



Caversham AFC

REIMBURSEMENT OF EXPENSES BY CAVERSHAM AFC AND HOLDING OF SPONSORSHIP MONIES

Expenses covered by player registration fees

The annual registration fee (currently £140) covers the following items of expenditure:

- Team/player registration with league
- Referee fees
- Hire of pitches at Clayfield Copse
- Weekday evening training facilities at Clayfield Copse (September and May-June)
- Weekday evening training facilities at Highdown School astro (or another venue if agreed with CAFC in advance) for October –March
- Training/matchday equipment – e.g. footballs, cones, bibs, first aid
- Coach/parent helper CRB checks
- FA training courses for coaches
- Presentation Day trophies
- For U6s and U7s it also covers:
 - Saturday morning training at Highdown School
 - CAFC football kit when joining the club for the first time

The majority of these expenses are paid directly by CAFC. Where payment is required to be made directly by the coach, mainly referee fees, CRB checks or FA course fees, reimbursement can be requested from the club by emailing: treasurer@cavershamafc.co.uk with the following information:

CAFC Team

Detail of the expense (e.g. referees fees for matches against ...)

A copy of any invoice

Amount claimed

Bank details where you want the money sent

Items of expenditure greater than £100 should be approved by CAFC in advance, by the Chairman, Secretary or Treasurer.

Expenses NOT covered by player registration fees

The following items are not covered by player registration fees:

- CAFC kit (except for U6s and U7s)
- Summer football tournaments
- Summer leagues
- Astro training in September and April/May when Clayfield Copse is available

Coaches should make arrangements with parents to provide funds for these items if required.

Sponsorship Monies

CAFC does not require that individual team sponsorship monies are paid to CAFC. Sponsorship monies may be retained by the team coach for use for the team.

However, CAFC can hold funds on behalf of a team if requested and make payments as requested by the team coach. Often, a sponsorship cheque will be payable to CAFC and will have to be cleared through the club account.

Any sponsorship cheque should be passed to the treasurer to be banked and payment requests should be made by email as above.

Andy Smith

Treasurer CAFC