



Football Debt Recovery Application Form

Before completing please check the 'information document' enclosed to ensure that all debts are valid.

This form must be completed by the secretary of the club/league for whom the debt is owed. The form should be completed and submitted along with copies of any letter sent to the player(s) and/ or club(s) who you are requesting payment of any debt.

A £25 deposit is required before any recovery of debt can begin and should be attached to this application (payable to Surrey FA). This deposit will be included within any monies returned to you and will be banked only if debt is recovered.

Club/League Name:

Secretary Name:

Date:

Details of debt

Please provide the player's details below. If necessary please attach a list of all the players/clubs along with date of birth and address details (where applicable). Failure to provide this information may result in the application being returned to you and will delay the debt recovery process.

Player's Name:

Player's Date of birth:

Player's Address:

Player's other clubs (if known):

(Continued overleaf)

Please provide a breakdown of the debt owed below. Where leagues are recovering debt against all players from one club, please make this clear in the debt summary.

Date Debt Incurred	Summary of Date	Debt
		£
		£
		£
		Total £

If you need any further information please contact the County FA discipline team on 01372 384 745 or email at discipline@surreyfa.com.

Regards,

Surrey FA Discipline Team

Debt Recovery Scheme – Information Document

Football debt recovery is necessary when players leave clubs without paying their debts, or clubs fail to pay debts owed to their parent leagues. The debt recovery scheme is the clubs' and leagues' opportunity to try to recoup the money owed.

Below you will find the process that must be followed in making an application to this scheme. Claims limited to £50.00 minimum total claim, except in cases relating to the recovery of discipline monies.

Stage 1

Club gives notice in writing to the individual concerned with a breakdown of the debt owed. Correspondence must provide a date before which payment must be received.

Stage 2

If payment has not been received by the date stated the club may request in writing a suspension of the participant. The County should be approached within **28 days** of formal payment being requested in writing and within **112 days** of the debt being incurred.

Stage 3

Request must be sent to the County Association using the application form available and must include the following: - Name, Address and Date of Birth of participant - Detailed summary of all monies owed including dates - Copy of the original letter sent to participant requesting payment - Any other clubs participant is registered with (if known).

Stage 4

Suspension notice sent to participant, including administration fee by the County FA.

Stage 5

Payment sent to County Association or appeal requested by any debtors within 21 days from date suspension notice was issued. If no payment is received or appeal requested within this time, then participant(s) suspension from all football activities will be imposed until debt is recovered.

What is a valid debt?

Football debts are defined as those costs arising directly from football activity, and as such would include disciplinary costs (e.g. fines), match costs (e.g. match fees) and playing expenses (e.g. pitch hire).

Incidental costs (e.g. fund raising activities, club subscriptions) do not fall within the scope of Football Debt Recovery” For example, the following would be a valid debt which would fall under the debt recovery procedures: Fines from discipline cases (cautions, dismissals, misconduct charges) Match fees. The following would not be a valid debt: Kit/Equipment Club subscriptions/Signing on fees/Internal club fines Lottery or any other fund raising schemes End of season trip costs.

Club Debts

Where a club has folded, its qualifying debts may be apportioned against its registered members and officers, and action taken against them individually to recover the club's debt. If you wish to make an application to the debt recovery scheme please complete the Debt Recovery Scheme Application Form which can be downloaded from this page.