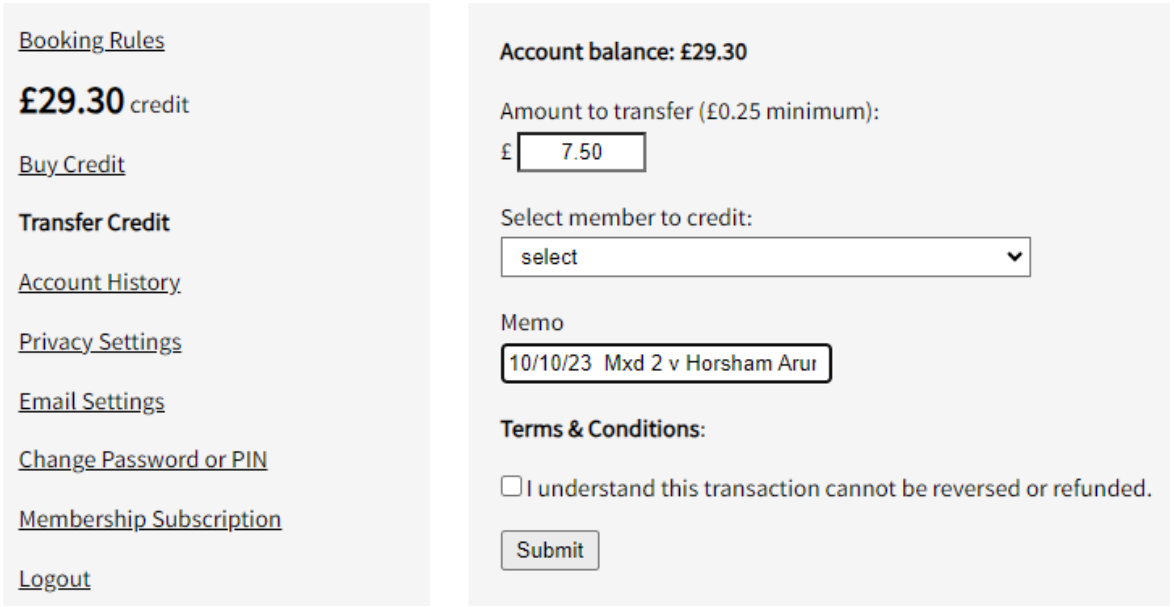
Ebbisham Badminton Club
Payment of Badminton Match Fees for 2025-26 Season

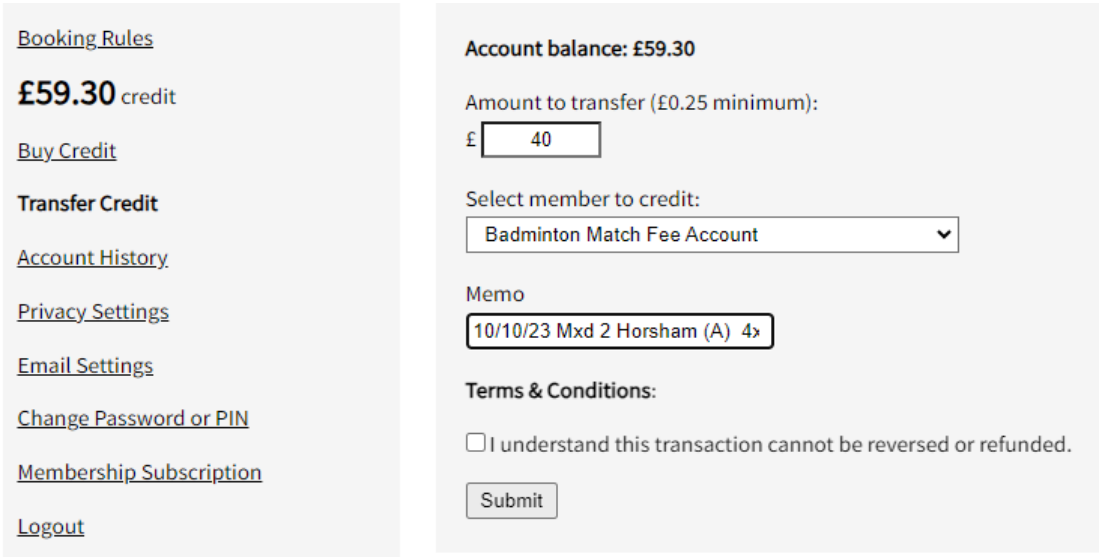
Payment of all match fees into the club must be done using MyCourts, using the following procedure:

1. **Collect match fees (£8 for adults and young adults, £5 for juniors and young adults in full-time education) from all players** - ideally by asking them to transfer credit from their MyCourts account to you as team captain. If they can put the minimum of the match date and/or the opposition in the 'Memo' field then this will provide you with an easy-to-follow audit trail in your Account History. **All players should pay their match fees within 3-4 days of the match.**



2. **Pay the whole amount for each match into the 'Badminton Match Fee Account'** (which has been set-up as a dummy member) as a single transaction **within 7 days of the**

match , as follows:



Ensure that you:

- only transfer the money to the 'Badminton Match Fee Account'
- Enter the following basic details in the Memo field:
    - Date of the match
    - The team
    - The opposition
    - home (H) or away (A)
    - The split of £8 (adults and young adults) and £5 (juniors & young adults in full-time education)

E.g. 10/10/23 Mxd 2 Horsham (A) 4x£7.50 + 2x£5

This will provide the office all the details for a good audit trail as well as the transaction showing against your account.

Notes:

1. The Memo field will hold text longer than can be seen in the box
2. Ensure you have sufficient money in your MyCourts account before attempting to transfer money.

In the event of money being transferred inadvertently to an incorrect account please notify the office (admin@ebbishamsportsclub.com) immediately.