**HEREFORDSHIRE FA - CLUB FOOTBALL DEBT RECOVERY (FDR) APPLICATION**

Herefordshire Football Association, Ted Powell Building, SSAFA County Ground, Widemarsh Common, HEREFORD, HR4 9NA

Telephone: 01432 342179 E-Mail: info@herefordshirefa.com

This form must be completed in full by the Secretary of the Club. The form must be submitted along with copies of letters sent to the player(s) requesting payment of the debt. Please ensure that you have read the criteria for the Football Debt Recovery (FDR) scheme prior to submitting this form. The criteria can be found on the Debt Recovery page of the Herefordshire FA website and within Chapter 26 of The FA Handbook. The Creditor (Club) must pay in advance an Administration Fee of £25.00 per debt. This figure is added to the total debt to be recovered and forms part of the £50.00 minimum limit.

Please be advised that the completion of this application form will mean that the Debtor will be served 21 days’ Notice of Suspension ‘From All Football’ if payment is not received in full to clear the debt.

**Creditor (Club) Details**

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  | Post code |  |
| Email Address: |  |
| Club Name: |  | Role in Club: |  |
| Date of Complaint: |  |

I wish for the Herefordshire FA to consider the following debts and confirm if they qualify for the Football Debt Recovery, that the Herefordshire FA proceeds forthwith in accordance to FA Regulations.

* I confirm that the debts outstanding are a minimum of £50 except for Disciplinary Monies (Cautions, Dismissals etc.).
* I can confirm that the Debtor was over the age of 18 years old at the time of the debt owing.
* I can confirm that the Debtor was a non-contract player.
* I can confirm that the Club have made reasonable steps to recover the money from the Debtor, this includes approaching the Debtor formally in writing – a copy of the formal written request should be attached. Please note that evidence of text messaging would not be accepted as a formal request.
* I can confirm that the debt arose within the last 112 days.

*Please refer to the FA’s FDR Regulations if the answer to any of the above is no.*

**Debtor/Participant Details:**

Please provide the Debtor’s/Participant’s (Player’s) details below. Failure to provide all of this information will result in the form being returned.

|  |  |
| --- | --- |
| Full Name & FAN (required): |  |
| Last known Address including postcode (required): |  |
| Date of Birth (required): |  |
| Team/s and League/s the player was registered with when a member of your club (required) |  |
| Date the participant registered with the club: |  |
| Previous Club/s: |  |
| Current Club/s: |  |

**Debt Details**

|  |  |
| --- | --- |
| Brief description of the debt owing (required)*Match fees, pitch hire, discipline money – SUBS not included* | **Debt to be within 112 days of this application being submitted** |
| Herefordshire FA Case Number(s) if applicable.*Note under Standard Code of Rules the applying club must first settle any disciplinary debts directly with Herefordshire FA prior to making any application.*  |  | Case ID | Amount £ |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| **Total amount paid by the Creditor (required)***The total amount outstanding*  | £ |
| Date/s when payment was formally requested by the Creditor to the Debtor (required) |  | Date |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| Date when the payment was formally in writing requested by the creditor to the debtor (required)*Evidence of this request must be attached to this application.*  |  | Date |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

If the type of debt to be recovered is not disciplinary monies the minimum claim must be £50. In addition to this the Creditor must also include an Administration Fee of £25. This figure is added to the total debt to be recovered but is not included as part of the £50 minimum. Your club will be invoiced for this fee at the time of submitting your application but only if Herefordshire FA accept that the debt recovery request is valid.

Upon receipt of payment of the full amount owed by the Debtor, the Herefordshire FA will refund the Club all monies owed.

Before submitting this Application Form please ensure that you attach copies of all formal request letters that have been sent by the Club to the player(s) requesting payment. The Club must have requested payment before an application for the FDR Scheme can be submitted.

**Declaration**

All of the details provided within this application are correct.

I can confirm that the Application Fee of £25.00 has been paid into the Herefordshire FA Account.

**………………………………………. ……………………………………….. ………………………..**

**Print Club Secretary Name Club Secretary’s Signature Dated**

**For HFA Use Only: Date Application Received:………………………… Assigned FDR Scheme Number:…………….…**