

PA West Soccer Association  
Policies and Procedures  
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PA West Soccer Association  
Policies and Procedures

Introduction

Policy statements provide general guidelines governing the actions of the PA West Soccer Association. How these guidelines are implemented is the function of the specific procedures of the Association and its operating entities.

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PA West Soccer Association  
Policies and Procedures

Mission Statement

The PA West Soccer Association is a 501(c)(3) non-profit organization created to teach and promote the game of soccer in western Pennsylvania. The Association encourages each youth and amateur player and every coach and referee to develop their abilities and knowledge of the game to their fullest potential.

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PA West Soccer Association  
Policies and Procedures

Discrimination

Teams and divisions may be formed based gender, age and levels of skill and may set their own fee structures based on costs for coaching, fields, equipment, travel, etc. Teams and divisions may not discriminate because of religion, ethnic background, nationality or race.

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PA West Soccer Association  
Policies and Procedures

Child Welfare and Protection

All coaches and other adults who have direct and unsupervised contact with youth soccer players, should have background checks to assure that they do not have a history of child abuse or a criminal past.

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PA West Soccer Association  
Policies and Procedures

Business Conduct

PA West Soccer Association and its members will perform their duties in an ethical manner and will abide by all applicable laws. No member is authorized to do otherwise.

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PA West Soccer Association  
Policies and Procedures

Conflicts of Interest

Members of PA West Soccer Association Boards of Directors will not enter into any financial agreements which benefit or appear to benefit them or members of their families at the expense of the Association.

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PA West Soccer Association  
Policies and Procedures

Contracts and Purchase Agreements

All contracts and purchase agreements which bind the PA West Soccer Association must be approved by the PA West Board of Directors. The Board may delegate this authority to the President of the Association. All contracts or agreements which have a financial responsibility must also be approved by the Treasurer or designated member of the Finance Committee.

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PA West Soccer Association  
Policies and Procedures

Gifts

Members of the Association should not accept gifts and entertainment related to dealings with vendors, suppliers or other persons with which PA West Soccer Association has or potentially could develop a business relationship without the formal consent of the Board of Directors. Gifts would include any gratuitous service, loan, discount or article of value over \$25. Gifts in the form of cash, gift certificates or other cash equivalents should never be accepted.

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PA West Soccer Association  
Policies and Procedures

Clearance and Approval of News Releases

All news releases relating to the PA West Soccer Association issued to external media must be approved by the Board of Directors or its designated representative.

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PA West Soccer Association  
Policies and Procedures

Ownership of Membership Lists

The membership list of players, coaches, managers, board members and cost center heads within the Association is the property of the PA West Soccer Association and may not be given or sold to third parties without the express approval of the Board of Directors or its specified representative.

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PA West Soccer Association  
Board of Directors Officers Responsibilities and Duties  
Policies and Procedures

President

1. Preside over all meetings of PA West Board of Directors and the Annual General Meeting
2. Set agendas and order of business for these meetings
3. Sit as an ex officio member of any and all committees
4. Implement or delegate all decisions of the Board of Directors
5. Be responsible for the enforcement of all policies and procedures of PA West, USYSA, USASA and the USSF
6. With Board of Directors approval, appoint Board of Directors sub-committees and chairpersons as required
7. Be responsible for the operation of the State Office
8. Co-sign checks of the Association along with the Treasurer
9. Act on behalf of the Board of Directors when necessary until said action may be ratified by the Committee
10. Be responsible for all correspondence from the Association to outside parties
11. Represent PA West at Regional and National meetings and appoint additional delegates to these meetings as necessary
12. Approve Request for Payment vouchers for the Board of Directors, State Office and committees without appointed chairpersons

PA West Soccer Association  
Board of Directors Officers Responsibilities and Duties  
Policies and Procedures

Vice President- Youth

1. During the absence of the President, the Vice President - Youth will assume those duties during odd numbered years
2. Preside as the President of the Youth Board
3. Report on actions of the Youth Board and a bring recommended policy changes to the Board of Directors for approval

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PA West Soccer Association  
Board of Directors Officers Responsibilities and Duties  
Policies and Procedures

Vice President- Amateurs

1. During the absence of the President, the Vice President - Amateurs will assume those duties during even number years
2. Preside as the President of the Amateur Board
3. Report on actions of the Amateur Board and a bring recommended policy changes to the Board of Directors for approval

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PA West Soccer Association  
Board of Directors Officers Responsibilities and Duties  
Policies and Procedures

Secretary

1. Responsible for the taking of Board of Directors and Annual General Meeting minutes
2. Publish all Board of Directors and Annual General Meeting notices
3. Publish monthly PA West Administrative Newsletter
4. Responsible for the publication of the official PA West newspaper, the Touchline
5. Responsible for collection of advertising revenue from newspaper
6. Responsible for content of newspaper

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PA West Soccer Association  
Board of Directors Officers Responsibilities and Duties  
Policies and Procedures

Treasurer

1. Responsible for the detailed accounting of all financial transaction of PA West
2. Provide monthly financial statements including
  - a) Balance Sheet
  - b) Income Statement, both consolidated and by cost center
  - c) Report of revenues received
  - d) Report of checks disbursed
3. Provide all members of the Board of Directors, Youth and Amateur Boards of Directors and all committee chairpersons with an analysis of accounting transactions affecting their areas of responsibility
4. Responsible for the collection of all debts and fees owed to the Association
5. Maintain the Chart of Accounts
6. Co-sign checks of the Association along with the President
7. Responsible to chair the Budget Committee and prepare the budget for the next fiscal year
8. Continually review financial policies and procedures of the Association and make recommendations to the Board of Directors as required
9. Coordinate annual audit with outside audit firm
10. Review results and recommendations of annual audit with outside auditors
11. A full audit should be done at least every third year with a compliance review in the off years
12. A full audit should be done whenever there is a change in Treasurers

PA West Soccer Association  
Board of Directors Officers Responsibilities and Duties  
Policies and Procedures

Members at Large

1. Shall be directed by the President and will chair special committees as required
2. Appointed Members at Large who have specialized expertise, will serve as advisors to the Board of Directors

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PA West Soccer Association  
Youth Board Responsibilities and Duties  
Policies and Procedures

President

1. Preside over all meetings of PA West Youth Board
2. Set agendas and order of business for these meetings
3. Sit as an ex officio member of any and all Youth committees
4. Be responsible for the enforcement of all policies and procedures of PA West, USYSA and the USSF
5. Act on behalf of the Youth Board when necessary until said action may be ratified by the Committee
6. Report on actions of the Youth Board and bring recommended policy changes to the Board of Directors for approval

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PA West Soccer Association  
Youth Board Responsibilities and Duties  
Policies and Procedures

Secretary

1. Responsible for the taking and publishing of Youth Board minutes
2. Publish all Youth Board of Director meeting notices

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PA West Soccer Association  
Youth Board Responsibilities and Duties  
Policies and Procedures

Playing Division and District Directors

1. Shall conduct the affairs of the playing divisions and districts
2. Responsible for holding a minimum of two meetings (fall and spring) per year where officers, registrar and age group commissioners are elected or appointed
3. Responsible for the creation of the playing schedules for each session
4. Handle all protests and appeals on playing matters and games
5. Responsible for the distribution of playing rules
6. Must present any exceptions of playing rules to the Youth Board for approval
7. Attend all Youth Board Meetings and the Annual General Meeting
8. Approve Request for Payment vouchers for their division or district
9. Submit budget requests for upcoming fiscal year

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PA West Soccer Association  
Youth Board Responsibilities and Duties  
Policies and Procedures

Tournament Directors and Committee Chairpersons

1. Responsible for the activities of the specific committee or tournament
2. Provide the Youth Board with timely reporting of activities
3. Submit a budget to the Budget Committee for the upcoming fiscal year
4. Attend Youth Board meetings and the Annual General Meeting

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PA West Soccer Association  
Youth Board Responsibilities and Duties  
Policies and Procedures

Registrar

1. Maintain an accurate record of all Youth teams and players for the purpose of player registration, team affiliation, voting and fee assessment
2. Assist the PA West Treasurer in assuring that all clubs and teams have correctly paid their player registration and club affiliation fees and on time
3. Verify that club who have not paid their affiliation fees by July, are notified that they will be assessed the appropriate late fees

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PA West Soccer Association  
Amateur Board Responsibilities and Duties  
Policies and Procedures

President

1. Preside over all meetings of PA West Amateur Board
2. Set agendas and order of business for these meetings
3. Sit as an ex officio member of any and all Amateur committees
4. Be responsible for the enforcement of all policies and procedures of PA West, , USASA and the USSF
5. Act on behalf of the Amateur Board when necessary until said action may be ratified by the Committee
6. Report on actions of the Amateur Board and a bring recommended policy changes to the Board of Directors for approval

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PA West Soccer Association  
Amateur Board Responsibilities and Duties  
Policies and Procedures

Secretary

1. Responsible for the taking and publishing of Amateur Board minutes
2. Publish all Amateur Board of Director meeting notices

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PA West Soccer Association  
State Office Policy and Procedure  
Transmitting Funds

Policy

The accurate recording of soccer funds is as important as the correct utilization of expense account codes. This proper classification of revenues and expenses is vital for each cost center head to manage their respective programs.

Procedure

1. All funds transmitted to the State office should be in the form of a check or money order. Because of its liquidity, cash should never be sent.
2. All checks should be made payable to "PA West Soccer Association" and not to "Cash" or an individual.
3. Checks should indicate the purpose of the funds (e.g., affiliation fee, player registration, travel permit, Open Tournament registration, Boys ODP registration, etc.) on the memo line at the bottom of check.
4. List check numbers, originators and amount on transmittal form.
5. Total checks and indicate year (program) to date totals.
6. Send checks, transmittal form and self-addressed stamped envelope to  
PA West Soccer Association  
855 MacBeth Drive  
Monroeville, PA 15146-3332
7. A separate transmittal form should be used for each different revenue account.
8. Registrars need to also indicate the number of players they are registering and the number registered to date. This information is needed to calculate the amount of USYSA registration fees payable and the cost of player insurance payable. Classic Division Registrars also need to indicate the number of teams registered and the number registered to date.
9. Funds should be submitted weekly as a minimum or when the total transmittal is \$250 or greater.

PA West Soccer Association  
 Club Registration  
 Check Transmittal and Registration Reconciliation  
 Date \_\_\_\_\_

Item	Team/Age Group	Players Registered	Check Number	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
	Total			
	Prior Transmittal			
	Transmittals to Date			

PA West Soccer Association  
 Classic Division Registration  
 Check Transmittal and Registration Reconciliation  
 Date \_\_\_\_\_

Item	Club	Check Number	Amount	Teams	PA West Players	Other Players
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
	Total					
	Prior Transmittal					
	Transmittals to Date					

PA West Soccer Association  
 ODP Registration  
 Check Transmittal and Registration Reconciliation  
 Date \_\_\_\_\_

Boys/Girls (Circle One)  
 Type of Revenue (Registration, Camp, Housing, etc.) \_\_\_\_\_

Item	Player or Check Originator	Check Number	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
	Total		
	Prior Transmittal		
	Transmittals to Date		

PA West Soccer Association  
State Office Policy and Procedure  
Receiving, Recording and Depositing Funds

Policy

The accurate recording of soccer funds is as important as the correct utilization of expense account codes. This proper classification of revenues and expenses is vital for each cost center head to manage their respective programs. The timely deposit of those funds maximizes the earning potential of those funds until they are used.

Procedure

1. Open mail each day and endorse checks with "For Deposit Only" stamp.
2. District, Classic and Amateur registrars act as the collection agents for player fees. Tournament chairpersons will be responsible for the collection of entry and other tournament fees. The Olympic Development Program administrators shall be responsible for collecting fees from ODP players. The State Referee Administrator shall be responsible for collecting and forwarding referee certification and instructional fees.
3. Designated state office employees may collect for purchases of PA West merchandise, video tape deposits, travel permit fees, reimbursement for NSF (non-sufficient funds) checks and other miscellaneous fees.
4. All fees are to be paid by check made payable to "PA West Soccer Association."
5. All checks are to be transmitted to the state office on a timely basis, normally within 15 days of receipt, along with a transmittal form detailing the source and amount of the funds.
6. A designated state office employee should verify the submittal of checks with the accompanying transmittal form. If in agreement, the transmittal form should be signed. If not in agreement, exceptions should be noted and a copy of the revised transmittal form returned to the sender. The original transmittal form should be filed.
7. A deposit report should be compiled listing each check by source of funds.
8. File copies of verified transmittal forms, deposit report and deposit receipt and make copies for Treasurer.
9. Deposits should be made weekly or whenever the deposit exceeds \$250.

PA West Soccer Association  
State Office Policy and Procedure  
Reporting and Collection of NSF Checks

Policy

All PA West fees are to be paid by check or money order. If a check is returned by the bank for non-sufficient funds (NSF), the originator will be formally notified they must PA West for the original funds but any fees incurred by the State Office. These fees include but are not limited to bank handling fees, interest and State Office processing fees. Failure to reimburse the Association these fees due, will put the player or club in bad standing. Repeated offenses will be referred to the Board of Directors for further action as required.

Procedure

1. All NSF check are to recorded on the NSF Collection Status Report and filed with the PA West Treasurer
2. A letter shall be sent to the originator of the NSF check informing them of the returned check and the amount owed, including all additional fees
3. In the event that the originator does not respond within 30 days, a second letter shall be sent to the originator indicating that they are in bad standing and they may not participate in PA West activities until this status has been reviewed by the Board of Directors.
4. Dates of the above correspondence and the date of the replacement check shall be posted to the NSF Collection Status Report and files with the PA West Treasurer



PA West Soccer Association  
Policy and Procedures  
Payment and Reimbursement of Expenditures

Policy

PA West Soccer Association will reimburse its board members, cost center heads and others for authorized expenditures which are directly related to the conduct of Association business. Requests for reimbursement must be documented, submitted to the Treasurer monthly and should be paid promptly.

Procedure

1. Whenever practical, cost center expenses should be directly billed to PA West Soccer Association.
2. All expenses over \$25 which are to be reimbursed must be submitted to the Treasurer for payment within 30 days of occurrence. All vouchers must be submitted no later than 15 days after the end of the program year. Exceptions must be approved by the Board of Directors.
3. If individuals are to be reimbursed, they must complete a "Request for Payment Voucher" which must be approved by the cost center head and accompanied by an original receipt or invoice for the actual expenditure. Funds paid to individuals which are not supported by third party receipts or invoices, such as instructional fees, meals and mileage, are subject to 1099MISC reporting.
4. PA West Soccer Association is exempt for Pennsylvania sales taxes. Individuals who purchase materials on behalf of the Association should request a copy of the tax-exempt certificate from the Treasurer prior to making purchases.
5. Capital expenditures (computers, software, fax and answering machines, telephones, file cabinets, etc.) may only be purchased for the state office. These are not reimbursable items for other cost centers or chairpersons without the approval of the Board of Directors.
6. All expenses of the association shall be paid by bank check.
7. Checks shall be sign by two designator signers, neither of which should be the payee if the reimbursed amount exceeds \$50.

Travel Expenses Outside of PA West

1. The Board of Directors shall formally pre-approve those who are authorized to represent the PA West Soccer Association at regional or national meetings. Only those authorized will be reimbursed for their travel expenditures. Note: Referees, State Coaching and Amateurs have travel expenses build into their budgets and do not require approval from Board of Directors.
2. Transportation
  - a) Air line tickets should be purchased in advance to take advantage of special airfare rates. Whenever possible, travelers should also consider booking over a Saturday if the transportation savings offset additional costs of lodging and meals.
  - b) PA West will only reimburse for "coach" airfares. Upgrades are at the traveler's expense.

Effective 9/1/99

- c) Airline tickets should be billed directly to PA West whenever possible.
  - d) Any personal travel is at the traveler's expense.
  - e) Travelers may elect to drive to national or regional meetings. However, PA West will only reimburse mileage at the standard IRS rate of \$.31 per mile (effective 4/1/99) up to the lowest cost airfare to that site. In addition, current Internal Revenue regulations only permit a deduction of \$.12 per mile for charitable contributions.
  - f) Rental cars are at the traveler's expense unless there is no other ground or local transportation available.
3. Lodging
- a) If travel arrangements to regional or national meeting include convention rate lodging, this rate should be used. Otherwise, the best possible rate should be obtained.
  - b) Lodging shall consist of room, tax and tip (if applicable). Mini-bar charges, in room movies, health club and room service are not reimbursable expenses.
  - c) If spouses travel, their incremental cost is not reimbursable
  - d) On occasion, members of PA West will be asked to share a room to permit more people to attend.
4. Meals
- a) The daily limit for meals and food is \$35 per day. This rate is subject to change depending on the venue. Receipts are required for all meals in excess of \$25.00. This is not a per diem rate but a reimbursement of actual expenses incurred.
  - b) Alcoholic beverage expenditures are not reimbursable whether drinks are consumed at a meal or separately.
5. Entertainment
- a) Personal entertainment is not reimbursable.
  - b) At the President's discretion, PA West may elect to entertain in an official capacity or return meals bought by other associations. All expenses must be documented and the circumstances noted.

#### Travel Expenses Within PA West

1. In general, intra-state travel (i.e., within PA West) expenses are reimbursed on the same basis as travel outside of PA West except that they do not need to be pre-approved by the Board of Directors. Cost centers have the right and responsibility to budget for such expenses. As with all reimbursements, a "Request of Payment Voucher" must be completed and approved prior to payment.
2. Mileage costs incurred by members will be reimbursed at the IRS rate of \$.31 per mile (effective 4/1/99) *after* the first 50 miles for each occurrence. Mileage costs incurred by employees of PA West will be reimbursed at a rate of \$.31 per mile on all miles. Since these expenditures cannot be substantiated by third party receipts, reimbursements are subject to inclusion in 1099-MISC earnings. Vouchers should indicate the number of miles driven, the destination and the purpose of the trip. Note: The Internal Revenue Service currently allows volunteers to deduct \$.12 per mile as a charitable contribution. The difference is other income. In certain cases, PA West may elect to reimburse members for actual fuel purchases rather than a mileage rate.

Effective 9/1/99

3. Lodging and meals follow same guidelines as travel outside of PA West.

Completion of Request for Payment Voucher

1. All requests for reimbursements of expenditures must be accompanied by a completed, documented and approved Request for Payment Voucher.
2. The budget code may be obtained from the Chart of Accounts. (Verify with the PA West Treasurer if in doubt.)
3. All requests for payment should be made within 30 days of the expense and within the budget year. Payment beyond this period may require Board of Directors approval.
4. The payment voucher is to be submitted to the state office. A faxed copy of the voucher and receipts are acceptable in instances where it is not practical to submit them in person or have them delivered by mail providing that the original copies are forwarded as soon as possible.
5. Checks are normally processed and mailed the second and last week of each month.
6. All questions should be direct to the PA West Treasurer for resolution.

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PA West Soccer Association  
Request for Reimbursement

Pay to the order of: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

*Complete and attach all original receipts and invoices. Payment from copies must be approved by the President or Treasurer to assure that there is no duplication of payment.*

<u>Budget Code</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional instructions: \_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_ Title: \_\_\_\_\_

Check number: \_\_\_\_\_

PA West Soccer Association  
Finance Committee Policy and Procedures  
Financial Reporting

Policy

1. Provide monthly financial statements including
  - a) Balance Sheet
  - b) Income Statement, both consolidated and by cost center
2. Assure that an annual audit or compliance review is conducted by an independent accounting firm and that a report is filed with the Board of Directors
3. All original financial documents shall remain in the confines of the State Office
4. Funds are to be deposited on a timely basis
5. Payments of all invoices shall be on a timely basis

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PA West Soccer Association  
Policy and Procedures  
Checking Accounts and Reconciliations

Policy

1. The Treasurer shall be responsible for the PA West general fund checking account
2. Subsidiary checking accounts (e.g., tournaments, payroll and referees) must be approved by the Board of Directors
3. Those who issue checks shall perform a monthly checking account reconciliation and provide a copy to the Treasurer
4. The Treasurer shall review the reconciliations and investigate any abnormalities

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PA West Soccer Association  
Policy and Procedures  
Record Retention

Policy

1. Original copies of invoices, financial statements, bank statements, audit reports, tax forms and contracts shall remain in the State Office.
2. Invoices and vouchers should be retained for 5 years.
3. Tax records should retained for 7 years
4. Employment records should be kept indefinitely but appraisals should only be retained for 3 years

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PA West Soccer Association  
Policy and Procedures  
Investment Policy

Policy

The PA West Treasurer is authorized to establish checking accounts and investment accounts for the Association's working funds, subject to the following conditions:

1. The accounts shall be with state or federally chartered FDIC insured banks
2. No more than three banks shall be used
3. Working funds may be contained in checking accounts, or may be invested in the banks' certificates of deposits or US treasury bills if all such investments have maturities of twelve months or less

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PA West Soccer Association  
Policy and Procedures  
Annual Budget Process

Policy

The purpose of an annual budget is to plan the revenue and expenditures of the Association to achieve the mission and goals of the Association and its individual cost centers. The budget shall run from September 1 through August 31 and shall be approved by the State Council at the Annual General Meeting (AGM).

1. The Budget Committee shall be headed by the Treasurer and shall comprised of the Finance Committee chairperson, and representatives from the Youth and Amateurs Boards. Additional members may be appointed as necessary.
2. Each cost center head is responsible for developing and submitting a budget for their cost center.
3. The Board of Directors shall set the date that budget requests are due for the forth coming fiscal year.
4. The Budget Committee shall set its meeting schedule and may request cost center heads to attend these meetings as needed. The Committee shall submit a working budget at least three months and a final budget two months prior to the AGM.
5. The budget is used as a means of allocation of funding during the fiscal year. Items that are out of line, as determined by the Treasurer, may be presented to the Board of Directors for final payment approval.
6. A cost center has the right to request a revision to its budget during the current fiscal year.
7. The Board of Directors reserves the right to change all budget requests.

PA West Soccer Association  
Policy and Procedures  
Ownership and Use of Membership Lists

Policy

The membership list of players, coaches, managers, board members and cost center heads within the Association is the property of the PA West Soccer Association and may not be given or sold to third parties without the express approval of the Board of Directors or its specified representative.

Intended Use

The Board of Directors has the right to determine who may purchase the rights to the PA West Soccer Association membership list, how it may be used, how often it may be used and what financial arrangements may be made. In general, the mailing list will be limited to non-repetitive, soccer related mailings. The material being mailed must be approved by the Committee or its representative.

Security of Mailing Lists

To ensure limited access to and utilization of the Association's mailing lists, data will only be sold to bonded entities which will be prohibited from copying or reselling this information. Membership information will not be placed in any literature that would permit open usage for solicitation or resale by private individuals.

Procedure for Sale of Mailing Lists

1. Request for purchase and a copy of the material to be mailed are directed to the Board of Directors or its representative for consideration.
2. A sales price is negotiated for the current mailings and/or subsequent mailings if material is to mailed again in the future.
3. Purchaser agrees to terms of sale (limited used, no duplication of list, no resale, etc.).
4. State office provides data to purchaser upon receipt of good funds.

# PA West Soccer Association Policy and Procedures Manual

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