



Clubs Guidance on Money, Fees and Payments

v1d3, 17/01/2017

Payments

Payments from parents for clubs should be passed to Treasurer in person or via SMPC box by no later than the middle of the term they relate to.

Late Payments - Nearly every club co-ordinator has to chase for late payments each term. Please pass the payments to the Treasurer when you have the majority. **Do not** wait until you have all payments.

Paying Coaches

Please pass an invoice or an email confirmation to let the Treasurer know how much is to be paid to coach and when.

It is the responsibility of the club convenor to agree the payment method with the coach.

The treasurer can either leave payment with the School Office for the coach or place in the SMPC box for the club convenor to pass to coach. We hope to be able to undertake electronic payments in the near future.

Setting Fees

All club co-convenors should ensure that over the course of the year the club at least breaks even. Any surplus at the end of the year will go into the general SMPC pot of money for the next year. The treasurer will monitor this through the year & advise club convenor if it looks like a loss may be incurred.

Paying for the After School Club Access Control Person

All clubs which make use of the After School Club door person should ensure that the fees they charge include a few for this. This currently set at 40p per child, per class.

Paying for PVG

The SMPC PVG Policy (see <https://smpcouncil.files.wordpress.com/2015/08/smpc-clubs-pvg-certification-requirement-v2-3.pdf>) requires that all tutors and any individual with unsupervised access to a child has a PVG which is (normally) registered with SMPC.

There is no cost for registering a PVG for a volunteer. If a (paid) individual has a PVG, but it has not been registered with SMPC then there is a small cost. The SMPC policy is that in this case, SMPC will pay for the registration.

However, if the individual has no PVG certification, then the cost is more significant. There are two options; a) The tutor pays for the cost of the PVG; b) The club pays for the cost and it is recouped via the fees charged to the club attendees. The club convenor needs to decide which is the most appropriate option.

Refunds

Generally, it is the policy of SMPC not to refund after term has started due to the fact that fees are set based on numbers at start of term. It is up to the club convenor to decide on individual cases if this is requested.