

Subs Payment Policy

Issue 1
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The objective of this policy is to standardise practice across every Team, Year Group and for every Coach:

- ◆ For every competitive game, there is an umpire-related expense that players are required to cover by contributing subs prior to the match.
- ◆ In league games (such as Stanborough), the sub amount is now agreed to be £2 per player, per match.
- ◆ Other tournaments may require a greater contribution. If this is the case, this should be communicated in advance to all players.
- ◆ The Coach of each Year Group will manage their own subscriptions account using the attached Match Subs Record Sheet.
- ◆ At the start of the season, each Coach should have a £20 float to assist with the first two weeks of umpire fees.
- ◆ Every competitive match player should be encouraged to pay their subscription in advance in £10 increments. Every time that player participates in a match, their credit will deplete by £2. Therefore in five matches their credit will be at zero and they will be required to top up their account once again.
- ◆ Should a player leave the Club, or fail to play for five matches, then any over payment should be returned to the player.
- ◆ Players of Coaches and Parent Volunteers, who are supporting **on court that day**, are not required to pay subs.

- ◆ Surplus funds accrued may be used for player benefit: prizes/rewards and/or ad hoc awards. Any expense of this nature recorded against the subscription account. The aim here is to provide total transparency around the appropriation of these subscription funds.
- ◆ Tournament entry fees, first aid kits and/or equipment should no longer be paid for from surplus subscription funds. Any costs of this nature should be reimbursed from the Club bank account. Again this needs to be approved by the Chair or Vice Chair and instigated by the Treasurer or Deputy Treasurer.
- ◆ Any surplus money at the end of each term must be returned to the Club bank account, along with the Match Subs Record Sheet, so that the Treasurer and Deputy Treasurer can validate how the sub funds have been spent.