

APPLICATION FOR FINANCIAL RELIEF POLICY

Policy Number	FIN005	Version	1
Drafted by	Matthew Brown	Approved by Board on	15 February 2023
Responsible person	SMJFL CEO	Scheduled review date	Annually

PURPOSE

The purpose of this policy is to provide clarity to SMJFL Member Clubs with regards to the provision of “vouchers” for exemption from SMJFL Administration Fees charged through the PlayHQ participant registration portal, on the grounds of financial hardship.

POLICY

It is the role of the SMJFL to ensure sound financial practises are in place, including responses to and management of, requests for exemption from league associated fees.

The SMJFL recognises that at times there are valid reasons which families or clubs may request exemption from league associated fees. In these instances the following policy will be adhered to:

- Members should confirm they have applied through:
 - the Victorian Governments “**Get Kids Active Voucher Program**”:
<https://www.getactive.vic.gov.au/vouchers/>
 - Team Sport 4 All: <https://teamsports4all.com.au/>
- Any request for an exemption from league associated fees, in full or part thereof, must be submitted via the following link: [SMJFL APPLICATION FOR FINANCIAL RELIEF](#)
- Information submitted shall include the reason for the exemption and must be lodged by the SMJFL affiliated Club President, Secretary, Registrar or equivalent.
- All exemption requests will be reviewed in line with this policy and be at the discretion of the League, with final approval by the SMJFL CEO.
- The outcome of any request will be noted in an email via the SMJFL affiliated club President and Secretary.
- Once the player has been approved for a fee exemption, they will be provided with a voucher code which is then entered at registration (on the PlayHQ platform).
- Clubs may also request an exemption code for their registering participants to exempt them from club related fees.



AUTHORISATION

[Signature of CEO]

Matthew Brown
Chief Executive Officer
16 February 2023