



*MORE THAN A CLUB*

## The Cove FC Inc.

ABN 85 678 997 401

Cove Sports & Community Club, Oval Road, Hallett Cove SA 5158

### **Financial Arrangements Policy and Procedures**

The following financial arrangements have been approved by the Executive Committee of The Cove FC to encourage community interaction and partnership along with rewarding outstanding volunteer commitment to the club.

#### **Player Fee Policy**

1. Junior Registration fees are charged based on the age that the player will turn during the season as per the FFSA guidelines or the team that the player has been offered a position in.  
The fee schedule will be available at the time of registration for trials with The Cove FC.
2. Player fees will be agreed annually by the Committee, documented in the Committee minutes and published on The Cove FC website and communicated to all potential players prior to the commencement of trials.
3. Senior registration fees are charged at the same level for Under 18s, Reserves and Senior players. If a discount is offered to a Senior player they are expected to volunteer their time to the club as indicated in their signed player agreement. If the Senior player does not complete the required hours as per this agreement they will be required to reimburse the Club accordingly and the Club may at its discretion withhold a stipulated amount from their match payments.
4. Any outstanding monies owing from previous seasons must be paid in full before any player will be eligible for membership with The Cove FC for the new season. Any players with unpaid fees as agreed with the Club during or at the end of the season may be classified as suspended with My football club hence unable to register the following season until unpaid fees are paid.
5. Following the club trials, a letter of offer will be made to the successful players.  
This letter will detail the requirement of a deposit to be made to secure a position in the team, the date by which this deposit must be paid and the date when the final payment of fees is due. The payment options will also be stated in the letter of offer.  
Payment may be by a one off payment or alternatively by instalments subject to arrangement with Our Treasurer by the scheduled due date. If fees are not received by the stipulated due date or a payment plan not entered into with the Cove FC preferred debit provider (currently Pysmart) The Cove FC may instigate its no pay, no kit, no play policy. If fees are not paid or payment plan entered into by kit presentation day, kits will not be provided.  
Payment extensions after the due date as advised in the letter of offer will be at the discretion of The Cove FC and subject to an agreed payment plan through our preferred debit provider (currently Pysmart).

Player fee payment dates will be as follows:

- All deposits will be for \$300
- For players who attend trials, deposit within 48 hours of the letter of offer and full payment (or confirmed 'Pysmart' arrangement) by the 31st December (of the year of offer)
- For players who are offered positions after trials, deposit within 48 hours of the letter of offer and full payment (or confirmed 'Pysmart' arrangement) within 28 days or before the first game (whichever is the shorter period of time)
- Player fees for players who join the Club after the season starts will be charged as follows:
  - 100% of fees until the 6th game of the season
  - 75% of fees until the 10th game of the season
  - 50% thereafter



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6. If a player defaults on an agreed payment plan or does not make the required payment by the due date, the committee may invoke its no pay, no kit, no play policy and can take action to suspend a player from playing with the club until such time as action has been taken to bring outstanding fees up to date. This will always be a last resort of the committee. The player may only be allowed to play again once they have fulfilled the agreed requirements for payment.  
Exceptions to our no pay, no kit, no play policy or extension of payment plan arrangements can be approved at the discretion of the Committee under special circumstances.  
All players who do not pay their fees in full will be listed with the FFSA as non-financial members, which may affect their ability to play for the Cove FC or other clubs in the future.  
All player registration and payment details will be kept strictly confidential between the committee and the player (parent /guardian if under 18) concerned.
7. All players must self-register online on the My Football Club website prior to the commencement of the season and follow the instructions advised by the club in relation to the method of payment of fees. Payment by Electronic transfer to a stipulated account in the name of The Cove FC is the preferred method of payment. Payment options include payment via credit card via Team App and user fees do apply, cash payment can be accepted and payment plans are only available through our preferred debit provider Paysmart.
8. The policy in relation to the refund of fees is as follows: -
  - All Player Fee deposits are non-refundable, no exceptions
  - It is The Cove FC policy not to refund other player fees of any type under normal circumstances including sickness, injury, non-attendance or change of mind
  - Under exceptional circumstances a Player can request a refund of a maximum of 50% of full fees in writing to The Cove FC Committee.
  - Refunds of up to 50% of full fees will be at the discretion of The Cove FC Committee
  - The Cove FC Committee will consider the request at the next schedule Committee meeting.
  - All players requesting refunds will be advised of the Committees decision in writing
  - Any refund is subject to the return of the playing and training kits in good condition. The cost of the playing and training kits will be deducted from the refund if in unusable condition
  - No refunds will be provided if membership is revoked due to the player breaching The Cove FC and/or the FFSA code of behaviour
9. Payment of Yellow/Red card fees incurred can be passed onto the relevant player dependant on the type of yellow/red card incurred.
10. Academy payment fee structure will be agreed and minuted by the Committee. Players enrolled in the Term or School Holiday Academy shall pay the full Academy fees prior to the first Academy lesson of the Term or Holiday period.  
Academy refunds are as per point 8.  
At times the day / time of the Academy sessions may change. If players are unable to attend the amended Academy session a credit or refund will be offered to the player.



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### **Volunteer Remuneration**

The Cove FC appreciates the time and resources Volunteers invest into the Club. As a Club run by Volunteers no financial remuneration will be given to the Volunteers unless stipulated in the annual budget (approved by the Committee) and as detailed below.

### **Training Course Reimbursements**

For The Cove FC to operate at the highest level it is vital that our Coaches and other volunteers have all the necessary qualifications and training.

The Cove FC, may at its discretion, reimburse Coaches and other volunteers for the cost of undertaking the minimum professional qualification course(s) necessary to fulfil the requirements of their positions. Prior to any qualification courses being undertaken, written approval must be obtained from the Committee if a reimbursement of fees is sought.

Reimbursement will only be effected after the course has been successfully completed with invoice and completion evidence as well as written prior approval.

Exceptions to this process will be considered at times by the Committee when it is advantageous for the long term future of The Cove FC and if approved will be accompanied by a written agreement outlining, as a minimum, the benefactors time commitment to the Club and when reimbursement will be made.

### **Sponsorship Program**

The Cove FC cannot operate effectively without engaging with the wider community and partnering with community Sponsors. To encourage Club members and others to engage with community sponsors the following Sponsorship Reimbursement structure will be offered in 2016 and beyond.

Members who can secure;

1. Over \$1000 in sponsorship - 10% reimbursement
2. Over \$2500 in sponsorship - 15% reimbursement
3. Over \$5000 in sponsorship - 20% reimbursement
4. Over \$10000 in sponsorship - 25% reimbursement

Members are only entitled to Sponsorship Reimbursement when they have engaged a third party (excluding family) and been instrumental in securing the sponsorship (e.g. if the owner of a business sponsors the Club they are not entitled to the reimbursement). The determination of sponsorship reimbursement entitlement will rest with the Executive Committee.

Reimbursement will only be paid once full Sponsorship payment has been paid and confirmed by the Club Treasurer.



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### **Discount Cards**

From time to time, The Cove FC may run a volunteer incentive program 'Volunteer Loyalty Card'. These cards will offer a range of incentives in the form of percentage off discounts to a range of events and services.

The 'Volunteer Loyalty Card' will be offered at various levels with different benefits at each level. Events and services where cardholders will be able to use the 'Volunteer Loyalty Card' will be agreed at the Committee, documented in the Committee minutes and advertised to its members and supporters.

Committee members, Coaches and Team Managers, will identify members and supporters who will be eligible for the 'Volunteer Loyalty Card' as they see fit. The 'Volunteer Loyalty Card' will be valid for one season only (i.e. one calendar year)

### **Committee Members Player Fee Structure**

The Committee Members Player Fee structure is to reward and thank Committee members for their service to the Club.

The Fee structure described below only applies to current Committee members after the Committee member has completed a full year of service from AGM to AGM and applies to one player's fees for the following year.

After serving one full year of service a discount of 50% off total fees applies

After serving two full years of service a discount of 75% off total fees applies

After serving three or more full years of service a discount of 100% off total fees applies

Years of service must be consecutive years. If a committee member resigns from the committee and joins at a later date their years of service will default to zero. The new Committee Player Fee structure will be applicable to all current executive committee members backdated to when they started on the Committee.

As part of this Fee discount relevant Committee members will need to dedicate to at least 2 Fundraisers &/or events (i.e. kit fitting - bingo night) per year.

Last Updated June 2017.