



COACH & REFEREE FEE POLICY

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

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

Claimant Name: _____

Nominate: Coaching or Refereeing	Date Fee Incurred	Location	Fee Amount Claiming	Approved Fee Structure as at 1 st April 2021
				<p>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.</p> <p>Refereeing \$20 per scheduled hour of the game, rounded up to the nearest 15 min, e.g...: ≤ 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.)</p>
Total to be Reimbursed:				

Signature of Claimant:

Claimant Bank Account Name:

Date Submitted:

Claimant Bank Account BSB:

Claimant Bank Account No.:

Authorised by (Name):

Signature of Authorised Officer:

Office Use Only:

Claim Permitted? (Circle) Yes / No.

If no, state reason: _____

Hobby Declaration Form on file? (Circle) Yes / No

Date Reimbursed: _____

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:

