



Club Secretary:  
Barry Wake



Registered under the Football Association's Child Protection Policy

[www.whickhamfellsideyfc.co.uk](http://www.whickhamfellsideyfc.co.uk)

**Club Management Committee:**

President – Rob Hennessey, Chairman – Dave Nelthorpe (welfare officer), Secretary – Barry Wake, Treasurer/Vice-Chairman – John Clark, Football Development Officer – Peter Craddock, Registration Secretary – Steve Franklin, Kit and Equipment – Tony Smith, Watergate and Pitch Facilitator – Paul Johnson and Sharon Johnson, Asst. secretary – Paul Mitchell, Welfare Officer – Peter Richardson, Referees and pitch allocation – Barry Wake

**Club General Committee** All Team Managers and Assistants

DFA Affiliation No. **W-DUR4509**

## **WFYFC 2021/22 Team budget policy guidance**

**Policy Name:** Whickham Fellside Youth Football Club (WFYFC) Registrations Policy.

**Policy Version Number:** Final 1\_0a

**Policy Effective Date:** from 1st June 2021

**Policy Owner:** Club secretary

**Policy Reviewer:** WFYFC Management Committee

**Review Cycle:** Yearly

**Purpose:** This policy is to ensure that a framework and guidance document supports the club's registrations and subscriptions process. This document is located in dropbox/Committee Meetings/Policy.

All subs are £240 for the 2021/22 season. Team budgets are based on the number of players in each team and then taking 62.5% of these players subscription costs (income) in total. The remaining 37.5% of the team's subscription costs (incomes) goes to the club to run its operational club budget (outgoings). This will allow the club to track the area in the club spend analysis with the most complicated financial activity.

The team budget concept allows the club treasurer and the executive committee the capability to monitor the spend per team, the total spend per all teams and then compare this (the actual) against the overall team fund budget - set once all the club's operational budget has been accounted for.

For a manager / assistance, the primary aim of the team budget is to support the team financially for football related activities e.g. training facilities, training equipment, matchday kit, additional presentation events trophies, football tournaments (UK based or abroad). It can be used for other "secondary" team activities such as team Christmas parties or social activities. An example could be a team event held after the relevant presentation event for that team but only if the team has committed to continuing to next season – by this point, managers will have had to register teams with a league (small side teams that start in mid-June), or at least notify the WFYFC club secretary of the teams intention to continue or not with the club (u11 and above where the leagues start in September).

A team's budget concept was not created for managers to reduce the balance at the end of each season to zero. If a team is continuing into the next season, the balance outstanding is carried forward to the next season. If a team does not continue with the club at the end of the season, that's it – the team's budget is absorbed into the club reserve account.

We have set out the following policy rules for the team budget, to create a policy guidance framework. We cannot possibly hope to cover all scenarios around a team's budget, but the Team budget framework policy will allow the

Club's executive committee to weigh up any requests not covered below, and then provide a realistic and considered response and rationale against these policy rules, as to why these additional requests are met or declined.

- Team training costs will come out of the team budget so teams can train as often as they like where they like. The Club will endeavour to secure block bookings at local facilities to ensure that value for money to each team budget is being delivered. Match day playing facilities (away from Watergate) sanctioned by the club management committee will come out of club budget. The Club will endeavour to secure block bookings at local facilities to ensure that value for money to each team budget is being delivered.
- Team budget can be "topped" up through sponsorship or donations but must be transferred into the club's team budget (via the Club Treasurer or the Club Secretary) and held by the club in the club bank account so we have evidence that the funds are available.
- For the start of the 2020/21 season, a negative team balance will be allowed to be carried forward if that team was in existence in the 2019/2020 season. This is an exception to cope with the refund of the final months payment subscriptions (April 2020) made considering the Coronavirus pandemic and the football season ending prematurely.
- A negative must not be carried forward into the 2021/2022 season. If a team's budget is running close to zero towards the end of the season (Feb, March, April as the last 3 payment "windows") and there is the potential for a negative balance to occur (e.g. a large kit order to be placed in March), this will be discussed with the manager by the Executive Committee and expenditure on this team will stop. The manager of the team may, with the club's prior approval, go into a negative team budget, if the team manager has committed in writing to the Club Treasurer or Club Secretary to the amount and payback date, that they are seeking ways to make up the shortfall e.g. sponsorship or donations.
- The team manager does not "own" the team budget as it remains within the club at all times and is overseen by the club – regardless of whether the team budget is in "surplus" at any point in the current season, refunds and credits will **NOT** be given back to the managers/assistants or parents if the team cannot continue during or at the end of the current season, or if the team leaves "en masse" to go to another club. **This is fixed and non-negotiable.**
- The team budget is there to serve 2 purposes: 1) Support each team in its playing and training activities and 2) allow the club the necessary visibility and scrutiny to see where money is being spent across all teams in order to manage the club's overall profit and loss.
- Team budget will cover the following items – outstanding subscription payments for players that have left owing money to the club, league and affiliation fees (a team can play in 2 leagues across Saturday and Sunday), club sanctioned match playing kits (home and as many other kits as the team requires e.g. away, 3<sup>rd</sup> Strip) as per the Nike and Just sport WFYFC catalogue page (no other playing kits are allowed from any other manufacturer– see Club playing kit policy), waterproof training jacket, balls (match/training), training equipment (e.g. cones), training facilities (a team can train as often as it likes), referees (match day and friendlies), fines (e.g. Yellow and Red cards) and additional presentation events trophies. Finally, at any time in the season, any other additional items that the club decides is justified as team budget spend will be included and added to this list. This list is guidance only and not exhaustive.
- Any team budget outgoings (e.g. booking for match day facilities or WFYFC training kit, match day kit or training equipment) must come through the correct Executive Committee member and be pre-approved. All other team budget expenditure requests must be notified via email to the club secretary and the club treasurer e.g. a request for funds to take the team out for a Christmas party or to go to a tournament (in the UK or abroad). This will enable the relevant Executive Committee members to perform the necessary club administration duties when the invoices or associated payment emails/letters are received. It will also allow the relevant club officials the opportunity to check on the team's budget and actual spend to date, to ensure that a negative budget spend is not going to occur as a result of the requested spend.
- Team managers or sponsors can pay Just Sport directly, but team managers should inform the Club Treasurer, Club secretary and Kit and Equipment EC member by email for clarity and visibility of what is happening with the payment and any subsequent correspondence (remittance advice/late invoices/emails etc) coming from with Just Sport.