

Central Registrations – Debtor Management

28 August 2008

With the full integration into the Central Registrations System (PlaySmart) of the BAFL, including the former BYAFA, the BUAFL and BAFCA it is now possible to introduce a centralised debtors recording system for the sport.

One of the challenges all organisations face is ensuring sound financial management and collection of fees. Although most individuals do pay fees due to clubs and teams in a timely manner some do not. Furthermore individuals sometimes fail to return playing equipment.

Often such individuals move on to other teams leaving the former club with moneys due or equipment shortages.

Although some associations have internal procedures to try and prevent such action it has not been possible, until now, to coordinate this on a centralised basis across all associations.

The following procedures are to be implemented on 1 October 2008.

- At the conclusion of each season participating teams will be required to submit a debtors list detailing those registered individuals that owe money and / or equipment.
- This information will be entered into PlaySmart.
- Any future registrations will be automatically checked to ensure that an individual does not have any outstanding debts.
- All registrations will be processed but if outstanding debts are traced then the individual will not be “released” until the debt has been cleared.
- This system will operate on a club by club basis. In other words if a club operates more than one team within different disciplines then registrations within those teams will not be covered. Only if an individual leaves the club to go to another club will this be checked.

Important points to remember:

- In the event of a dispute, the club that declares the debt has the responsibility to “prove the debt” and they will have to do so within a strict timeframe if challenged. Failure to provide such evidence will result in the individual being released immediately with the alleged debt struck from the PlaySmart records.
- Remember, if it is not written down it never happened!
- Please ensure that you keep accurate records of payments received and in all cases clubs should ensure individuals are aware of their financial commitments.
- Members under the age of 18 cannot legally be held accountable for any debts. In these cases the parents or guardians are responsible provided they were made aware of the commitment at the outset and have confirmed so and you have evidence of this.

- BAFA is NOT a debt recovery agency and should not be treated as such. It is the responsibility of clubs to ensure that good financial management is in place.
- If no debt has been recorded on PlaySmart then no further checks will be made against an individual.

Further details and full guidelines will follow.

Introduction of this system should help to reduce the amount of debt that rolls up each year across the sport but it is important to note that for this to work efficiently it will require clubs to operate sound financial procedures.

Regards



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