Days From Due Date

Thirty days (30) days from a due date, a notice should be sent reminding of the remaining member fees, equipment/uniform fees, volunteer requirements etc, that are due. The "30 Day" notice should include notice that failure to pay by the due date(s), the member association may seek to add the players name to the VSAHA Outstanding Debt List which if approved by VSAHA, would deem the player ineligible to register with any Member Association within VSAHA.

4. Overdue Notice

On or within a few days after the due date(s), an overdue notice should be sent that includes the outstanding member fees, equipment/uniform fees, volunteer requirements, etc. The notice should include that the Member Association may (or will) seek to add the players name to the VSAHA Outstanding Debt List which if approved by VSAHA, would make the player ineligible to register with any Member Association within VSAHA.



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Best Practice: Outstanding Debt List Submission

1. When To Submit

Requesting to add a player to the Outstanding Debt List should be the last resort option for the Member Association. However, when it appears likely the debt will remain outstanding and/or we are approaching the end of the season, the Member Association should consider case by case whether to submit.

In all cases, it's highly recommended to submit players to the Outstanding Debt List no later than March 1st each year. Submissions after this date are allowed, but other Member Associations start to hold tryouts and add players for the following season after this date. It puts more pressure on families prior to tryouts if they know they are on the list and brings awareness to the potential new Member Association of which they may join if there is an issue that needs to be resolved.

2. Player Information

You'll need the following information about the player:

- a. Players First & Last Name
- b. Players USA Hockey Confirmation #
- c. Players Age Category
- d. Parent/Guardian First & Last Name
- e. Parent/Guardian Email
- f. Parent/Guardian Phone #

2. Debt Information

You'll need the following information about the debt:

- a. Debt Type
- b. Debt Description
- c. Debt Amount
- d. Debt Timeline of Notices and Collection Attempts
 - a. Copies of all notices and collection attempts can be placed into a single file and uploaded to the form.



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Best Practice: Post Outstanding Debt List Submission

1. VSAHA Approval/Denial

Each submission will be reviewed to determine if all the requirements of the Outstanding Debt List Policy and USA Hockey Bylaw 10D(j) have been followed. If there are issues with the submission, VSAHA will contact the Member Association to correct.

Once VSAHA has deemed requirements have all been met, the player will be placed on the Outstanding Debt List and the parent/guardian will receive an automated message that they've been added and their players ineligibility to participate with any other Member Association. They'll be directed to contact the Member Association holding the debt to resolve.

2. Continue Collection Activity

The Member Association must continue to collect the debt after the player has been added to the Outstanding Debt List. VSAHA is not a debt collection agency.

Enlisting a Debt Collection Agency or using Small Claims Court is up to the Member Association.

3. Debt Release

Once the debt has been cleared or if the Member Association agrees to release the debt, the Member Association must inform VSAHA within two days.

The VSAHA Rules Committee also has the authority to reinstate eligibility for any reason it deems necessary.



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The following is an excerpt from the USA Hockey Annual Guide which can be found at www.usahockey.com/annualguide

USA Hockey Bylaw 10D(j) - Procedures Applicable To Participant Ineligibility Determinations Based on Financial Disputes

1. Decisions Internal to the Program

A local program may, pursuant to its internal procedures, determine that a player that is delinquent in dues or fees owed to the program is not eligible to continue participating in the program during such delinquency. Such determination shall only apply to eligibility within that program.

2. Disputed Claims and Extension of Ineligibility

Determination to Other Programs In the event a local program desires to cause a player to be ineligible to participate throughout the program's applicable Affiliate based on a determination that the player that is delinquent in dues or fees owed to the program, such extension of the suspension or ineligibility must comply with the procedures of the applicable Affiliate, which at a minimum shall include the following:

a. Notice Required

The local program must deliver a written notice to the player's parents (or other person(s) responsible for payment) that, at a minimum: (i) describes the nature of the delinquent fees (e.g., membership dues, ice fees, equipment/uniform fees, etc.), (ii) states the amount due, (iii) advises that the family must notify the local program in writing within thirty (30) days if it disputes the financial obligation, and (iv) advises that, if the full amount is not paid within thirty (30) days of the parent's receipt of the notice, the local program may in its discretion seek to enforce the liability for the financial obligation and have the player deemed ineligible throughout the local program's Affiliate Association.

b. Discussion Period

During the thirty (30) day period, the parties may discuss the matter and seek to amicably resolve any disputed amounts and provisions for payment. The parties are encouraged to amicably resolve any disputed debts, and if at any time the local program and player enter into a written agreement to resolve the debt and also making provisions for payment, then the player shall become immediately eligible to participate in all USA Hockey programs.



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c. **Financial Obligation Not Disputed**

Upon expiration of the thirty (30) day period described above, if (i) the parties have not otherwise resolved the matter, (ii) the amount claimed in the local program's notice has not been paid, and (iii) the local program has not received written notice from the player's parents that it disputes the financial obligation, then the local program may request that the applicable Affiliate Association deem the player to be ineligible to participate in any program within the Affiliate (which request shall include proof of compliance with A-C of this subsection). In this circumstance, the Affiliate Association may extend the ineligibility of the player throughout the Affiliate in accordance with the Affiliate's procedures.

d. **Financial Obligation Disputed**

If the amount of the financial obligation has not been paid or otherwise resolved, and the local program has received written notice from the player's parents that it disputes the financial obligation, then the local program may seek extension of the ineligibility throughout the Affiliate in accordance with the Affiliate's procedures, provided that, the local program shall take reasonable affirmative steps to enforce the obligation. The Affiliate may deny the local program's request in the Affiliate's discretion. Any determination by the Affiliate that the player is ineligible throughout the Affiliate shall not be a determination that the debt is owed or the amount of such debt, but only that the player is ineligible based on the existence of a disputed debt.

- e. Any dispute about whether these procedures have been followed shall be decided in a hearing conducted by the Affiliate pursuant to the Unified Procedure, and shall be appealable to the National Appeal Committee pursuant to Bylaw 10.E. The hearing and appeal shall only address whether the procedures set forth in this Bylaw 10.(j)(2) have been followed, and shall in no way address the liability for or amount of the financial obligations.



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Frequently Asked Questions

Q: We have a new player to our association, but I see their name on the Outstanding Debt List, what do we do?

A: Since the player's name is on the Outstanding Debt List, you should inform the player they can not register with your program until their name has been removed from the Outstanding Debt List. Encourage them to communicate directly with their previous association to resolve the debt.