



Valley Dragons JRLFC

---

Policy No. 6

# **Financial Assistance Policy**

Version 1.1

2014

# Contents

Introduction .....	3
1. Purpose .....	3
2. Scope .....	3
Glossary .....	3
3. Background .....	3
4. Roles and responsibilities .....	3
Policy .....	4
5. Application .....	4
6. Procedures .....	4
7. Financial Assistance – Representative Duty .....	<b>Error! Bookmark not defined.</b>
8. Financial Assistance – Other .....	5
9. Appeal .....	5
10. Reporting Requirements .....	5
Appendix A .....	6
11. Metadata .....	6

# Introduction

## 1. Purpose

- 1.1. The purpose of this policy is to provide policy and operational guidance on matters dealing with providing financial assistance to Players and/or other Club members.

## 2. Scope

- 2.1. This document applies to all prospective and existing Players and Player Representatives and Club members of the Valley Dragons Junior Rugby League Football Club (VDJRLFC).

## Glossary

Term	Definition
Committee	The official appointed body representing the VDJRLFC
Club	Valley Dragons Junior Rugby League Football Club (inc.)
Ordinary Resolution	Following the putting of a resolution, a determination.
Player	Any person registered to play in the Club
Player Representative	Any person legally entitled to represent a Player
Playing Calendar Year	The period to which a Registration applies.
Registration	A formal process providing an entitlement to play in the Club
Registration Fee	The fee payable to enable Registration
VDJRLFC	Valley Dragons Junior Rugby League Football Club

## 3. Background

- 3.1. For various reasons including for meeting Registration costs and representative duties, financial assistance may be offered by the Club to Players and on rare occasions, other entities. The provision of financial assistance should be managed on an individual basis and each instance of such a matter shall be given full and proper attention by the Committee in light of Club funds being managed for and on behalf of the Club community.

## 4. Roles and responsibilities

Role	Responsibilities	Position(s)
<b>Committee</b>	To ensure that all matters of financial assistance are considered objectively and with integrity.	As appointed
<b>Treasurer</b>	To ensure that any matter of financial assistance is appropriate and as applicable if provided, properly recorded and disclosed.	As appointed
<b>Registrar</b>	To ensure that any matter involving the granting of financial assistance is properly recorded against Player data.	As appointed

# Policy

## 5. Application

- 5.1. This Policy applies to all persons involved in the Club including the Committee and its office holders, Players and Player Representatives.
- 5.2. All Players must have a Player Representative.
- 5.3. Financial assistance may exist in forms such as requests for assistance and also in the case where assistance has not been requested but may have, or could be, be provided.
- 5.4. Examples covered by clause 5.3 include requests for assistance to meet the costs associated with representative duty, registration costs and other costs.

## 6. Procedures

- 6.1. All matters of financial assistance will be dealt with through ordinary committee meetings.
- 6.2. The Club will limit financial assistance to \$1,500 in any Playing year.
- 6.3. A Player Representative may only make application for financial assistance on behalf of a Player.
- 6.4. Any application for financial assistance must be submitted to the Club Secretary on the prescribed application form.
- 6.5. Requests for financial assistance not provided on the prescribed form shall be rejected.
- 6.6. This Policy shall be openly available and shall be provided to any person on request.
- 6.7. Where this Policy is silent, ambiguous or has conflicting content on a given matter, the matter in question may be resolved by the Committee by a majority vote through an Ordinary Resolution.
- 6.8. Any exception to Clause 6.1 and Clause 6.6 may be approved by a majority vote through an Ordinary Resolution.
- 6.9. Where financial assistance is provided under Clause 6.4, the Player Representative must supply original tax invoice receipts to substantiate the associated expenditure.
- 6.10. Where original tax invoice receipts cannot be provided, a 'statutory declaration' signed by the Player Representative and supporting documentation; must be provided.
- 6.11. Any amount of financial assistance provided that is not expended and/or the amount expended is an amount less than the amount provided by the Club, the Player Representative will return the balance to the Club without delay.
- 6.12. For financial assistance for representative duty, where approved by the Committee, that amount shall preferably be paid to the body controlling the representative duty on behalf of the Player.

## 7. Committee Procedures

- 7.1. The Treasurer will manage and co-ordinate all matters of financial assistance inclusive of undertaking preliminary assessments, presenting each matter to the Committee and as applicable, making payments, recording payments, securing receipts, writing to applicants as to Committee decisions and disclosing payments in the annual Financial Reports.

- 7.2. The Committee shall determine appropriate procedures to manage matters of financial assistance.
- 7.3. The Committee may at any time by Ordinary Resolution change or vary the contents of this Policy by a majority vote.
- 7.4. The Secretary must record in meeting Minutes, an agreement to change or vary this Policy.

## 8. Financial Assistance – Other

- 8.1. A Committee member as a rule should not provide financial support for a player such as meeting Player Registration Fees but may do so in a personal capacity.
- 8.2. A Committee member if choosing to offer personal financial assistance may only do so on the condition that the Club is not identified as a party to the provision of financial assistance.
- 8.3. Any Committee member electing to provide financial system in accordance with Clause 8 does at his or her own risk and further, fully indemnifies the Club for any relating action or event.

## 9. Appeal

- 9.1. Any request for financial assistance that has been rejected by the Committee is not appealable.

## 10. Reporting Requirements

- 10.1. The Treasurer must report all financial assistance in the annual Financial Report.
- 10.2. The Treasurer or any Executive Committee member must make all records relating to financial assistance available to an entitled party on request including but not limited to a Player Representative who has a bona-fide connection to the Player, an Auditor, an ACT Policing Officer and the Registrar-General.

# Appendix A

## 11. Metadata

Owner: Valley Dragons Junior Rugby League Football Club

Document location: As kept by the VDJRLFC Secretary

Review cycle: This policy should be reviewed every 12 months or as required

## 12. Amendment history

Version no.	Issue date	Amendment details	Author
1.0	1 Oct 2013	Initial release	Greg Tong
1.1	1 Feb 2014	Updated Version	Matt Cox

**Note:** This document is the property of the Valley Dragons Junior Rugby League Club (inc.). Any copying, duplication or use without permission is strictly prohibited.