



The Association of Kent Veteran Golfers

Event Payments & Refund Guidance for 2024

Reconciling receipts and managing refunds remains one of the more tricky admin matters facing the AKVG team. We've looked at the various issues in recent years and issued policy statements. This note summarises how we hope to reduce the admin and reduce confusion.

The first request is that all payments and refunds are dealt with by bank transfer (with appropriate reference description) to and from the Reps involved. Reconciling cash transactions can become complicated when we receive or pay out cash for things other than the raffle or match fees.

EVENT FEES:

Current fees charged are

- Full match fee (refreshments + green fee + lunch)
- Fee for a member of the host club (refreshments + lunch)
- Fee for a Lunch-only guest

The process: Reps keep a record of players signing up for each event and collect the appropriate fee and then:

1. 14 days before the event each Rep contacts the captain/membership secretary with the details of those hoping to attend and notes the match fee they have paid to him.
2. 7 days before the event each Rep repeats the exercise with updated details, or simply confirms the earlier list.
3. 7 days before the event each Rep transfers the total of his collected fees to the AKVG account and emails the treasurer with a copy of the final attendance list.

This means that all payments by Reps to AKVG for every event will be a multiple of the full match fee for the event or the reduced fee (as agreed by the Secretary) for members of the host club.

Fee payments should have as reference the Rep's home club and the event name, eg: Nizels-Saga.

REFUNDS:

Most clubs will just charge a green fee for the number of actual players on the day, hence a late withdrawal (<7 days) would normally only incur a charge for the refreshments and lunch.

An extract from our Refund Policy

Refund Category A: 100% of fee paid/due

Circumstances: - Event cancelled before the date
- Player cancels >7 days before the event

Refund Category B: 50% of fee paid/due

Circumstances - Event severely affected by weather conditions
- Player cancels < 7 days before the event

Refund Process:

All refunds will be agreed with the Rep(s) concerned. One payment will be made by AKVG to the Rep who will pass the refund on to the affected member(s).

Roger Thomas; AKVG treasurer