

- .1 Associations are required to operate a system to collect debts on behalf of Affiliated Clubs, Affiliated Leagues, and Other Associations.
- .2 Football debts are defined as those costs arising directly from football activity, and as such would include disciplinary costs (e.g. fines), match costs (e.g. Match Fees), and playing expenses (e.g. pitch hire). Incidental costs (e.g. fund raising activities, Club Subscriptions) do not fall within the scope of Football Debt Recovery.
- .3 The Berks & Bucks Football Association may take action against individuals or groups of individuals. Individuals may be pursued where they are refusing to reimburse an individual club for a qualifying debt. Where a club has folded its qualifying debts may be apportioned against its registered members and officers, and action taken against them individually to recover the club's debt.
- .4 Where a club's debts are apportioned to individuals they shall then be treated as individuals, and any disciplinary action shall not be linked to the recovery of the total debt.
- .5 It is incumbent on the creditor to take reasonable steps to recover the debt before asking the Berks & Bucks Football Association to take action. This would normally include approaching the debtor personally as well as contacting them in writing to seek payment.
- .6 The Berks & Bucks Football Association should be approached as soon as it is clear there is a problem. In all cases this should be within 28 of formal payment being requested, and 56 days of the debt being incurred.
- .7 Upon receipt The Berks & Bucks Football Association shall immediately take steps to verify whether the debt is valid and notify the creditor and debtor of its decision.
- .8 Upon being satisfied that a qualifying debt exists the Association shall apportion the debt on a pro-rata basis and notify the individual or individuals concerned. The Association may add an Administration Fee (not exceeding £8) to each individual's pro-rate debt.
- .9 Upon being notified, an individual shall pay the debt within 21 days of the issue of the notification letter or appeal in accordance with the appeal procedures. If payment or appeal is not received the individual shall be suspended *sine die* until the debt is paid and he is notified that the suspension has been lifted. The suspension shall commence from (and include) the 22nd day after the date the notification was issued.