

# The league manager's guide to setting up and managing payments

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A practical resource for league managers looking to save time, boost revenue and simplify league finances



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# Here's how to **get started**

Running a league can be challenging enough without the stress of missed and late payments.

In this guide, we'll provide top tips and expert advice to help you gain control of your league finances — whether you're launching your first season, or you're on a growth mission.

You'll learn how **collect, manage, and automate payments** so you can save time, boost revenue, and make payment stress a thing of the past.

## BEFORE YOU LAUNCH

Before creating your league, you'll first need to think about the structure of your payments. Start by asking:

- **Who are you charging?** Teams or individual players?
- **When will you collect payment?** Upfront, per game, per season (or half season) or through ongoing memberships?
- **How will you handle payment issues?** What action will you take if payments aren't received on time or for the correct amount?

It's important to remember that when it comes to league payments, there's no one-size-fits-all solution.

When mapping out these key elements of your payment structure, be sure to keep in mind your league's format and goals, as some payment processes will be more suitable than others.

## Use a waiting list to build interest

When you're launching a new league or expanding into a new area, it can be difficult to gauge interest, which makes financial forecasting a challenge.

Setting up a simple waiting list can give you a good understanding of your league's future success while minimising the risks that come with jumping into a full set-up.

### With a waiting list, you can:

- Collect player or team sign-ups without taking payment
- Track interest until you reach a minimum number
- Gather all the info you need to make strategic decisions for your league
- Launch when you know your audience is ready



**Top tip: Growing your league** - There are lots of players out there who are up for joining a league, but aren't part of a team yet. Accepting individual player sign-ups and forming them into teams is a great way to grow your league.

## How to set up a team registration fee

Once you're confident you have the numbers to run a league, it's time to settle on the payment structure that's best suited.

Try not to get too bogged down in this part — remember, if charging a team registration fee is the way to go, you can always combine this payment method with other options later down the line (e.g. by charging per fixture).

### How it works

- ✔ Teams pay during signup to confirm their place
- ✔ Initial admin time is covered and their commitment is secured
- ✔ It's a simple one-off fee, separate from season or fixture payments

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# Choose a team payment structure

Once teams are registered to your league, it's time to decide how they'll pay for their participation in the season. There are a few ways you can arrange for these payments to be set up, including:

## PER SEASON

Teams pay a single, upfront fee that covers all fixtures for the season.

**Best for simplicity, predictable cash flow, and reduced admin.**

## PER FIXTURE

Teams pay per game, usually billed automatically before or after a match.

**Best for casual leagues or set-ups that need to be flexible.**

## PER SEASON + PER FIXTURE

Charge a base fee to join the season, plus an additional per-game cost.

**Best for covering costs upfront while still charging per play.**

## HALF-SEASON PAYMENTS

Split season payments into two (e.g. one payment to join, and another payment mid-season).

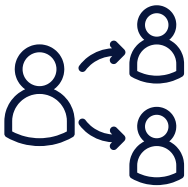
**Best for reducing upfront cost and keeping teams engaged.**

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# The power of **shared payments**

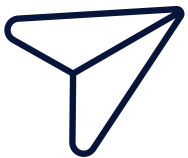
In team-based leagues, captains are often expected to cover the full team fee upfront, then chase players for reimbursement, making finances tricky for captains to keep track of.

**Enabling shared payments fixes that. Here's how our shared payments feature works:**



## **OPTION 1**

Split the team cost among players (equally or in custom amounts)



## **OPTION 2**

Take payments directly from each player



## **OPTION 3**

As an optional fallback, you can set up the system so that the captain is automatically charged the outstanding fee if the players don't pay on time



## **WHY IT WORKS**

**Our intelligent tool takes payment pressure away from team captains while reducing missed or delayed payments.**

# How to set up **player memberships**

Offering a membership package to players in your league is a great way to keep them engaged while pursuing league growth.

Instead of charging teams (via the captain), with memberships, you can collect payments directly from each individual player on a recurring basis.



## **BONUS**

With Magic Sports, if a player joins a league outside of their plan, you can still charge them at the pay-as-you-play rate.

## HOW IT WORKS



### **Pay-as-you-play**

Players are charged for each fixture they attend



### **Monthly memberships**

Players pay a recurring fee for league access



### **Tiered access**

Offer Bronze, Silver, and Gold membership packages with a range of benefits (e.g. the ability to play for free in one, three, or unlimited leagues)

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# How to **maximise revenue** with training sessions and camps

While your league may be your primary focus, running paid training sessions, summer camps, or skill clinics can be a great way to generate additional revenue in your off-season or alongside your main league.

## HOW IT WORKS

There are various options for boosting your league revenue in this way, including:

- **Block booking:** Players pre-pay for a full set of sessions (e.g. a 10-week training block or summer camp)
- **Individual sessions:** Players book and pay per session based on their own availability (and the number of available spaces in the session)

## KEY FEATURE

Our software enables complete session management, so you can set capacity, check in each attendee, and track player notes or attendance history.

Training sessions, camps, and skills clinics are great for building your league community, allowing players to develop their skills and train together in the off-season.



## WHY IT WORKS

Training sessions can often be a great tool for generating interest in your league, attracting players who might not be ready to sign up right now, but who will likely gain confidence and return in the future.

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# Other **tools** to keep your payments on track

Whichever payment model you choose, no process is complete without the right tools to back it up.

Investing in a payment management tool is essential if you want to stay on top of your finances throughout the season, without the stress of manually updating multiple spreadsheets.

When choosing the best tool for the job, be sure to keep an eye out for features like:



## **CUSTOM CHARGES**

Add one-off fees to a team or player at any point of the season for things like new equipment, trophies, bibs, or fines



## **REFUNDS & CREDITS**

Quickly process changes when matches are cancelled, venue bookings fall through, or teams drop out



## **OVERDUE TRACKING**

View unpaid team or player balances and send reminders in a few clicks



## **CHARGE TYPE CUSTOMISATION**

Tailor charges to your league's structure



A clear payment structure isn't just about getting paid; it's about developing trust, consistency, professionalism, and peace of mind.

When players and teams know exactly what they're being charged, when payments are due, and what's included, they're more likely to pay on time and stay committed.

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# Say goodbye to payment chasing with automated email tools

Having to manually chase payments from captains and players can take up so much of your time — not to mention the headache that comes when skipped payments slip through the net.

Thankfully, using the right automation tools can help you eliminate those awkward payment conversations altogether.

With Magic Sports' built-in email automation, you can:

## STEP 01

Set due dates in the system that trigger automatic payment reminders, with no manual chasing necessary

## STEP 02

Send payment notifications at multiple stages: Payment Reminder, Payment Due, Payment Overdue, Admin Follow-Up

## STEP 03

Customise your templates to reflect your league's tone and branding, so every message feels professional and consistent

## BONUS FEATURE

With the Magic Sports software, you can track a contact's entire email history, including opens, so you always know who's been contacted and when the message was read.

If someone misses a deadline, reminders can be re-sent in one click.

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# Common payment headaches and **how to avoid them**

## RUNNING A LEAGUE ISN'T ALWAYS EASY...

- ✘ Chasing payments manually via text and spreadsheets
- ✘ Dealing with cash and trying to match payments to bank statements
- ✘ Unpredictable cash flow, with no idea when the money will come in
- ✘ Captains struggling to manage team finances and left stuck covering unpaid fees
- ✘ No easy way to add or refund charges
- ✘ Too much time wasted in admin, taking efforts away from running the league

## CHOOSING THE RIGHT PAYMENT SET-UP FOR YOUR LEAGUE

With so many options for managing league payments, it can be tricky knowing where to start. Our software has been built by league managers, for league managers, so we know a thing or two about aligning payment structures with your overall league goals...

YOUR GOAL	BEST OPTION(S)
Launch a new league	Waiting list → Registration fee
Secure early revenue	Team registration + per-season fee
Keep things flexible	Per fixture or half-season charges
Make it easier for captains	Shared payments
Build recurring income	Monthly memberships
Add extra revenue streams	Training sessions & camps



# It's time to master your league payments

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Every league is different, and there's no one-size-fits-all payment solution.


But with a clear vision for your league and the right tools to support it, you'll be able to stay on top of your finances, save time, and focus on delivering a great experience for your players.

Ready to find out more about how Magic Sports can help you better manage your league?

## Get in touch

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[Book a demo](#)