



ENGLAND
GOLF

Nationally agreed collection policies and procedures for dealing with late payment of affiliation fees

It was agreed at the County Treasurer meeting on the 14 December 2020 to have a standard record of action to take in the event of late payment of affiliation fees. This is intended to achieve as consistent a collection policy nationally as possible although counties may at their discretion vary the procedures if they feel their relationship with a club needs a different approach. However, the spirit of what was agreed at the Treasurer meeting means some consistency is aimed for and counties should justify to themselves variations from the below when they are made.

The correct payment and declaration terms are:

- 1) 2 months after the club year start within an affiliation season (1 Nov to 31 Oct club year starts) - MAIN RETURN
- 2) 8 months after the club year start - MID-YEAR RETURN
- 3) For rolling club year starts the default year start is April (unless otherwise agreed) and the same terms then apply as in 1) and 2).

Any payment or declaration after these dates is deemed a late payment

The procedure for late payment should be:

- 1) Up to a one month of late payment (i.e. up to three months after club year start). This is a grace period to sort out any complications at club level re staff holidays, membership payment issues etc. No formal action is taken in this time, but counties should send reminder communications as per official software and also contact club to ascertain any reason.
- 2) Between one and two months of late payment. Clubs should be contacted and asked to provide a reason why they have not paid by this time. In exceptional circumstances, a payment plan may be arranged with the collecting county if the club is in genuine difficulty and can clearly state when monies will be paid over in a reasonable time. Otherwise, the collecting county should warn the club in writing (email is fine) that if the late payment continues then at the three-month late payment stage then rounds on the course will no longer be valid for handicap/index recording and that personal liability cover will not be valid for the club's members.
- 3) At the three-month late payment stage (for 1 April club year starts this will be 1 September for example) clubs that have not paid/declared should have the sanctions mentioned in point 2) applied with and this can be with no further notice although counties can of course communicate with clubs at this stage. If the club then pays these sanctions these sanctions can be reversed.
- 4) In the event of more prolonged non-payment (2 further months - so five months late) then counties should consider disaffiliation after consulting with England Golf. This can be considered also at an earlier stage when a club has a persistent pattern of late payment year on year.

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