



## **Membership & Financial Matters for the Season (2024/25) – Version 8.0**

- Membership registration
- Payment of membership fees
- Team kit
- Team fines and “spares fund”
- Player fines
- Referee fees
- Tournaments
- Training courses
- Expenses
- Fund raising / bank accounts

### **Membership Registration**

- For new players, please ensure a “Player Enquiry Form” has been completed online to ensure there is space available at the relevant age group - form here: <https://www.guiseleyjuniors.co.uk/contact-us/>
- For existing members (or if you have been given permission to join by the Club Secretary from above), then please complete the online “Membership Registration Form” here: <https://www.guiseleyjuniors.co.uk/application-form/>
- **A separate form should be completed for each player.**

### **Payment of Membership Fees**

- Payment: should be made by direct bank transfer (cash or cheques will NOT be accepted) **to:** -
- **GUISELEY JUNIOR FC    Sort Code: 20-48-42    Account: 90358185**
- **Payment reference – follow instructions noted within online membership form**
- **Deadline: payment to be provided for each player by July 19<sup>th</sup>, 2024**

### **MEMBERSHIP FEES - SEASON 2024/25**

New/Rolling Membership Fee	£160
New Membership Fee (after 1 <sup>st</sup> January 2025)	£90
New Membership Fee (after 1 <sup>st</sup> April 2025)	£30

### **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 should be paid to the club who would then pay for the kit purchase (i.e., sponsors will pay the football club for transparency, if they require an invoice, please ask the Treasurer who will provide).
- All teams should use the Club’s kit provider to ensure the Club does not miss out on any rebate income - any exception needs to be agreed with the Club Treasurer.
- The maximum value for sponsorship to a team is the lower of the kit value required or £1250 - 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 enough funds remain, see below under “team fines & spares funds”.
- Only numbers (not names or initials) should appear on sponsored kits or those supplied by the Club. The only exception would be initials on training tops if paid for by parents directly.
- Ordering process for managers to follow is found on the club website:  
<https://www.guiseleyjuniors.co.uk/logo-guidelines/>

### Equipment

- Provision of basic equipment will be provided by the club – e.g., match ball, training balls (1x player), cones/markers, bibs, first aid kit, respect barrier (if required) - this will not be renewed each year, only when required, please request only what is needed.
- 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 should be requested via the form below, sent to the 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 reimbursement may not be given.
- Equipment request form is found here: <https://www.guiseleyjuniors.co.uk/club-documents-links/>

### Team Fines & Spares Funds

- Within the Clubs Annual Budget, each team will be allocated a sum of (a maximum) £50 for the payment of administrative fines and replenishment of any equipment or kit as required in a season.
- The value available will be reduced by the amount paid 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 having requested this to the Club Treasurer.
- 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.

### Referees Fees

- The value of claims for a referee should not exceed the associated League, or FA recommended amount payable, and a signed “Referee Expense Form” should be provided to the Club Treasurer.
- Referee form can be found here: <https://www.guiseleyjuniors.co.uk/club-documents-links/>



- Qualifying referees should complete their 5 required qualifying matches for the Club free of charge, pass their refereeing qualification course (which will be paid back afterwards by the Club), then charge the relevant amount per league rules/format.

### **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 team 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 (with pre-authorisation), spares requests, or tournament fees.
- Expenses for any other type of expenditure must be approved by the Club Treasurer **PRIOR** to the expenditure being made - a copy of the email authorisation should be kept for submission with the expense form when subsequently claiming the expense.
- Expenses should be claimed within three months of the expenditure being incurred otherwise may be rejected.
- Expense claim form can be found here: <https://www.guiseleyjuniors.co.uk/club-documents-links/>

### **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 £1000 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 otherwise they are deemed to be club monies for overall use.

- 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.