

Guide Lines for Administration Managers Coaches of Age Groups:

Team Details Sheet:

Complete this sheet with the details specific to your age group, including the amount of Team Match fees and the frequency of collection.

Registration:

1. New Players or players moving from Minis to Juniors:
 - EMRU Form
2. All Players:
 - Parent's Guide.
 - Team Details Sheet relevant to your age group.
 - Mini & Junior Club Registration, Photographic and Medical Consent Form

Documents required from Parent's/Guardian

1. **FULLY** Completed, Signed and Dated Mini & Junior Club Registration, Photographic and Medical Consent Form.
2. Completed EMRU Form (If appropriate)
3. 2 x passport photos (if appropriate)
4. Cheque (payable to PRUFC), cash or credit card payment for Club Registration and First Aid contribution. New players can train up to 3 times without registering but after that AND BEFORE playing for the Club all registration paperwork and fees are to be paid.

Administration of Paperwork

1. Players details as required are to be entered on the Club data base (either by M&J registration member or by Team Coach/Admin Manager)
2. Contact details may be distributed to other team players/parents (providing the Consent Refusal does not contain NO).
3. Copies of the M&J Registration Form or details of the Player's contact and medical details are to be kept in a sealed envelope in the first aid bag for use if the Player's requires medical treatment.
4. If a new EMRU Registration is required hand EMRU Registration and photographs to the M&J registration Member.
5. When Club Registration is a complete a PRUFC Fixture Book is to be given to the Parent.
6. On Completion of EMRU registration one copy of EMRU Card is to be given to the Coach and the other copy is either to be held by the Admin Manager or given to the Parent.

Payment required by each Player.

1. Club Registration Fee (as required dependant on the number of players in a family), date and amount of payment to be recorded on the M&J Club Registration Form.

2. First Aid Contribution.

The amounts specified in 1 & 2 above should be paid into the club at the start of the season or when the player joins the Club, date and amount of payment to be recorded on the M&J Club Registration Form.

3. Match Fees are payable for both home and away games at the charge of £1 per child per match. An additional charge may be made to cover a social contribution for the team. It is up to each team to decide when the Match/Social fees are collected.

1. Annual and Bi-Annual Fees can be recorded on the M&J Club Registration form.
2. Payments that are weekly or monthly need to be recorded separately.
3. Match Fees/Social are to be paid into the bar as soon as possible, or on 3 occasions through the year – end of November, end of January and end of March.

Maintenance of Accounts

All money collected from parents and players should be banked with the Club. Under no circumstances should money be put in personal accounts. Clear records and receipts are to be maintained at all times so that if the Club or a Parent asks for a breakdown of income and evidence of expenditure (including receipts) it is readily available.

When money is handed to Bar Staff for banking in the Club accounts the envelope should clearly contain the following information:

1. Age Group.
2. Person handing over the money.
3. Amount Enclosed.
4. What the money is for:
 - a. First Aid
 - b. Match Fees
 - c. Social Fund
 - d. Club Registration

Guidance can be provided from M&J Committee on how to maintain accounts.