

## Can I apply for AMALGAS funding?

Amalgamated Clubs funds are provided for the support of college-representative sports only. Individual representation, social sport and participation in University teams are not funded by AMALGAS. Blues participation is funded by a separate scheme, the 'Sports Fund' to which you may apply at the beginning of Hilary and Trinity Terms. The Boat Club is funded separately and may only apply to AMALGAS exceptionally. All applications require the authorisation of the Senior Treasurer.

### Basic participation costs:

The primary contribution of the AMALGAS funds is for the entry to sporting events and the associated registration costs of teams representing Merton, both within the University and other organisations.

Costs for referees will be met for matches representing the college.

Insurance costs will be met by the AMALGAS where they are compulsory prerequisites to participation.

All of the above claims **must be accompanied by receipts** and claims should be made using the standard form. These claims generally do not require prior authorisation, but if in doubt (especially if the sum is significant) please check with the Junior or Senior Treasurer in advance.

### Court/pitch hire:

Funding is also available to meet the cost of court/ground hire, but only for team training or match play. This type of cost will not be met for social activity – it is only intended for college-representative sport. Given that court-hire is often relatively expensive and e.g. on a termly basis, (a) approval for such claims should be sought in advance via the Junior/Senior Treasurer, and (b) it is often possible for the college to pay such claims directly if a suitably invoice can be provided.

### Equipment:

Funding is also available for equipment and kit items essential for the particular sport. For example, jumpers or shirts for team sports where it is required (rugby, soccer), but not T-shirts for individual sports (badminton, tennis). Expensive one-off items essential to a team sport, such as hockey goal-keeping kit are potentially suitable for funding; a complete set of team hockey sticks on the other hand would not be, since it is assumed that anyone playing such a sport would own the basic equipment. Match balls are generally purchased by college, but are intended as such, and not for e.g. social use. Any kit purchased by AMALGAS funds is not however personal property, but purchased as team property (and property of the college) and should be maintained and conserved as such.

Captains of teams are responsible for the maintenance and upkeep of team equipment, including kit. Simple yearly upgrades of equipment will not be met.

Replacements will be made available for lost, damaged or obsolete equipment.

**Permission must be sought in advance** from the Senior Treasurer - via the Junior Treasurer - for any such purchase, and requests require justification by team captains as well as provision of multiple quotes where appropriate.

Both colleges provide the award of a Blues sweater to members winning a "Blue" or "Half-Blue". No other items may be substituted, nor may the funds be put towards the cost of a blazer for example – after all it is a prize!

## How do I apply for AMALGAS funding?

Claims and advance inquiries may be made at any time. Most claims will be dealt with promptly; more substantial or atypical claims (and all proposals for larger purchases) will be considered at the next termly meeting of the college Sports Committee.

All claims and advance inquiries regarding potential claims should be made in writing (through the application form) to the Junior Treasurer (either the Merton or Mansfield) representative, who will pass them as appropriate to the Senior Treasurer for approval.

All applications for funding must be presented by the claimant or a team/sport representative, and justification provided.

Do not just pay costs and assume you will receive reimbursement. You need to apply, often in advance. This obviously requires that your team plan out its training, match play and equipment needs in advance. In emergencies check with the Junior Treasurer whether your costs are likely to be reimbursed (e.g., coppers entry fees - yes; equipment – possibly!).

Claims for reimbursement will only be considered if receipts are produced. This is required by the college in order to meet legal financial regulations and is not negotiable. No receipt, no funding. When making payment of entry-fees, etc., it is your responsibility to obtain proof of payment from the organising body.

Proposals for purchase of equipment, kits or ground/court hire should provide full details (e.g. number of items, suppliers) and an estimate of the costs – written quotes are required for your claim. Prove that you have done some research on the topic and your claim will fall on more sympathetic ears.

Please follow the above regulations or you risk not being reimbursed quickly or being refused funding. This may leave individuals short of money and very disappointed.

Claims may be submitted in hard copy or electronically (with scanned copies of receipts, etc.).

Once your claim has been accepted and authorised by both Junior Treasurer and Senior Treasurer, it will be passed to the college accountant for reimbursement (or direct payment if an invoice). Claims will be reimbursed by direct bank transfer rather than through cheque payments, so make sure your bank details are on the AMALGAS claim form. Please understand that the College is a sizeable enterprise with many demands upon administrative and financial staff. Payments are generally made weekly, but at certain times of year may well take more than one week to be processed.

**Junior Treasurer (2021):** Benedict Yorston: [benedict.yorston@merton.ox.ac.uk](mailto:benedict.yorston@merton.ox.ac.uk)  
**Senior Treasurer:** Prof. Jonathan Prag: [jonathan.prag@merton.ox.ac.uk](mailto:jonathan.prag@merton.ox.ac.uk)

**Application Form - AMALGAS**

**Sport** .....

**Team** .....

**Captain**.....

**Claimant**.....

**Details of Claim:** .....

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**Cost of Claim:**.....

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**Reimbursement Details**

**Bank Name** .....

**Account Name**.....

**Account Number** .....

**Bank Sort Code**.....

**Signature**.....

**Date**.....

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*(To be filled in by the Senior Treasurer)*

	<b>Yes</b>	<b>No</b>
<b>Receipt Produced</b>		
<b>Quote Produced</b>		
<b>Funding Outcome</b>		

**Authorising Signature** .....

**Date**.....