

Form Instructions – Financial Compliance Letters

Purpose:

There are 3 letters dealing with the issue of compliance to AYSO financial guidelines:

TC-310	Notification of Financial Non-Compliance
TC-311	Follow-up to Notification of Financial Non-Compliance
TC-312	Notification of Tournament Denial

These letters are used when a tournament host region is past due on remitting funds to the National Support & Training Center.

Form letters are provided on the website, with a standard format and content. These letters must be used as they are shown, modifying only to add the specific details (i.e. region name, recipient name, etc.).

Recommendations:

TC-310 Notification of Financial Non-Compliance	<p>The purpose of the Financial Non-Compliance letter is to provide a sample or reference letter to be utilized by the area or section director as appropriate to seek verification or resolution to an outstanding balance as recorded by AYSO's Financial Department.</p> <p>Typically, this letter is sent upon realization that the tournament host is out of compliance. This will be at the time that a tournament authorization package is presented for approval, if not sooner.</p>
TC-311 Follow-up to Notification of Financial Non-Compliance	<p>The purpose of the Financial Non-Compliance Letter is to provide a sample or reference letter to be utilized by the area or section director as appropriate as a follow up to the tournament host when a response has not been received from the initial TC-310 letter.</p> <p>Typically, this letter is sent if a response is not received from the first letter of compliance as follows;</p> <ul style="list-style-type: none"> • If the tournament is less than 3 months away, send the letter if 14 days have passed with no response. • If the tournament is more than 3 months away, send the letter if 30 days have passed.
TC-312 Notification of Tournament Denial	<p>The purpose of the Notification of Tournament Denial is to provide a sample or a reference</p>

	<p>document to be utilized by the area or section director as appropriate following no responses from previous letters (TC-310 and TC-311). This document provides the tool for applicable steps to be taken regarding the possible suspension of a tournament.</p> <p>Typically, this letter is sent if a response is not received from the second letter of compliance as follows;</p> <ul style="list-style-type: none">• If the tournament is less than 3 months away, send the letter if 14 days have passed with no response.• If the tournament is more than 3 months away, send the letter if 30 days have passed.
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