

COACH & REFEREE FEE POLICY

Policy number FACT-002 Version 1.0
Drafted by Helen Cook, Marc White Approved on 7/4/21
Responsible Juniors Delegate; Seniors Scheduled 5/1/22
position(s) Delegate; Director of review date

s) Delegate; Director of review date Refereeing; Director of

Coaching; Treasurer

Introduction

Floorball ACT Inc. (Floorball ACT) run a number of Junior program and Senior training sessions throughout Canberra and the Queanbeyan region. Floorball ACT members who provide their coaching services to these programs are eligible to be compensated for their time.

Those Floorball ACT members who are designated as referees are also entitled to be paid a match fee for their time and services for any sanctioned Floorball ACT game.

Purpose

The purpose of this policy is to outline the relevant fees to be paid and the process on how to claim fees owing. This policy relates to all Junior program and Senior Training Coaches, as well as all referees engaged in endorsed Floorball ACT games and events.

Policy

Floorball ACT will compensate all Coaches who provide Junior level coaching services. For both Junior level coaches and referees, the fee structure commences at the beginning of the advertised session/game time, and ceases at the end of the advertised session/game time.

For Juniors coaching claims a form must be completed and submitted at the end of every term in order for payment to be made.

Senior Coaches who are participating in training sessions will not be required to pay for the training session. Each training session will have a limit of one Senior Coach to be determined before the commencement of the session.

Floorball ACT will compensate members who have been endorsed by Floorball ACT as a local referee and perform refereeing services in the course of Floorball ACT-sanctioned games and events. The Floorball ACT Committee shall designate which games and events will attract referee fees prior to assigning referees to those games/events. Referees-in-training (typically assigned as a 'third referee' during a game) are not eligible to claim referee fees.

Referee payments will be automatically processed at the end of each competition, or more often as determined by the Floorball ACT Treasurer, based on the referee names **recorded and signed against** the official Match Record. Claims for matches or events where referee names were not recorded on the Match Record must be submitted using the claim form at the end of the competition.



Fees will be paid in accordance with the fee structure outlined on the Junior Coaching and Referee Fee Claim Form. These will also be published on the Floorball ACT website and will be reviewed and/or amended by the Committee periodically.

Fees are paid on the basis that the individual providing the service is doing so as a private recreational pursuit and/or hobby. A completed Referee/Junior Coaching Declaration Form, with attached Australian Taxation Office form "Statement by a supplier", must be provided before any payment is made.

Authorisation

[Signature of Committee Secretary]

[Date of approval]

Floorball ACT



Procedures

- 1. Coaches and referees eligible for compensation must submit requests for payment to the Floorball ACT Treasurer email address, treasurer@floorballact.org.au on the standard form (see Appendix A). The completed form must be signed by the submitter and have their relevant bank account details listed on the form.
 - a. This procedure is not necessary if a referee has correctly recorded their name & signature on an official Match Record.
- 2. All claim forms for Junior level coaching must be submitted at the end of each school term.
- 3. All claim forms for Refereeing not recorded on an official Match Record must be submitted at the end of each calendar month, or at the end of a competition.
- 4. Claims that have not been properly completed will be returned to the claimant and the reasons will be given for not processing the claim.
- 5. Coaches and referees must have completed and submitted a Referee/Junior Coaching Declaration Form (see Appendix B) before any payments may be made.



REFEREE/JUNIOR COACHING FEE CLAIM FORM

Nominate: Coaching or Refereeing	Date Fee Incurred	Location	Fee Amount Claiming	Approved Fee Structure as at 1 st April 2021		
				Junior Coaching Sessions		
				Head coach: \$42 for the first hour, then \$24 per hour after		
				that.		
				 (E.g., if a session is advertised for 2 hours from 4pm-6pm, then the 		
				first hour is \$42, and the		
				subsequent hour is \$24.)		
				Assistant coach: \$27 for the first hour, then \$15 per hour after		
				that.		
				Refereeing		
				\$20 per scheduled hour of		
-				the game, rounded up to the		
				<u>nearest 15 min, e.g:</u> <= 15 min game: \$5		
				16-30 min game: \$10		
				46-60 min game: \$20 (If only 1 referee is present per		
				game, the rate remains		
				unchanged.)		
		Total to be Reimbursed:				
ignature of Clair	mant:	Claiman	t Bank Account Na	me:		
Pate Submitted:		Claiman	t Bank Account BS	B:		
		Claiman	t Bank Account No			
		Clairian	t bank Account No			
authorised by (N	ame):					
ignature of Auth	norised Officer:					
Office Use Only:						
laim Permitted?	(Circle) Yes / No.	If no, state rea	son:			
lobby Declaratio	on Form on file? (Ci	rcle) Yes / No				
ate Reimbursed:		Transaction No	Transaction No:			



REFEREE/JUNIOR COACHING DECLARATION FORM

I hereby declare that, in relation to any supplies made by me to Floorball ACT Inc. (ABN 72532057358) regarding the refereeing or coaching the sport of floorball, such supply is performed out of my interest in the sport of floorball, and does not constitute an employment relationship between myself and Floorball ACT Inc.

Furthermore, I declare that payments received by me from Floorball ACT Inc. in respect of supplies of referee or coaching services do not constitute taxable income in my hands on the basis that said supply is made in respect of a private recreational pursuit or hobby. Therefore, I am not required to quote an ABN to Floorball ACT Inc., nor is Floorball ACT Inc. required to withhold an amount from any payment due to me for said supply.

I have completed the attached Australian Taxation Office form "Statement by a supplier" to this effect.

This declaration is in effect for the period commencing 1 January 2017, and until advice to the contrary is received in writing by Floorball ACT Inc. I agree to immediately notify Floorball ACT Inc. in writing if circumstances change such that this declaration becomes invalid.

Name:		
Signed:		
Date:		





Statement by a supplier

Complete this statement if the following applies:

- you are an individual or a business
- you have supplied goods or services to another enterprise (the payer), and
- you are not required to quote an Australia business number (ABN).

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black per only.
- Use BLCCK LETTERS and or nt one character in each box.
- Place X in all applicable oexes.

Payers can check ABN records of suppliers by visiting abr.business.gov.au or phoning 13 72 26 24 hours a day, 7 days a week.

Section A: Supplier details Your name								
Your address								
Subura/tevn State/territory Postcoce								
Reason/s for not quoting an ABN Paco X in the appropriate bex/cs.								
The payor sine, making the payment in the course of carrying on an enterorise in Australia. The supplier is an individual and has given the payor a written statement to the effect that the supply is either:								
The supplier is an individual aged under 18 years and the payment coes not exceed \$350 a week.								
The payment does not exceed \$75, excluding any goods and services tax (GST). wholly of a private or domestic nature (from the supplier's perspective).								
The supply that the payment relates to is wholly input taxed.								
The supply is made by an individual or partnership without a reasonable expectation of profit or gain.								
The supplier is not entitled to an ABN as they are not carrying on an enterorise in Australia.								
The whole of the payment is exempt income for the supplier.								
On the D. B. Handler								
Section B: Declaration								
For information about your privacy, visit our website at ato.gov.au/privacy Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current.								
and future supply of goods or services for the reason or reasons indicated.								
Name of supplier (or authorised person)								
Signature of supplier (or authorised person) Daytime phone number								
Date Day Mon' Yea								

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to us.

Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for five years.