

Ware Lions Community Football Club

Finance Policy



The aim of this policy is to ensure that the finances of the club are managed consistently, that the club remains financially sustainable and that Ware Lions remains equally accessible to all.

Annual registration and subscriptions

- 1.1 **Purpose.** Annual registration fees and the charges for training and matches aim to cover the core costs for the club including costs for referees, pitch hire, league registrations, equipment and coaching costs for the dev. squad.
- 1.2 **Charges.** The annual subscription charges shall be agreed by the Club Committee at the Annual General Meeting.
- 1.3 **Collection of subscriptions.** Team managers are responsible for ensuring fees are paid.
- 1.4 **Long Term Absence.** If a player has a long-term unplanned absence from training / matches, the Club Committee may at its own discretion approve a reimbursement of their subscription fees paid relating to the absence period. The Club Committee will review each instance on a case-by-case basis.
- 1.5 **Those on low income.** The Club Committee want to ensure that the club is financially accessible and will consider concessionary arrangements for any families on low income on a case-by-case basis. Any concessions must be agreed by the Club Committee in advance.

Fundraising activities

- 1.6 **Purpose.** Fundraising activities aim to create a small surplus for Ware Lions which will be reinvested into the club for equipment and items as agreed by the Club Committee.
- 1.7 **Club fundraising.** The Club Treasurer is responsible for setting budgets for fundraising activities. Income generated from club fundraising activities will be reinvested into equipment etc as agreed by the Club Committee.
- 1.8 **Team fundraising activities.** Income for any fundraising activities generated by specific teams can be used for equipment and clothing etc for that relevant team as agreed by the team manager.

Costs- Pitch Hire and Kit & Training Jackets for Players and Managers

- 1.9 **Pitch Hire, friendlies, and summer tournaments.** The club will arrange the booking and payment for grass and Astroturf pitches for all teams for the season in line with an agreed annual schedule. Any additional sessions required by individual teams (i.e., for extra training sessions, friendlies or for matches if the grass pitches are not playable) or summer tournaments must be booked and paid for separately by Team managers and all associated costs must be covered through additional income on top of the normal subscription's fees.
- 1.10 **Referees' costs.** The club will cover the direct cost for referees for league and cup games. Additional costs (including referees fees) relating to friendly games shall be covered through additional subscription payments.
- 1.11 **Match Kit.** The cost for match kit and training clothing will be met through sponsorship and/ or charges to parents as agreed by individual teams and Team Managers. Costs for additional individual kits for extra players joining a team after the kit has been provided will be met by the club.
- 1.12 **Managers and Coaches** will be provided with a Summer and Winter training jacket and polo shirt by the club every 3 years.

The club will also meet the costs associated with any requirements for the FA Chartered Standard Accreditation or FA Safeguarding Commitment (e.g., coaching courses, safeguarding courses, CRC checks etc).

- 1.13 **Minor costs.** Team costs (for items such as medals, first aid kit, pumps, gloves, keys etc) of up to £25 can be claimed through the Club Petty Cash. Team managers will ensure these costs are kept to an absolute minimum. Please note that any outstanding subscription payments will be offset against any costs to be claimed by Committee Managers.

- 1.14 **Paid roles- development coaching.** Payment for coaches for the development squad will be made as agreed by the Club Committee. All other committee and coaching roles are voluntary and payments shall not be made.
- 1.15 **All other roles.** Payment for any auxiliary roles, such as car park or café helpers should be self- funding and not be taken from club subscriptions.

This policy is approved and fully supported by the Club Committee Members who are responsible for the implementation of this policy.
