

## APPLICATION FOR FINANCIAL RELIEF POLICY

Policy Number	FIN005	Version	3
Drafted by	Jamie Howden	Approved by Board on	18 June 2025
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” or equivalent for exemption from SMJFL Administration Fees charged through the PlayHQ participant registration portal, on the grounds of financial hardship or player transfer between clubs within the SMJFL

### 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 SMJFL Administration Fee. In these instances, the following will apply:

- The outcome of any request will be noted in an email via the SMJFL affiliated club representative.
- 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.
- All exemption requests will be reviewed in line with this policy and be at the discretion of the SMJFL CEO.

## Financial Hardship

- Members should confirm they have applied through:
  - the Victorian Government’s “**Get Kids Active Voucher Program**”:  
<https://www.getactive.vic.gov.au/vouchers/> and / or
  - 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 requested exemption and must be lodged by the SMJFL affiliated Club President, Secretary, Registrar or equivalent.

## Club Transfers within the SMJFL

- Where a player transfers between clubs within the SMJFL and they have paid the SMJFL Administration Fee when registering with the original club for that season, they are eligible to apply for an exemption when registering with the transfer club.
- Any request for an exemption, in full or part thereof, must be submitted via the following link: [SMJFL TRANSFER VOUCHER APPLICATION](#)
- Information submitted shall include both clubs involved in the transfer and must be lodged by a club representative.
- These transfer requests can only be used for internal transfers and cannot be used for transfers outside the SMJFL.

## AUTHORISATION

[Signature of CEO]

Jamie Howden  
Chief Executive Officer