

<p>Purpose The purpose of this policy is to give the organizations a tool by which they, with TYFA's help, can try to protect themselves from financial loss for such things as parents walking off with equipment or not paying their registration fees.</p>	<p>Terminology Active TYFA Member – <i>an organization that has an active Annual Agreement.</i></p>
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Documents referenced by this policy

Each of these documents can be found on the TYFA website at:

<https://www.tyfa.com/2017-athlete-volunteer-holds>

1. Request Hold (Single) Form
2. Request Hold (Multiple) Form
3. Appeal Policy
4. Active Money/Equipment Hold List



It is also important to understand that TYFA, not the organizations is the entity that will or will not place a hold on an individual based on evidence.

Policy Pre-Requisite

As a pre-requisite to any possible holds being placed, the organization in question must be an **Active TYFA Member**.

If an organization loses its **Active TYFA Member** status by choice or otherwise, TYFA will inform the league that all athletes and volunteers are free and clear from ALL holds pertaining to that organization.

If the organization is allowed to return to TYFA, the release of all athletes and volunteers will NOT be revoked.

Procedure

If an organization wishes to request a hold to be placed on an individual, they need to:

1. **Meet the pre-requisite of this policy**
If an individual's previous TYFA organization is no longer an Active TYFA Member, TYFA will not entertain any requests for holds to be placed on individuals for owing money or equipment.
2. **Properly submit a Request Hold form to HelpDesk@tyfa.com**
The organization needs to attach any appropriate documents proving their case. The more information the better.
3. **Submit the Request Hold form prior to the September 1, current year deadline.**
I.e. Submit 2014 holds by September 1, 2015.

Review, Ruling and Notification

Requests for a Money/Equipment Hold will be reviewed and ruled on by the Regulatory & Compliance Committee and notification of the ruling will be emailed to the organization and/or individual determined by the result of the ruling.

1. If TYFA sides with the individual, a Money/Equipment Hold will be denied.
2. If TYFA sides with the organization, the individual in question will be placed on an indefinite hold until the money is paid or the equipment is returned or paid for. If a Money/Equipment Hold is granted it pertains to **both the Spring/Fall Season.**

If either the organization or the individual does not agree with the ruling made by the Regulatory & Compliance Committee, they may be able to appeal. The appeal must be submitted to HelpDesk@tyfa.com or it will not be reviewed.

What can an individual do while on a Money/Equipment Hold?

If an individual is placed on a Money/Equipment Hold, that individual cannot participate in any way with any TYFA organization except as a spectator.

Enforcement of a Hold

Organizations have access to review the Money/Equipment Hold list to make sure that any individual they deal with is not ineligible because they are on hold. If they are on the list, the organization needs to inform them to get themselves cleared before they can participate. If any TYFA organization is found allowing a "held" individual to participate in any way (other than as a spectator), the organization and individual will be charge with a **(Level III Violation)**.

Clarification

If an individual comes to TYFA from a non-TYFA league, they will be considered free and clear as TYFA does not recognize any non-TYFA league jurisdiction.

With that said, a TYFA individual who owes money and/or equipment is placed on an indefinite hold by policy. Therefore, if an individual changes leagues for a year or longer and then tries to return, they will find themselves STILL on an indefinite hold.