

University Rugby Football Club Treasurer's Policy 2017/2018

The following are to be adhered to by all members (present and future) of University Rugby Football Club

Registration and Membership Fees:

- 1) All members (playing or social) are to register themselves using the following registration form found on the website:
<http://urfc.hk/201718-membership-registration/>
- 2) Upon registration all members are required to pay their membership fees to one of the following Executive Committee Members:
 - a. Club Chairman – Aaron Bleasdale
 - b. Club Treasurer – Andrew Couch
 - c. Club Secretary – Arthur Fang
- 3) Membership Fees at present are:
 - a. Full Playing Member – HK\$1,000
 - b. Registered Student Playing Member – HK\$650
 - c. Social Member – HK\$1,300
- 4) Membership Fees are received via cheque or cash at club events, not training and must be paid in person not through a third party. Bank transfers/direct deposits are **not permitted** due to difficulty in tracking.
- 5) Upon receipt of a registered persons membership fees for the current season, they become an active member of URFC and entitled to the benefits as a member.
- 6) Membership fee payment is required **before** receipt of current season playing kit/stash.
- 7) Membership fee payment is required **before** a player is allowed to represent the club on the pitch.
- 8) Membership fee payment is required **before enjoying the social events provided by the club.**

* The Club reserves the right to set Club Secretary **Arthur Fang** on any persons found to have not paid their membership dues.

Expenses and Claims:

- 1) All claims for expenses made on behalf of the Club are to be submitted using the claims form found on the club website:
<http://urfc.hk/expense-claims/>
- 2) All expense claims once submitted are to be approved by the Club Treasurer for reimbursement.
- 3) All expense claims are to be supported with a copy of the receipt and the stated reason for the expense.
- 4) All expense claims must be submitted via the claims form within **one month** of the expense. If outside of the one month period then reimbursement is subject to approval from both Club Chairman and Club Treasurer.
- 5) Members of the Executive Committee are approved to submit claims, **no other member is approved to submit claims.**
 - a. In the event a member is asked/approved to make a purchase (ie match day water), this claim should be submitted via the claims form together with the Executive Committee Members Name for approval.
- 6) Social Events sponsored by the Club will have an authorised budget approved by ONE of:
 - a. Club Chairman
 - b. Club Treasurer
 - c. Club Vice Chairman
 - d. Team Manager
 - i. **NO OTHER MEMBER IS AUTHORISED THE APPROVE A BUDGET**
- 7) Social Events sponsored by the Club will have an authorised budget in order to cover (as applicable):
 - a. Facilities hire
 - b. Food
 - c. Beer
 - d. Soft Drinks
 - i. **ALL OTHER EXPENSES INCLUDING SPIRITS ARE TO BE COVERED BY THE MEMBER PERSONALLY**
- 8) If a member of the Executive Committee is not available to settle the authorized spending at a club event then a nominated persons will be arranged and provided with funds to settle.
- 9) Outside of the approved spending budget the Club **will not** be held responsible for any spending incurred by club members. **It is the responsibility of each member to settle their individual bill and remember the Club Code of Conduct in respecting yourselves and your team mates.**

Coaches and Physios:

- 1) All coaches and physios are to submit their monthly fees claims at the end of each month
- 2) Coaching and Physio fees are to be approved by appropriate Team Manager, payment will not be made unless approval and confirmation has been received.
- 3) Coaching and Physio fees should be submitted within one month of the end of the previous month (ie for October coaching fees these should be submitted no later then 30th November).