

YMCA All Saints FC- based at YMCA Plymouth and All Saints Academy,
Honicknowle Lane, Plymouth PL5 3NG



'Providing football for young people since 1906'

YMCA Football Club Policy for Non-Payment of Monthly Membership Fees

Policy Overview

This policy outlines the steps and actions the club will take in the event that the parent/guardian of a child fails to pay their monthly membership fees. The club values its members and seeks to ensure that everyone has fair access to our facilities and activities. To maintain football operations, it is essential that all members meet their financial obligations in a timely manner. However, the club also recognises that financial difficulties can arise unexpectedly and offers support through a Hardship Fund.

Payment Due Date

- **Payment Due Date:** All monthly membership fees set by the members team are due between the **1st and the 14th** of each month. Payments not received by the due date will be considered overdue.

Step-by-Step Process for Non-Payment Escalation

1. Reminder Notice (One week late)

- If payment is not received by the 21st day of the month, a friendly reminder will be sent to the parent / guardian by SMS **by the coach of the team**. This reminder will include details of the overdue amount and a request to settle the payment within the next 7 days.

2. Late Payment Notice (Two weeks late)

- Should the payment remain unpaid by the 28th day of the month, a formal late payment notice will be issued **by the Club Secretary or Club Treasurer**. This notice will outline the overdue amount and advise the member that failure to pay within 7 days may result in suspension of football privileges.

3. Suspension of Playing Football (Three weeks late)

- If the payment is still outstanding after three weeks, the member's club privileges will be temporarily suspended. This includes access to training, matches, and club facilities. The member will receive a notification regarding the suspension and the steps needed to reinstate their membership.

4. Final Warning (One month late)

- After one month of late payment, if payment has not been made, a final warning will be issued. This communication will inform the member that their membership is at risk of termination if the overdue balance is not cleared within the next 7 days.

'A club above all. Above all a club'

5. Termination of Membership (One month and one week)

- If the member fails to settle the outstanding balance one month and one week from the previous payment date, their membership will be terminated. The member will be notified in writing of this action and informed of the process for reapplying for membership, which will include payment of any outstanding fees.

Termination of Membership / Approach to transfer out of the Club

- A member whose membership has been terminated or has received a 7 days transfer request from another club must ensure that all outstanding fees are up to date.
- The member must ensure that all YMCA All Saints FC playing kit, club purchases or sponsored items are returned to their coach/manager or committee member.
- If either kit or fees are outstanding, the Club Secretary will contact the DJM League which could result in being unable to be registered at another club.
- The above includes outstanding payments at the end of a playing season.

Reinstatement of Membership

- A member whose membership has been terminated for non-payment may apply for reinstatement by paying all outstanding fees. Reinstatement will be subject to approval by the club's management and is not guaranteed.

Appeals Process

- Members have the right to appeal any action taken under this policy by contacting the **Chairman- Vic Hibbert or Club Secretary** within 14 days of the action. The appeal will be reviewed, and a decision will be communicated within 14 days of receipt.

Hardship Fund Appeal Process

The club recognises that members may face financial hardships that make it difficult to pay membership fees. To support members in such situations, the club offers a Hardship Fund. Members who are experiencing financial difficulties may apply for assistance through the following process:

1. Application Submission

- Members must submit a written application for Hardship Fund assistance to the club's finance department. The application should include:
 - A brief explanation of the financial hardship.
 - The amount of assistance being requested.

2. Review Process

- The **Club Treasurer and Club Secretary** will review the application within 7 days of receipt. During this time, additional information may be requested from the member to support their application.

3. Decision Notification

- Once the review is complete, the member will be notified in writing of the decision. If the application is approved, the member will be informed of the amount of assistance granted and any conditions attached (e.g., repayment plans, partial fee waivers).

4. Reinstatement of Membership Privileges

- If the Hardship Fund assistance is granted, the member's privileges will be reinstated immediately, provided any required payments are made according to the agreed terms.

5. Confidentiality

- All applications and associated communications are treated with strict confidentiality. Only authorised club officials involved in the review and approval process will have access to the information provided.

Repeat Late Payments Process

While the club understands that occasional late payments can occur, repeated late payments throughout the season will be addressed through the following steps:

1. Tracking and Review

- The club will monitor payment records throughout the season. If a member is late with payments on more than two occasions within a three-month period, the situation will be flagged for review by the **Club Secretary**.

2. Formal Warning (After 2nd Late Payment)

- Upon the second late payment within the season, the member will receive a formal warning. This warning will outline the pattern of late payments, reiterate the club's expectations regarding timely payments, and inform the member that further late payments may result in more severe consequences, including suspension or termination of membership.

3. Third Late Payment

- In the event of a third late payment, the member will be required to outline to the **Club Secretary** discuss the reasons for repeated late payments and explore possible solutions, including referral to the Hardship Fund if appropriate.

4. Final Termination (After 4th Late Payment)

- If a fourth late payment occurs within the season, the member will be requested to pay all outstanding fees for the remainder of the year or their membership will be terminated.

Players Transferring into the Club / Late Registration

- Individuals looking to transfer to the club will be required to pay a £15 registration fee to cover initial costs. The member will then be required to pay the team monthly fees from between the **1st and the 14th** of the following month.

Contact Information

- For any questions or concerns regarding this policy or payments, members are encouraged to liaise with their teams' coach or the **Club Secretary- Wayne Jago** at waynejago@hotmail.co.uk or 07528780671.

This policy is effective from September 2024 and applies to all current and future members of the club. The club reserves the right to amend this policy as necessary.

YMCA All Saints FC- Committee

September 2024