

CASTLE JUNIORS FOOTBALL CLUB



Refund and Reserves Policy - Version 2

1. Refunds

- 1.1 The club recognises that players may miss football through injury, or may leave the club during the season. As a general principle, the club will make refunds of fees to reflect the amount of football that the player has been able to access
- 1.2 We will NOT generally refund fees in the following situations
 - the departure follows disciplinary action
 - the absence is voluntary (a player having other activities and so on)
 - where a parent does not cancel a standing order despite reminders to do so
- 1.3 In cases of injury which stop a player playing football (whether the injury occurs when playing for the club or not), the club will generally refund £15 per month for the second and subsequent months where injury stops the player playing. If a player is out for more than three months, we will consider the proportion of the season missed. We prefer that standing orders are not cancelled if a player is remaining with the club, given the work involved in starting a standing order again.
- 1.4 Where a player leaves the club having paid fees for all or part of a season, we will take a view on the proportion of a full season for which a player has had access to club activity, and pro-rata this against the full season's fees, and refund any money above that amount.

2. Reserves

- 2.1 The club recognises the benefits of holding a financial reserve in terms of resilience, being able to make appropriate expenditure as opportunities arise, and to help deal with unexpected events.
- 2.2 The club will therefore aim to hold a general reserve of six months normal expenditure.
- 2.3 In addition, the club may decide to hold reserves for specific purposes, for instance longer term fund raising towards a particular aim. These will be identified separately in the club accounts, even if held in the same bank account as the general reserve.
- 2.4 Any monies in the club accounts that are held on behalf of particular year groups (for instance, for their fundraising for a particular activity or event) will not be deemed to form part of the club's general reserve for the purposes of paragraph 2.2.
- 2.5 The Management Committee will, from time to time, review the level of the general

reserve and determine if action is required to maintain the level of the reserve in line with the club's policy.

Signed:

Trevor Reid

Iain Greenway

**TREVOR REID
CHAIRPERSON**

**IAIN GREENWAY
TREASURER**

Date:

Version	Date	Changes
1	February 2018	Initial version - refunds policy only
2	March 2021	Reserves policy added