



TAYLORS LAKES SPORTING CLUB INC.

INC. NUMBER A0001319X

POLICY AND GUIDELINES

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Policy and Guidelines

1. Purpose

This document provides policy and guidelines relating to the management and governance of the Taylors Lakes Sporting Club Inc. (the RecClub) and its sub-committees (the Clubs).

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2. Statement of Rules – See Appendix 1.

- 1) The *Statement of Rules* under the Associations Incorporation Act 1981 is legally binding on the RecClub and the Clubs.
- 2) Any policy or guideline made by the RecClub or the Clubs must comply with the requirements of the *Statement of Rules*.
- 3) Any policy or guideline made by the RecClub or the Clubs which does not comply with the requirements of the *Statement of Rules* is invalid and not enforceable.
- 4) The interpretations made under Rule 2 of the *Statement of Rules* shall also be used in any policy or guideline.

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3. Statement of Purposes – See Appendix 2.

Any policy or guideline made by the RecClub or the Clubs should not conflict with the *Statement of Purpose* of the RecClub.

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4. Authority

The policy and guidelines in this document are binding on all operations of the RecClub and the Clubs. Any decision or actions taken by the RecClub or the Clubs must take these policies and guidelines into account during the decision making process.

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5. Policy and Guideline Review

All policy and guidelines in this document are open to review;

- 1) At any RecClub Committee meeting,
- 2) Any RecClub Annual General Meeting (AGM), or
- 3) Any Special General Meeting (SGM) called for the purpose of reviewing a specified policy or guideline in accordance with Rule 17.5 of the *Statement of Rules* for the RecClub.

Each policy or guideline will be dated as of when it came into force as per the **Review Schedule** at **Appendix 3**. All Policies and Guidelines will require automatic review by Committee at or about the 10th Anniversary of that date to ensure the policy or guideline is relevant and current.

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6. Changes

Changes in policy or guidelines can be made by motion at any RecClub Committee meeting, AGM or SGM.

Changes apply immediately a motion has been passed at an appropriate meeting, or at a time identified in the motion.

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7. Disputes

Any dispute over the application, meaning or interpretation of a policy or guideline in this document is to be referred to the RecClub Committee for determination at the next available Committee meeting.

Should the dispute involve a time sensitive matter that cannot be held over until the next scheduled meeting, the matter can be determined by the Executive of the RecClub Committee via any meeting method available to the Executive in the time frame existing.

- 1) A determination made by the Executive under these circumstances will be binding on the RecClub as a duly authorised policy or guideline but is subject to review and approval at the next full Committee meeting.

Disputes unable to be settled by reference to the RecClub Committee can be referred to the AGM, or to a Special General Meeting of members, or to any RecClub sub-Committee, or to any external body, or external individual, as determined appropriate by the agreement of the parties in dispute.

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8. Distribution

Copies of this document shall be provided to each Committee member of the RecClub for the duration of their period as a Committee member. Upon cessation of their position as a Committee member, that person shall return their copy to the RecClub Secretary.

Copies of this document shall be provided to the Secretary of each Club.

The RecClub Secretary shall maintain a copy of this document for full and open access by any member of the RecClub upon request. The Secretary is authorised to provide this document in full, or any portion of this document, to a member when requested.

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9. Authoritative Copy

The Authoritative Copy of this document will be the copy held by the Secretary of the RecClub.

Where variations occur between copies of this document, the Authoritative Copy shall be the document which is binding on the RecClub in regards to any policy or guideline.

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10. Updates

When updates occur via the review process or the automatic review process, the Secretary of the RecClub will advise all holders of copies of this document of the changes and make amendments as appropriate.

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11. Club Logo and Club Colours

Club colours are Blue and Gold as per West Coast Football Club with the lion emblem for all Club sports.

Royal Blue

Hex #003087. RGB 0 48 135. CMYK 100 91 17 6. PANTONE: PMS 2146 C

Gold

Hex #f2a900. RGB 242 169 0. CMYK 4 37 100 0. PANTONE: PMS 130 XGC

White

Hex #FFFFFF. RGB 243, 171, 0. CMYK 0, 0, 0, 0.

Motion passed – April 2000 Committee Meeting.

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The RecClub & Sub-Clubs

12. The RecClub Committee

The Committee shall manage the affairs of the RecClub and be established as per Rule 4 of the **Statement of Rules**.

Elections for Committee positions shall be conducted in accordance with Rule 21 of the **Statement of Rules**.

- 1) Each Committee member is elected for a term of two years.
- 2) The positions of:
 - a) President, Treasurer and 3 Committee positions to be declared vacant one year,
 - b) Vice-President, Secretary and remaining 3 Committee positions declared vacant on the alternate year,to ensure consistency and stability in the management of the RecClub.
- 3) The RecClub Secretary is to advise members which positions are falling vacant at the AGM and which positions have a further one year to run.
- 4) Any Committee vacancy not filled at an AGM is to be filled as a matter of priority as a Casual Vacancy as per Rule 4.12 of the **Statement of Rules**.
 - a) Any vacancy filled other than at the AGM for a term of 2 years, will still fall due at the next date in line with the 2 year period as if it had been filled at the relative AGM.

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13. Authority of the RecClub Committee

The RecClub Committee is the governing body of the Incorporated Association. All decisions made by the RecClub Committee are binding on all of the Clubs and on all of the members of the Clubs as per Rule 4 of the **Statement of Rules**.

All assets, funds, memberships, information or any other property held or managed by the Clubs are done so on behalf of the RecClub and all such property is the property and assets of the RecClub.

No assets or property shall be dealt with or disposed of by any Club or member unless done so in accordance with the authority of the RecClub or in accordance with the **Statement of Rules**.

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14. RecClub Committee Meetings

The RecClub Committee is to hold regular meetings as per Rule 4.8 of the **Statement of Rules**.

A scheduled meeting is to be held each month of the year, except January. Other meetings can be held if the Committee deems it necessary to hold a meeting due to the requirements of Club business. The date and time of the monthly meeting can be decided by agreement within the Committee, and can be changed at anytime to suit the requirements of the majority of Committee members.

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14A. RecClub Committee Proxy Voting Rights

The Taylors Lakes Sporting Club Inc. shall permit Committee members to vote on Committee issues by Proxy where they are unable to attend a Committee meeting. For the Proxy Vote to be valid, the Committee Member wishing to vote by proxy must advise the Committee in writing, by letter or email to the Secretary, of the reason for their absence prior to the meeting and the identity of the person holding the proxy vote. If, at the time of the request by the Committee Member to vote by proxy, the Committee Member is subject to any of the provisions described in Rule 4.7 of the Statement of Rules the request to vote by proxy will be disallowed.

Motion passed – Committee Meeting July 2016

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15. RecClub Sub-Committees – The Clubs

The Clubs have been formed as Sub-Committees to the RecClub under Rule 8 of the **Statement of Rules**, and trade under the following names;

- 1) Taylors Lakes Basketball Club;
- 2) Taylors Lakes Cricket Club;
- 3) Taylors Lakes Football Club;
- 4) Taylors Lakes Garden Club;
- 5) Taylors Lakes Social Golf Club;
- 6) Taylors Lakes Tennis Club;
- 7) Taylors Lakes Social Club.

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16. Authority of the Clubs

Each Club is authorised to manage the operation of the sport or activity in which it is engaged to the extent that management does not conflict with the Authority of the RecClub Committee (see Guideline 13).

Each Club is required to:

- 1) Form a Committee of management for the sport or activity as appropriate.
 - a) It is recommended that each Club hold Annual Meetings and elections of a Committee in accordance with the rules which govern the RecClub AGM and RecClub elections.
 - b) It is recommended that the positions of President, Vice-President, Treasurer, Secretary and Membership Secretary of each Club be elected for a two year term.

Motion passed – Committee Meeting October 2006

- 2) If the Club does not follow the same process as the RecClub in regards to an AGM and election of Committee, then they must be able to show the resultant management of the Club is in accordance with the wishes of the majority of the members of that Club.
- 3) Manage the day to day operation of the sport or activity for the year or season for which the Committee has been elected or appointed.

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Memberships

17. Memberships

All Members of any of the Clubs are officially and legally members of the RecClub. No Club can legally hold members in their own right.

All membership details are the sole ownership of the RecClub and are not to be used in anyway without the permission or direction of the RecClub.

All membership details and records are to be held in a secure manner and private information is to not to be shared, traded or sold without the express written permission of the member involved.

All membership fees gathered by the Clubs are the income of the RecClub and must be recorded and reported to the RecClub.

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18. Membership Types

Each Club shall be able to identify and implement membership categories to suit the individual club but must include the following types:

- 1) Senior members for all persons over 18 years of age;
- 2) Junior members under the age of 18;
- 3) Social members;
- 4) Life Members;
- 5) Honorary members;
- 6) Multi Membership members.

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19. Life Memberships

A Life Member of the RecClub is a full member of all Clubs and is not required to pay Club membership. Life Members participating in a sport within a Club are still required to pay ancillary costs such as ball money, lighting fees or any other charge levied by the Club in addition to the membership fee.

The basic criteria require the nomination of a person by a Committee member for discussion and approval by the Committee. The award of Life Membership should be reviewed very carefully and only given to those who achieve the criteria.

Nominee must have at least 10 years as:

- 1) Committee member or position within Club; or
- 2) Service to the Club over and above required position on a consistent long-term basis; and
- 3) Has contributed to the betterment of the Club.

Life Membership is not automatic just for 10 years service.

A Sub-Committee should address procedure, criteria and nominations for Life Membership. The Sub-Committee is to develop a charter to be ratified by the Committee. Sub-Committee will consist of Colin Neilson, John Smith, Phillip Crowe and Brian Miller. Life Memberships to be considered Bi-Annually, in the year in which no election is held for the President, with the Sub-Committee presenting their findings to the Committee at the Committee Meeting prior to the AGM of that year.

Motion passed – Committee Meeting June 2000

Clarification – Committee Meeting October 2005

Clarification – Committee Meeting August 2006

Committee Updated – Committee Meeting August 2019

Life Membership does cover under 18 year old children of Life Member, but once a child is over 18 they are not covered by the Life Member and must pay their own membership.

Motion passed – Committee Meeting September 2004

The individual clubs may award some level of recognition for those members within the club who have contributed significantly to the club over a sustained period, including Honorary Membership of that club.

Recognition awarded within a club applies to that club only. A member recognised by a club is still required to pay membership and other fees if they participate in the activity of another club.

A member awarded recognition within a club can also be nominated for RecClub Life Membership if they meet the RecClub Life Membership criteria.

Committee Meeting – October 2005

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20. Multi Membership

Multi Membership is to be a membership category and the fee structure shall be \$790.00 (to be reviewed Annually) as per the attached schedule and with the provisos as stated.

Motion passed – Committee Meeting December 2006

Multi Membership Fee Structure.

<u>Tennis</u>		<u>Cricket</u>		<u>Football</u>		<u>Basketball</u>		
1 Adult	\$ 150.00	1 Adult	\$ 110.00	1 Junior	\$ 90.00	1 Junior	\$ 100.00	\$ 450.00
1 Junior	\$ 110.00	1 Junior	\$ 90.00	1 Junior	\$ 90.00	1 Junior	\$ 100.00	\$ 390.00
<i>Levies</i>	\$ 50.00	<i>Levies</i>	\$ 20.00	<i>Levies</i>	\$ 20.00	<i>Levies</i>	\$ -	\$ 90.00
<i>Total</i>	\$ 310.00	<i>Total</i>	\$ 220.00	<i>Total</i>	\$ 200.00	<i>Total</i>	\$ 200.00	\$ 930.00 <i>Total Current Value</i>
	\$ 232.50		\$ 177.50		\$ 150.00		\$ 150.00	\$ 710.00 <i>Discounted Value (25%)</i>
	\$ 40.00		\$ 20.00		\$ 20.00		\$ -	\$ 80.00
	\$ 272.50		\$ 197.50		\$ 170.00		\$ 150.00	\$ 790.00 <i>Multi Membership Fee</i>
Club Shirt not included - must pay extra where applicable								
Sponsorship not included - must pay extra where applicable								
Figures based on 1 Adult + 1 Junior except for: Football & Basketball, which are based on 2 Juniors.								
Individual clubs receive discounted value + relevant levy. ie Tennis \$232.50 + \$40.00 Total: \$272.50								

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21. Social Members

Each Club can issue Social Memberships so as to comply with Liquor Licensing requirements for those persons not actively participating in the Club's sporting activity. It is a requirement of the Liquour Licence that any regular visitor to the Club be a Club Member.

All adults attending who are not members in their own right must become financial members of the Social Club.

Committee Meeting – March 2007

22. Visiting Members

The following classes of visitors are Honorary Members of the Taylors Lakes Sporting Club Incorporated on the day of competition;

- 1) All members, players and officials of any Club competing against the Taylors Lakes Football Club, Taylors Lakes Cricket Club, Taylors Lakes Basketball Club or the Taylors Lakes Tennis Club; and
- 2) All Officials, players or members, of any regional, state or national body with which the Taylors Lakes Football Club, Taylors Lakes Cricket Club, Taylors Lakes Basketball Club or Taylors Lakes Tennis Club is affiliated.

23. Membership Records

It is a requirement of the Incorporations rules that govern the Club that accurate membership records are kept and are available at all times.

The RecClub Secretary is responsible to hold an updated membership list of all club members and be able to produce that list upon request by any appropriate government authorities, in particular in regards to licencing requirements, as well as voting rights at the AGM.

Each Club must keep clear and accurate Membership Records and must provide the following information to the RecClub Secretary at least once per year on a schedule agreed to with the RecClub Secretary or at any time upon request by the RecClub Secretary.

The information required to be kept as a minimum is:

- 1) Members Given and Family names.
- 2) Members address and postal address if appropriate.
- 3) Members contact telephone number.
- 4) Whether member is a Junior Member or Senior Member.

The Clubs may obtain and keep any other information they require to fulfill the needs of their sport or activity.

All membership details are to be kept secure and are not to be released or distributed to any other person without consent from the member or without authority from the RecClub.

Liquor Licence Requirements

24. Liquor Licensing – See Appendix 4.

It is the responsibility of the RecClub to manage and maintain the Liquor License for the Incorporated Body as per Rule 3 of the **Statement of Rules**.

The Licensed area is the most important fund raising asset held by the RecClub and the Clubs and must be protected at all times.

- 1) The Clubs in control of the pavilions, Tennis, Football and Cricket, are responsible for the daily management and operation of the licensed areas in accordance with Rule 3 of the **Statement of Rules**.
- 2) The Clubs are responsible for ensuring the staff on duty is qualified and authorised to operate the licensed area at all times.
 - a) The Clubs are permitted to use the services of persons in training, or on workplace placement, provided they are over the age of 18 and are under supervision of a qualified person.
- 3) The Clubs are responsible for ensuring all Licensing requirements are met in regards to the responsible serving of alcohol.
- 4) The Clubs are responsible for ensuring the sales of alcohol conform to all Licensing and RecClub requirements.
- 5) The Club operating the Licensed area is responsible for all expenses relating to stock, cleaning, equipment and maintenance of the Licensed area during the period that Club has control of that area.
- 6) Income from the operation of the Licensed area shall be retained by the operating Club.
- 7) Should a Club fail in it's duty to manage the Licensed area in accordance with the above requirements;
 - a) The RecClub can require the Club to provide immediate evidence as to their ability to manage the Licensed area appropriately ongoing.
 - b) If a Club fails to satisfy the RecClub of their ability to manage the Licensed area appropriately, the RecClub Committee can take over the management of the Licensed area, or appoint a person or persons to manage the Licensed area.
 - (i) The RecClub will determine when such take over will commence, and whether such take over will be immediate or at a date set by the RecClub Committee.
 1. Where the failure by the Club is such that there is an immediate need for intervention, the RecClub Executive can

make that decision after discussion between themselves in any manner the Executive deems fit.

2. Any decision made by the RecClub Executive to take over management of the Licensed area must be brought before the RecClub Committee for review or approval as soon as possible after that decision has been made.
 - (ii) The period for which the RecClub manages the Licensed area will be determined by the RecClub Committee and will continue until the Club involved can provide evidence that it is able to manage the Licensed area appropriately.
- c) The distribution of the income from the Licensed area whilst under the management of the RecClub, or an appointee of the RecClub, will be subject to a determination of the RecClub Committee and can include:
 - (i) A withholding of all Licensed area income from the Club involved for an identified period of time set by the RecClub Committee,
 - (ii) A partial withholding of Licensed area income at a percentage and for an identified period of time set by the RecClub Committee,
 - (iii) A withholding of the amount of Licensed area income sufficient to cover any costs incurred by the RecClub in the management of the Licensed area during the period the RecClub manage the Licensed area.
- 8) Any issues arising from the operations of the Licensed area should be recorded at the time by the persons in charge of the Licensed area and reported to the Executive of the relevant Club at the earliest opportunity.
 - a) If the issue is potentially damaging to the operation of the Licensed area, the Club Executive is to report the issue to the Executive of the RecClub immediately.

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Financial Reporting

25. Monies Received.

All income received by the RecClub, or a Club, must be managed in accordance with acceptable bookkeeping or accounting practices and must include the following;

- 1) All income to be recorded in an appropriate record, identifying:
 - a) the source of the income,
 - b) the amount received,
 - c) the date received, and
 - d) the type of income (i.e., Sponsorship, Membership, Donation, Canteen, Bar, Ball Money, etc...see Appendix 5.)
- 2) In regards to membership payments, sponsorship payments, donations or other one of payments, each payment must generate a separate income record. An individual receipt is to be issued for all such income.
- 3) In regards to income received from canteen sales, bar sales or other fund raising events, the total income from the days sales should be recorded as a separate income record.
- 4) All monies received are to be banked in the appropriate bank account for the sport or activity at the earliest opportunity, and the income details provided in writing to the Club Treasurer AND to the RecClub Treasurer.
 - a) To assist in creating consistencies between the reporting of income from Club to Club an example of a written deposit advice including a list of basic income types is at Appendix 5.

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26. Cash on Hand.

During the operation of the RecClub, or a Club, cash will be received and will be kept "on hand" at some times.

- 1) All Cash on Hand must be counted by the person receiving it and recorded on a Cash Chit (see example Appendix 6) as soon as possible after receipt.
- 2) The original Cash Chit must be prepared with the details as per 25 1) above, signed, and placed in a money envelope with the cash.
- 3) A duplicate Cash Chit must be prepared and handed to an independent Club representative, preferably the Club Treasurer, a Club Executive Committee Member, Bar Manager or Canteen Manager along with the money envelope.
- 4) The independent Club representative should then count the cash in the money envelope in the presence of the person who received it, initial the

original Cash Chit, seal the envelope and placed in a safe place until used or accounted for via other Club processes, or deposited in the bank.

- 5) The duplicate Cash Chit should be initialed and provided to, or retained by, the Club Treasurer and entered into the income record of the Club at the earliest opportunity.

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27. Monies Expended.

All expenditure of the RecClub, or a Club, must be managed in accordance with acceptable bookkeeping or accounting practices and must include the following:

- 1) All expenditure must be related to a payment approved by the Committee of the RecClub or a Club.
- 2) All expenditure is to be recorded in an appropriate record identifying;
 - a) The amount of the expenditure;
 - b) The date of the expenditure;
 - c) To whom the expenditure was made;
 - d) The type of expenditure (i.e., Electricity Account, Canteen supplies, etc.... See examples Appendix 7)
- 3) All expenditure should be pre-approved via Motion at a Committee meeting before the expenditure is undertaken, except in the following circumstances:
 - a) The RecClub Committee or a Club Committee may give Approval to a Nominated Person to make payments on it's behalf for expected ongoing costs associated with the management of the Club. The costs of those payments can be made from Cash on Hand belonging to the Club, or from funds belonging to the nominated person.
 - b) Approval of a Nominated Person can be for ongoing payments during a season or specified period, or can be for a specified payment only. The Approval should be recorded in the Minutes of the meeting giving details of the scope of the Approval, the amounts Approved to be paid, and the date on which the Approval ceases.
- 4) Payments made without Committee pre-approval, or by the Nominated Person outside of the Approval authorised by the Committee, or by other persons not authorised to make payments, must be put before the next RecClub or Club Committee meeting and can only be accepted as a debt payable by the Club by a Motion passed by that meeting.
 - a) Acceptance of the expense can only be made by the meeting if proper accounts and records are provided to the meeting.

- b) If the expense is not accepted on motion at the meeting, the amount of the expenditure is the liability of the person who made the payment without authority and they will not be reimbursed for any monies paid by them. If the payment was made from Club funds, the person who made the payment is required to reimburse that amount to the Club.
- 5) Only a Nominated Person may use Cash on Hand to make payments on behalf of the RecClub or a Club. In all cases where payments are made from Cash on Hand belonging to the Club, the Nominated Person must provide the Invoice on which the payment has been made to an independent Club representative, preferably the Club Treasurer, or Club Executive Member, or Bar Manager, or Canteen Manager with the cash envelope from which the money was used. The original Chit with the cash must be amended to reflect the accurate remaining cash amount and endorsed by the Nominated Person and the independent Club representative and the Invoice placed in the envelope with the remaining cash and placed in a safe place until used or accounted for via other Club processes, or deposited in the bank.
- 6) The Club Treasurer must keep records of all Expenditure and copies of all Invoices and Accounts paid.
- 7) Copies of all expenditure details must be provided to the RecClub Treasurer each month to enable all Club records to be updated and kept current and to provide sufficient information for the RecClub Treasurer to compile legally required GST summaries each quarter.

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28. Cheque Signatories

Cheques drawn against RecClub Accounts must be signed by two members of the Executive, being President, Vice-President, Secretary or Treasurer. Additional signatories may be approved by the RecClub Committee by Motion at a Committee Meeting.

All Signatories are to be reviewed by the RecClub Committee on a regular basis and updated as required for Club purposes.

Motion passed – Committee Meeting February 2001

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29. RecClub Treasurer and Club Treasurer Obligations

The RecClub Treasurer is obligated to comply with external Audit requirements as part of the Incorporated Bodies legal obligations as well as Taxation Office requirements. All Clubs are also obligated to comply with all Incorporated Body and Taxation laws.

- 1) Club Treasurers are required to provide all financial records to the RecClub Treasurer at intervals determined by the RecClub Treasurer or at any other time so required.
- 2) The RecClub Treasurer will provide Profit and Loss Statements to all Club Treasurers once a month compiled from the information provided or at any greater intervals in agreement with a Club.
- 3) The RecClub Treasurer will provide all records to the appointed external Auditor following the AGM and will ensure the financial compliance of the RecClub with Incorporations and Taxation law.

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30. Club Treasurers Responsibilities

The Treasurer of a Club has primary responsibility for the financial management and operations and is required to exercise financial control over all Club activities **AND** to ensure that the Club can meet its financial obligations as required by the RecClub.

The key treasury obligations are to:-

- 1) Prior to the commencement of the sporting season, prepare the Club's annual operational budget that is congruent with the Club's objectives, capacity and obligations.
 - a) Football budget approval is required prior to 1st February each year.
 - b) Cricket budget approval is required prior to 1st September each year.
 - c) Basketball budget approval is required prior to 1st December each year.
 - d) Tennis budget approval is required prior to 1st December each year.
- 2) Ensure that prudent financial controls are in place across all Club activities.
 - a) Authorise all payments from the Club's account
 - b) Reconcile all payments in the Club's account monthly
 - c) Provide a reconciled transactions export in the format approved by the RecClub Treasurer categorizing all transactions by the 7th of each month following the BAS quarter (Jan, Apr, Jul & Oct)
- 3) Report to the Club and the RecClub during the sporting season

- a) On-going financial monitoring against the approved budget.
- b) A monthly summary of financial and operational risks.

Motion passed – Committee Meeting October 2015.

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31. Clubs Financial Procedures

Prior to the commencement of the sporting season, each Club must prepare the Club's annual operational budget that is congruent with the Club's objectives, capacity and obligations.

- 1) The annual budget as agreed by the committee of the Club must realistically reflect their objectives, capability and obligations.
 - a) The RecClub will apply the following tests when reviewing a budget against risk:
 - i) Objectives – does the budget reasonably the cost associated with achieving the objectives of the Club when view against previous performance.
 - ii) Capacity – is the operational capacity reasonably reflected in the budget assumptions
 - iii) Obligation – does the budget reasonably account for the financial obligations of the Club
- 2) Each Club must ensure that prudent financial controls are in place across all Club activities.
 - a) The Club treasurer is responsible for monitoring, reviewing and ensuring that the day-to-day financial controls are appropriate applied within the Club.
 - b) To improve the monitoring of actual income and expenses, the RecClub will open and operate a separate Club bank account for a Club upon request. Read only internet access is then available to Club's treasurer to provide improved financial transparency and accuracy in reconciliation and reporting.
 - c) The RecClub will retain signing authority on cheques; however, Club treasurers will be given possession and control of their bank account cheque book.
 - d) When making payments,
 - i) By Cheque, the Club treasurer will write the cheques and attach it to the original Tax Invoice and a complete their Club's 'Income & Expense Allocation Form' that details the expense category together with the amount paid and supplier. These

documents will be passed to the RecClub where two RecClub signatories will authorise the cheque and retain the records for bookkeeping purposes. The 'Income & Expense Allocation Form' are shown in X and are available in Excel format.

- ii) By EFT, the Club treasurer will enter the transaction in the Bendigo Bank for approval by the RecClub treasurer
 - iii) All payment must be supported by a Tax Invoice and placed in the Dropbox in the appropriate folder and file naming convention.
- e) In the 7 days following each BAS reporting quarter (Jan, March, June & September), all deposits and other expenses on the Club bank statement are to be categorised on the 'Income & Expense Allocation Form' and sent advising the RecClub Treasurer. Failure to do so will result in a \$300 accounting fee debited from the clubs account.
- 3) Report to the Club and the RecClub
- a) The Club treasurer is responsible for the monitoring of income and expense.
 - b) With the timely completion of the 'Income & Expense Allocation Forms', the RecClub will undertake the bookkeeping activity and provide the previous month's and Year-To-Date financial results.
 - c) These results are then reconciled against the supplier information and analysed against the approved budget and the key risk identified and reported to the RecClub Treasurer, who will table the report at the following RecClub committee meeting.
 - d) If there is a significant financial variation or risks identified, the Club's treasurer maybe required to expand on the findings and provide an action plan to remediate.

Motion passed – Committee Meeting October 2015.

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32. Clubs Trading at a Loss

All Clubs should set a budget and monitor Income and Expenditure to ensure the Club does not trade at a loss.

In the event of a Club showing a loss the Secretary is to write to that Club at the end of that Club's financial year and state their current financial status for inclusion in that Club's budget considerations, and require that Club to take action to correct that position.

Motion passed – Committee Meeting July 2000.

Should a Club become aware they may trade at a loss for a season, they are to advise the RecClub Treasurer of their concern and their financial position immediately. Discussions will be held between the RecClub Executive and the Club in regards to the best method in which to minimize the trading loss and to ensure a return to trading profit at the earliest opportunity.

Where a Club needs to rely on the funds from other Clubs to continue to trade, the RecClub Committee can allocate funds from the accumulated funds of all the Clubs as a loan. The Club requiring the loan will be required to provide the RecClub Committee with a Budget proposal on how they are addressing the cause of the trading deficit, how they expect to raise the funds to trade profitably and in what time frame they expect to repay the loan.

The RecClub Committee can ask the Club requiring the loan to provide any other information it deems relevant and can require the Club to give ongoing and regular updates to the RecClub Treasurer at a frequency the RecClub Treasurer deems appropriate.

Should a Club continue to trade at a loss and does not make satisfactory efforts to repay monies owed to the RecClub or other creditors, the RecClub can take the following action:

- 1) The RecClub may dismiss the Club Committee and take direct control of the Club for a period determined by the RecClub.
- 2) The RecClub may suspend the Club Committee and take direct control of the Club for a period determined by the RecClub.
- 3) The RecClub Committee may dismiss or suspend the Club Committee and appoint a person or sub-Committee to manage the Club for a period of time determined by the RecClub.
- 4) The RecClub Committee may cease the operation of the Club.

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33. *Building Fund*

The Building Fund was established to assist with ongoing improvements to the facility. The Building Fund is to be maintained in a separate account managed by the RecClub Treasurer and reported on separately to other club income.

The Building Fund is to be used only for improvements to new club rooms following prior approval of such expenditure by the RecClub Committee.

Motion passed – Committee Meeting September 2005

Clarifying Motion Passed – Committee Meeting October 2005

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Additional Policies

34. *Smoke Free Policy*

The Sporting Club has adopted a Smoke Free Policy in all areas of the club rooms and immediate vicinity of doors and access in compliance with all legislative requirements and to make this Club a healthier and cleaner environment for all our members and guests.

Committee Meeting – February

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35. *Safe Transport Policy*

The Sporting Club has adopted a Safe Transport Policy in accordance with the Good Sports Guidelines

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36. *Alcohol Management Policy*

The Sporting Club has adopted an Alcohol Management Policy in accordance with the Good Sports Guidelines

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37. *Spectator Behavior Policy*

The Sporting Club has adopted a Spectator Behaviour Policy in accordance with the Good Sports Guidelines

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38. Sponsorships

Each Club is permitted to pursue and obtain sponsorships on behalf of the Club.

Sponsorship to be aligned with the relevant season of the Club involved and only sponsorship signage for the relevant club is to be displayed during that season. Sponsorship signage is to be removed by the Club who is aligned with the sponsor, or by agreement. If a Club fails to remove the signage relevant to them within 7 days from season hand over, the RecClub will remove the signage and charge the cost of the removal to the relevant club.

Motion passed – Committee Meeting April 2007

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