



# Seaforth Football Club Regulations Part III

## *Club Policies*

*December 2018*

**ABN:** 97 954 498 828

Seaforth FC uses this document to maintain the master wording of all of the club policy statements.

## Document History

<b>Issue Date</b>	<b>Summary of Changes</b>
4 December 2018	The policy covering <i>Administration of club financials</i> was changed. The section relating to approval of expenses was clarified to apply only to unbudgeted non-discretionary items.
19 June 2017	This issue of the Regulation covering Club Policies was approved at a meeting of the General Committee of Seaforth FC held on 19th June 2017.

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# INTRODUCTION

## What are policies and why do we have them

The club Constitution sets out various important high-level aspects of the club such as the objectives and core principles of the club, general responsibilities of Executive Committee members and some basic rules of operation. The Constitution intentionally doesn't have more detail than this because the way that the club operates will change over time - as different committee members come and go, in response to the different challenges faced, and to support new directions taken by the club.

So, there's a need for an additional set of rules that defines the other operating controls that a club must have but which don't need to be in the Constitution. Those additional rules ensure that complex, important or sensitive matters are dealt with in a manner that is consistent, fair and in line with the constitution. These rules are referred to as Regulations. Subject to compliance with the rules set out in the Club Constitution Regulations can be changed but this should only be done if there is wide consensus across the Club Committees.

One of these Regulations describes the Club Policies, which are relatively short statements describing the principles of how the Club manages particular matters. These policies are important tools to maintain the direction and integrity of the club. In order that they are understood and valued by all members it's important that they are visible to everyone. So, all of the club's policies, without exception, should be openly available on the club's website.

## Issues to consider when changing club policies

The policies enable the club to operate with stability and continuity and limit the ability of members to unintentionally or intentionally act in a manner that is contrary to the aims and current directions of the club. So, any change to the policies should not be done lightly and should require wide consensus across the Committee. Also, the process to change the policies themselves is also something that should not be modified without wide consensus. That process is important and should be defined in the club constitution.

In addition to our own club constitution and club policies there are a number of other constitutions, policies and legal obligations that govern various aspects of the way that we must operate. Examples of these are FFA and FNSW policies, the MWFA constitution and policies, NSW government Working With Children legislation, the NSW Associations Act (2009), etc. Our club policies shouldn't overlap with these others as this would potentially result in conflict between two similar policies and make it confusing to comply with policies and resolve problems.

# FAIR & EQUAL TREATMENT

## Policy: Team selection - Junior and Youth teams

### Player movements after team lists are published

For all Seaforth FC Junior and Youth teams from U6s through to U16s, once the players in a team are announced at the start of the season, any player who is fully registered and who is in their correct "playing age" group, will not, against their wishes, be demoted to a lower grade team or forced to deregister should another player subsequently arrive at the club who may also be considered for being placed into that team.

### Oversubscribed teams

For all Seaforth FC Junior and Youth age groups from U6s through to U18s, the club will not intentionally oversubscribe registrations with the intention of selecting the stronger players and forcing weaker players to deregister in order to reduce the number of players in teams down to a workable number.

## Policy: Equal game time - Junior and Youth teams

For all Seaforth FC Junior and Youth teams from U6s through to U16s, during the regular season, over any 4 week period, all players should be given equal game time on the field and should have equal opportunity of being in the starting line-up irrespective of ability. The team Coach and Manager should ensure that all players are treated equally and fairly within the team.

# CONTROLS ON PAYMENTS, BENEFITS & INCENTIVES

## Policy: General ban on payments, financial benefits and incentives for players

For all players at Seaforth FC, other than as permitted by the *Seaforth FC Allowable payments, financial benefits and incentives policy*, the club will not provide any registration fee discounts, payments, personal financial benefits or incentives to entice players to join the club. If in the opinion of the Executive Committee, a third party, without the approval of the club, has paid registration fees, made or has committed to making any form of payment, or is providing some form of financial benefit or incentive to entice a player to join the club, then the Executive Committee may sanction or deregister that player. If the third party is a club member the Executive Committee may also sanction or deregister that member.

## Policy: Allowable payments, financial benefits and incentives

### Payments, financial benefits or incentives for Premier League and AL1 players

Seaforth FC will provide registration fee discounts, payments, financial benefits or incentives, within the allowable limits that are defined by the *MWFA Amateur Policy*, for players in our senior men's and women's Premier League and Amateur League Division One teams. If in the opinion of the Executive Committee, a third party, without the approval of the club, has made or has committed to making payments or providing financial benefits or incentives to entice a player to join the club, the Executive Committee may sanction or deregister that player. If the third party providing the payments, benefits or incentives is a club member, the Executive Committee may also sanction or deregister that member.

### Family discounts

Families with more than one player at the club will receive a discount off the registration fees of all family members who register after the first family member has registered. The amount of any discount is at the discretion of the Executive Committee.

## Registration fee discounts for licensed coaches

For coaches who have a current FFA accredited Skill Training, Game Training or Senior Coaching certificate or any higher qualification accepted by the club and where the Club has confidence that they intend to coach at the Club for the full duration of the upcoming season, the Club will discount the cost of registration fees for either the coach or for one of their family members. The amount of any discount is at the discretion of the Executive Committee.

## Subsidising the cost of obtaining a coaching licence

The Club will subsidise the cost of a member to obtain an FFA Advanced Coaching Accreditation Licence providing that the Club has a commitment from that person that they intend to coach at the Club for the following three full seasons. The amount of any subsidy is at the discretion of the Executive Committee.

## Benefits and payments for committee and support staff

- *For volunteer members of the Executive Committee and General Committees:* Committee members receive a deduction from the total registration fees payable for their family. The amount of any reduction is at the discretion of the Executive Committee. In return for this, the Committee person will perform their role as normally required throughout the season and will attend for the required regular weekend Committee shift duties as set out by the Club.
- *Where payment is required in order to recruit someone into a Committee or Support role:* Where payment is made to secure the services of someone into a Committee member role:
  - These cases are assessed by the Executive Committee and must be approved by a majority of the General Committee prior to any agreement for payment.
  - Any payments must be reflected in the annual financial statements of the club. Where an existing arrangement is to roll over into a new season the arrangement must be reported to the General Committee at the start of the new season.
- *For members in Support Roles:* Members who assist the club in some supporting capacity may be offered a discount on their registration or alternatively a small amount of money as an incentive or gesture of appreciation. These cases are assessed and approved by the Executive Committee. The value of any registration fee discount, incentive or gesture will be limited to \$300 per individual. The General Committee must be informed in writing of the number and value of these cases each season and any payments must be reflected in the annual financial statements of the club. Where an existing arrangement is to roll over into a new season the arrangement must be reported to the General Committee at the start of the new season.

General Committee and Executive Committee roles involve a contribution that lasts throughout the playing season or involves a significant amount of effort or are deemed to be important for the club's success.

Support roles are deemed to be jobs that only last for short periods or that only involve a small amount of effort and don't warrant full membership of the General Committee.

## Ex-gratia payments

Issuing ex-gratia payments as a method of rewarding members for their contributions to the club should be considered an exceptionally rare act and not regularly used. The amount of any such ex-gratia payment must be approved by the General Committee. An ex-gratia payment recognising service to the Club will only be paid to someone where it is clearly demonstrable that by working in a voluntary role they have made an extraordinary contribution to the club over many years.

## Honorariums

The club does not pay honorariums for participation in club roles, committees, sub-committees or other club groups or forums.



# CLUB ADMINISTRATION

## Policy: Administration of club financials

### Selecting financial products for the investing of club funds

Club funds that are in excess of that required in operating accounts must be placed into a low risk term deposit with one of the Commonwealth Bank, Westpac, ANZ or National Australia Bank.

### Annual financial reporting

The Treasurer will provide a written statement to the General Committee every six (6) months with details of any club monies that have been invested and also the performance of those investments over the prior 12 months. All financial reporting mandated by club policies will be included in the club's annual financial statement.

### Choice of auditor

The company that is engaged to carry out the annual financial audit of the Club's finances must be an "arms length" company. The auditor should have no connection to club Committee members, sponsors or players.

### Expense approvals

Unbudgeted discretionary expenses greater than or equal to \$5,000 must be approved beforehand by a majority of the General Committee. Splitting expenses for the purpose of avoiding this approval process is not permitted.

## Policy: Appropriate business relationships, advertising and patronage

The club will only enter into business relationships and advertising arrangements and engage contractors and promote patronage of businesses where these deliver a clear net benefit to the club. Any proposed relationship which is not "arms length" or involves a conflict of interest must be declared in writing to the General Committee and be approved by a majority of the General Committee.

# MEMBER PROTECTION

## Policy: Managing the privacy of member data

Committee Members are not permitted to send out to Club Members any of the following information - players' date of birth, sex, age or address. The only Member information that may be extracted from the member registration systems and distributed to Club Members is: player's name, phone, email and FFA #. Any exception to this must be approved by a member of the Executive Committee.

## Policy: Social media

Club members using social media managed by the Club:

- Must not contribute, or link to, inappropriate, libellous, defamatory or harassing content – this also applies to the use of illustrations or nicknames;
- Must not comment on, or publish information that is confidential in anyway;
- Must not bring the Club into disrepute; or
- Must not otherwise be in breach of the FFA Code of Conduct.

# CHANGING CLUB POLICIES

## Process to change club policies

The Club Constitution describes how Regulations and Policies are to be created, amended and deleted. The principles of how policy change will be done are:

To create, amend or delete a Seaforth FC Club policy:

- First, requires approval by the Executive Committee; and
- Then, requires approval by the General Committee

Seaforth FC does not create policies that would duplicate rules that are embedded in existing arrangements and policies that we are already required to comply with.

Any contravention of Club Policy will be assessed by the club's Executive Committee and may result in a member receiving a warning, being deregistered or being otherwise sanctioned.

The full text of all Seaforth FC policies must be openly available on the club website.