



## **Membership & Financial Matters for the Season (2018/19) – Version 2.0 DRAFT**

- Membership Registration
- Payment of Membership Fees
- Team Kit
- Team Fines & Spares Funds
- Player Fines
- Team Social & Referees Fund
- Tournaments
- Training Course Pre-Authorisation
- Expenses Reimbursement
- Fund raising
- Bank accounts

### **Membership Registration**

- A Guseley JFC Membership Registration Form, should be downloaded and completed, and given to your team Manager/Coach
- A separate form should be completed for each player in the squad
- At the start of the season, managers will collate all player and payment information onto a team registration form to pass to the Club Secretary and Club Treasurer
- Any players applying for a new membership during the season, should also download / complete a Club Membership Form and give it to your team Manager/Coach at their first training session

### **Payment of Membership Fees**

- Payment: should be made by direct bank transfer (cash or cheques will NOT be accepted) **to:** -
- **GUSELEY JUNIOR FC    Sort Code: 20-48-42    Account: 90358185**
- **Payment reference – follow instructions on player membership form**
- Deadline: payment to be provided for each player and passed to the Club Treasurer by **July 1<sup>st</sup>, 2018**
- Payments can also be made via the club website (fees apply) and managers will need to be informed of the payment reference/order number provided at the time of payment by the parent/guardian

### **MEMBERSHIP FEE SCHEDULE SEASON 2018/19 DRAFT**

<i>New/Rolling Membership Fee</i>	<b>£125</b>
<i>New Membership Fee (after 1<sup>st</sup> January 2019)</i>	<b>£90</b>
<i>New Membership Fee (after 1<sup>st</sup> April 2019)</i>	<b>£40</b>
<i>Development Team Member Fee</i>	<b>£90+ £30 (kit tbc)</b>
<i>Development Team Member Fee (after 1<sup>st</sup> January 2019)</i>	<b>£60+£30 (kit tbc)</b>
<i>Development Team Member Fee (after 1<sup>st</sup> April 2019)</i>	<b>£30+£30 (kit tbc)</b>



## **Team Kit/Equipment**

### Kit

- Each team is responsible for finding appropriate funding for playing kit – this is not paid for by the club
- If sponsorship is secured to pay for the kit, this money can be paid to the club who would then pay for the kit purchase (i.e. some sponsors will want to pay the football club not buy the kit directly)
- Sponsors who pay directly for kit can do so if they wish
- The maximum value for sponsorship to a team is the lower of the kit value required or £750 – any funds raised above this are deemed to be towards the overall equipment and funding for the Club
- For any supplementary kit or replenishment required, the spares fund may be allocated to this if sufficient funds remain, see below under “team fines & spares funds”

### Equipment

- Provision of basic equipment will be provided by the club – e.g. match balls x 2, training balls (1x player), cones/markers, bibs, first aid kit, respect barrier – this will not be renewed each year, only when required
- Equipment will be recorded against each team to ensure appropriate spend for each team and that a correct stock record is held – the property remains that of the Club and would need to be returned on request by the Committee
- Equipment will be requested to the Club Buyer and Treasurer who will assess the request and either purchase the equipment (for example if bulk purchasing ensures better value) or authorisation will be given to the team to purchase and be reimbursed via expense process, see below – note: authorisation must be given **PRIOR** to any equipment being purchased otherwise re-imburement may not be given

## **Team Fines & Spares Funds**

- Within the Clubs Annual Budget, each team will be allocated a sum of money (Season 2018/19 - £50) for the payment of administrative fines and replenishment of any equipment or kit as required
- The gross value available will be reduced by the amount paid out by the Club for fines on behalf of the team
- The remaining value can be used for equipment and kit replenishment whereby monies can be drawn down by the team Manager by the production, to the Club Treasurer, of all associated receipts
- If additional fines are incurred after the fund has been exhausted in any season, the value of the fines will be deducted from the subsequent season’s team fund
- All claims must be issued to the Club Treasurer during the current season and no monies can be carried forward to the subsequent season

## **Player Fines**

- These need to be paid for by the player (or parent/guardian) – the Club may need to pay the fine to prevent further penalties for the team/club but the player will need to reimburse the Club
- Failure to pay the fine cost may result in the player being suspended by the club



### **Team Social & Referees Fund**

- A team can claim **either** for Match Referee reimbursement or Social Fund (not both)
- The value of claims for a referee should not exceed the associated League, or The FA recommended amount payable and signed receipts / “Referee Expense Form”, along with a Club “Expenses Claim Form” should be provided to the Club Treasurer
- The Social Fund will be a rate as detailed within the Clubs Annual Budget (Season 2018/19 - £7.50 per member) and can be drawn down from the Club Treasurer between December 1st and April 30th of the current playing season – however, this is only for players who have paid their membership before November 30th of the current season
- All claims must be issued to the Club Treasurer during the current season and no monies can be carried forward to the subsequent season.

### **Tournaments**

- Participation in pre-season or end of season tournaments is completely at the discretion of the relevant team manager
- Expenses can be claimed by the manager up to a maximum of two entries per player per year (i.e. from August 1st to July 31st).

### **Training Course Pre-Authorisation**

- Except for 1st Aid and Safeguarding **renewals**, all training Courses must be **Pre-Authorised** by any two of the Club Chairperson, Secretary or Treasurer – a copy of email confirmation should be kept
- After completion of the course the attendee can claim the fees reimbursement by sending a Club “Expenses Claim Form” along with the pre-authorisation and relevant receipts – all of these should be sent to the Club Treasurer.

### **Expenses Reimbursement**

- Any applications for reimbursement of expenses must be submitted on a Club “Expenses Claim Form” and sent to the Club Treasurer alongside all associated receipts
- Expenses would normally be for referee fees, courses (with pre-authorisation), equipment, spares requests, tournaments or social fund monies
- Expenses will only be paid with appropriate receipts provided
- Expenses must be claimed within three months of the expenditure being incurred otherwise will be rejected



### **Fund raising**

- Any funds raised by managers, coaches, parents, members, representatives or associates is deemed to be for the Club overall, not specific teams – the exception is kit sponsorship as noted in “Team Kit”
- Applications for grants and/or sponsorship greater than £750 can only be made with the approval of the Club Committee and co-ordinated through the Club Treasurer
- All sponsorship/grants/donations/monies collected should be paid into the Club bank account as soon as practically possible, via the Club Treasurer
- It is not the Club’s intention to collect fees from members at training sessions as these are covered in the membership fee paid annually
- “Unofficial funds” – if managers instigate collections from members or parents or other representatives at training sessions or other activities (over and above the Club membership fee – e.g. tea/coffee sold at matches), these must be notified to the Club Treasurer – if monies collected in a season are less than or equal to £100, these are able to be used for team specific purchases
- Managers need to provide a summary of income/expenditure from these “unofficial funds” on request by the Committee and the Club does not accept any liability or responsibility for any losses – this is the responsibility of the manager/coach of the relevant team

### **Bank Accounts**

- No manager, member or representative or associate is entitled to open an account for funds of any kind related to the Club, or any team within
- The Club’s management committee is the only representative empowered to open bank accounts or authorise financial or contractual arrangements on behalf of the Club, or any team within