

Football Debt Recovery Guidance for Leagues

In order for any claim relating to the recovery of a football debt to be valid, **all** of the following must be adhered to as per FA Regulation:

- The County FA must be notified as soon as it is clear that there is a problem, in all cases this must be within 28 days of the formal payment being requested
- The debt must have been incurred in the last 112 days
- The debt must be larger than £25
- The debt must relate to: Disciplinary fines, Match fees, Club subscriptions and/or playing expenses
- The individual(s) owing the debt must be over 18 years old

If any of the above are not adhered to, unfortunately we are unable to assist in the recovery of this debt.

If you have already attempted to recover the debt, the County FA needs you to provide all relevant details about the Football Debt(s) and provide proof of trying to recover the debt (this may be an email for example). In addition, please provide the following information for those that are responsible for the debt: **Full Name, last known Address, Date of Birth**

If the claim is valid, the Creditor (League) is required to pay a £25 admin fee to the County FA, which is added to the total debt being claimed and will be refunded when the monies are retrieved from the individual(s).

If you have not already made a formal request for the payment to be made, we request that you send an email to the individual(s) that owe the debt including the following information:

- The exact amount that is owed
- A date that it needs to be paid by (usually allow 7 days)
- The bank details you would like this to be paid to
- A section stating that, if it is not paid within the specified time frame you will contact the County FA who will place an FDR on the player

If the deadline passes without receiving the owed monies, please contact the County FA with evidence of the attempt to retrieve the debt and then we can assist in the recovery of the outstanding debt.