
CARINE JUNIOR FOOTBALL CLUB



GUIDELINES FOR THE YEAR 10 FUNDRAISING COMMITTEE 2015/2016

INTRODUCTION

The Fundraising Sub-Committee is an official sub-committee of the Carine Junior Football Club Incorporated. As such, there are a number of Constitutional, financial and Club requirements that must be met by the Sub-Committee.

It is stressed that it is not the intention of the Club to unreasonably limit the activities of the Fund Raising Sub-Committee, and that the Sub-Committee has the Club's full support for its activities given the outstanding opportunity the Melbourne trip presents for the players. However, as an official sub-committee of the Club, it is bound by the Association Corporation Act 1987 and the Constitution of the Club. There are therefore certain financial and reporting requirements that need to be met by the Sub-Committee. It is also essential that there be sound lines of communication between the Club's Management Committee and the Fund Raising Sub-Committee to ensure that the guidelines and their intentions are being followed.

The intent of the trip to Melbourne is to foster the Year 10 age group's enjoyment and interest in football and to foster the team spirit amongst that age group. Players will stay in Melbourne, which provides them the opportunity to develop friendships and to exercise their social skills and independence.

CONSTITUTIONAL AND FINANCIAL REQUIREMENTS

The Constitutional and financial requirements are as follows:

1. The names of the office bearers on the Sub-Committee are to be submitted as soon as possible to the Carine Junior Football Club Management Committee for ratification.
2. Under the Constitution the Club will at the Annual General Meeting appoint a Trip Coordinator who will liaise with and represent the Year 10 Fund Raising Sub-Committee at Management Committee meetings.
3. A copy of the minutes of the Sub-Committee's meetings is to be provided to the Club Secretary for incorporation into the Club's monthly meeting minutes. Specific Club business may remain confidential and not be discussed outside Management Committee members.

4. Appropriate financial processes are to be established, in conjunction with the Club Treasurer, and a financial report included in the Sub-Committee's minutes. Following the year 10 trip to Melbourne a full financial statement is to be submitted to the Club Treasurer by 31 August before the Club's Annual General Meeting, excess funds transferred to the Club's main account and the Sub-Committee's bank account closed. As a Sub-Committee of the Carine Junior Football Club the financial processes and records of the Sub-Committee are subject to audit by the Club's Auditor.
5. The Club will supply to the Sub-Committee a set of fund raising guidelines, which are to be passed on to all parents (refer Attachment A). If the Sub-Committee wishes to deviate from the intent of these guidelines, they need to obtain the Management Committee's approval prior to doing so. Fund raising activities are not to commence before the official handover from the outgoing Sub-Committee, or 1 July whichever occurs first.
6. The Sub-Committee needs to examine the level and type of insurance cover they require as the Club's insurance covers injury, illness and public liability only. Travel insurance will be the decision of the Sub-Committee however custom and practice of previous trip Sub-Committees should be fully considered prior to proposing changes.

CLUB REQUIREMENTS

The Year 10 Fund Raising Sub-Committee is to operate the kiosks at Beach Oval and Monyash Oval, and to provide sausage sizzles as part of its fund raising activities. The Club is supportive and appreciative of the kiosk and sausage sizzles as they provide a service to the players, parents and supporters, and add value and atmosphere to match days.

The Club has certain requirements that need to be met by the Year 10 Fund raising Sub-Committee as a part of the management of the kiosks and sausage sizzles. These include but are not limited to:

1. Kiosks and sausage sizzles being provided on match days and as required by the Club;
2. Kiosks, sausage sizzles, change rooms (and provide sufficient toilet paper) and immediate surrounds at both Beach and Monyash ovals being kept clean and presentable;
3. Club sponsor signs being erected prior to commencement of play on match days;
4. Those operating the Beach oval kiosk to ensure that the keys to the equipment room and emergency gate are available on request;
5. Those operating the Beach Oval kiosk keep time for the 9s to 12s modified rules games held at the oval;
6. Those operating the Monyash Oval keep time for the Auskick games being held at the oval, if requested by the Auskick Coordinator; and
7. Taking receipt from Managers of team paperwork at Beach Oval and deliver same to the Registrar's house after the last game each Sunday.



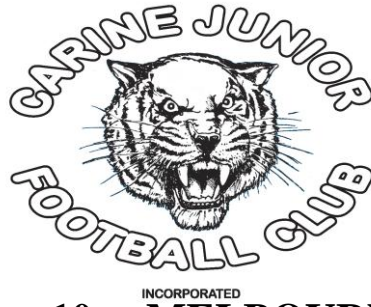
ATTACHMENT A

CARINE JUNIOR FOOTBALL CLUB

Year 10 FUND RAISING GUIDELINES

1. Eligibility – all players of the Club’s year 10 team and supervisory parents/guardians and Club nominees.
2. Each player is to be registered for the trip by their parent/guardian and a deposit paid prior to participating in the trip and its associated fund raising activities. (Attachment B)
3. Administration of the trip funds is the responsibility of the Year 10 Fund Raising Sub-Committee. All funds raised and expenses incurred are to be accurately recorded and are subject to audit by the Club’s Honorary Auditor.
4. Funds raised by players and parents/guardians for the trip are to be used solely for the purposes of the trip and must be fully accounted.
5. Bank accounts are to be established with the authority of the Club’s Treasurer. A minimum of two cheque signatories is to be registered, with all cheques carrying two signatures.
6. After the trip, the accounts are to be closed with all funds raised in excess of what is required for the trip transferred to the Carine Junior Football Club’s main account and a financial statement prepared by the Sub-Committee prior to 31 August for the Club’s Annual General Meeting.
7. All funds raised and the allocation of these funds must be equitable and should be based on player and parent/guardian-recorded contributions for each activity.
8. Ideally funds should be raised through the activities of the Sub-Committee and not through sponsorship except where sponsors provide items for the raffle and quiz night if held. Sponsors logos and names are not to be attached by any means to the formal Club uniform (T-shirt and Jacket) used by the Year 10 group. Sponsors recognition may be displayed on non-official supplementary equipment such as travel bags.
9. It is necessary to have some parents/guardians travelling with the group in a supervisory role. In recognition of these responsibilities a parent/guardian who supervises may offset their own child’s excess funds against their trip expenses.
10. A maximum of one parent/guardian per player may travel as a parent/guardian supervisor and ideally each parent/guardian should be responsible for no more than a 1:4 parent player ratio.

11. No player or supervisory parent/guardian can transfer any funds raised through any Sub-Committee fund raising activity to any third party, but extra funds accumulate to the trip consolidated fund.
12. Players and/or supervisory parents/guardians can make personal lump sum payments at any time to meet the final “budgeted” trip costs. These amounts, including the deposits, are refundable should the player or supervisory parent/guardian have to withdraw from the trip or in the event the final amount raised by that player or parent/guardian exceeds the actual amount required for the trip. An exception will arise where payments for travel or accommodation have been fully committed or made on behalf of the player or parent/guardian which exceeds the amount of funds raised and the travel or accommodation provider does not agree to the refund. Any funds raising monies raised by the exiting player or parent/guardian in excess of the deposit or lump sum payments shall be transferred to the trip’s consolidated revenue.
13. No surcharge is to be levied on players without a supervisory parent/guardian nor any discount given to players who will be travelling with a supervisory parent/guardian.
14. Players and parents/guardians are expected to travel with and remain part of the year 10s group.
15. Siblings not meeting the eligibility requirements are not to travel with the group.
16. Under the Constitution the Club may at the Annual General Meeting appoint a Club Trip Coordinator who will liaise with and represent the Year 10 Fund Raising Sub-Committee at Management Committee meetings and present a report including a copy of the Sub-Committee minutes and monthly financial statements. All communications regarding the year 10’s trip should be directed through the Trip Coordinator.
17. All players are to sign the attached Acknowledgement and Agreement Form at the start of the Sub-Committee’s fund raising activities. (Attachment C)
18. A meeting of all in the travelling party is to be addressed within two months of the departure date by the Club President or representative to reinforce Club rules and standards.
19. All players are to sign a Code of Conduct Agreement (Attachment D) before the trip and are to be made fully aware of the consequences if any of the Declaration requirements are broken.
20. Parents are to sign a Code of Conduct Agreement (Attachment D) agreeing to meet the costs if a player is sent home. The authority to send a player home rests with the leading supervisory parent/guardian.
21. The guideline regarding exceptional circumstances (Attachment E) was passed by the Club Management.



ATTACHMENT B

CARINE Year 10 – MELBOURNE TRIP

To all players & parents/guardians

To register your interest in attending this trip, this form needs to be completed and the deposit paid.

The balance of the funds necessary to cover trip costs for the players are generally raised through a variety of fundraising activities. However, should there be a shortfall, parents/guardians are required to pay the difference to allow their player to go on the trip.

If a player decides to withdraw at any stage for any reason, the deposit is refunded as well as any monies directly paid by parents towards the trip. All monies raised through fundraising activities by the boy/parent/guardian, however, go into the consolidated revenue for the trip fund.

Once the required funds have been raised for a player to attend the trip, the player/parent/guardian can continue to fundraise towards the cost of the parent, if they are also participating in the trip (as a parent/guardian supervisor). However, it should be noted, that it is not always possible to fully fundraise the amounts required for the participating parent/guardian supervisors and any shortfall will need to be paid by the parent/guardian.

Any funds greater than the required amount will firstly be used to refund the deposit, and any surplus funds will go towards the trip consolidated fund.

Players and/or supervisory parents/guardians can make personal lump sum payments at any time to meet the final “budgeted” trip costs. These amounts, including the deposits, are refundable should the player or supervisory parent/guardian have to withdraw from the trip or in the event the final amount raised by that player or parent/guardian exceeds the actual amount required for the trip. An exception will arise where payments for travel or accommodation have been fully committed or made on behalf of the player or parent/guardian which exceeds the amount of funds raised and the travel or accommodation provider does not agree to the refund. Any funds raising monies raised by the exiting player or parent/guardian in excess of the deposit or lump sum payments shall be transferred to the trip’s consolidated revenue.

We look forward to receiving registrations (by completing the form below) from all players & parents/guardians who think they will be able to participate.

**IT WOULD BE APPRECIATED IF THE REGISTRATION FORM & DEPOSIT
COULD BE RETURNED TO THE TRIP CO-ORDINATOR**



CJFC Year 10 MELBOURNE TRIP REGISTRATION FORM

I.....request that my son/player.....be permitted to take part in the Carine Junior Football Club Melbourne Trip.

Enclosed is a deposit of \$200 (please enclose deposit of \$400 if parent/guardian is interested in taking part in the trip as a parent/guardian supervisor). If my son/player does not meet the required fundraising target of approximately \$2800 for their trip expenses I am willing to pay the shortfall, as well as any shortfall if I as a parent/guardian supervisor do not meet the fundraising target.

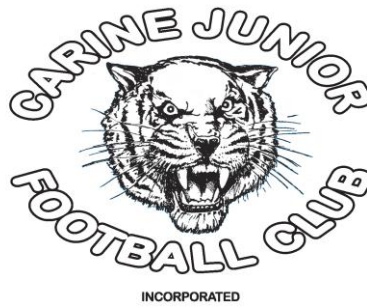
Signed.....(Parent/Guardian)

Date.....

(Please make cheques payable to "CJFC Year 10 Trip Fund 2016")

I am interested in travelling with my son/player on the CJFC Melbourne Trip as a parent/guardian supervisor

Yes/No
(please circle)



CJFC Year 10 Football Development Trip

Form of Acknowledgment and Agreement

We, the parents/guardians named below of the travelling player, also named below, enter into this acknowledgment and agreement with the Carine Junior Football Club.

We understand that: -

1. by reason of the fact that you will be in charge of our child on the development trip to Melbourne by law a duty of care may arise; and
2. in addition to injury which might occur from activities not involving any obvious danger, the boys are undertaking skiing/snowboarding and other activities such as abseiling/indoor rock climbing, which are activities involving some inherent risk; and
3. although you will be in a position of carer you are not doing so for a personal reward;

and on that basis we release you from all or any liability that you might otherwise have had in negligence or under any other head of liability at law.

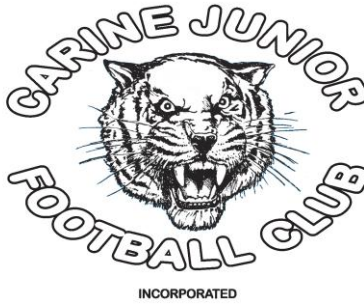
Dated the _____ day of _____ 2014

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Name of Travelling Player: _____

Signature of Travelling Player: _____



ATTACHMENT D

CJFC Year 10 Football Development Trip

Code of Conduct Agreement

I, _____ Parent/Guardian of _____ agree that if my son in any way misbehaves to such an extent that he places the touring party and the Carine Junior Football Club's name and reputation in jeopardy, I will accept a reverse charges telephone call or cover the costs of a mobile phone call to discuss the issue with his tour leader.

I acknowledge that depending on the severity of the misconduct, a decision may be made by the tour leaders that my son return to Perth immediately via the first available flight and I accept their decision and agree to meet the expense of all costs incurred by my son's early departure from the trip to Melbourne.

Parent/Guardian Signature

Date

Travelling Player's Signature

Date



EXCEPTIONAL CIRCUMSTANCES

Preamble

Notwithstanding the guidelines as amended and approved from time to time by the CJFC Management Committee and provided to each and every year 10's development trip committee for their guidance in organising the annual development trip the following is to apply.

Policy

“That in the event of exceptional circumstances as agreed by the CJFC Management Committee, other than for personal family or individual choice as described in the guidelines, which prevents the participation by a player (s) in the year 10's trip in any year;

- (a) every effort shall be made by the year 10's organising committee to arrange for the affected player(s) to be accommodated in the following year 10's development trip; and
- (b) that all funds contributed and/or raised by that player (s) shall be transferred into a holding account as a contribution to the costs of the trip in the following year taking account however of any expenditure that might have been incurred on that player(s) behalf; and
- (c) noting that further fund raising might be required by the affected player(s) to fully meet the costs of their development trip.

And, that where provisions (a) and (b) are not achievable and the affected year 10's development trip participants so determine parent/guardian and player participants may elect to contribute or raise sufficient funds with which to send the player(s) on the following years development trip.

And, that the Club shall not be expected to contribute in any way other than to hold the funds so set aside in the Club's accounts until they are required as part of the fund raising for the following year's development trip or the separate development trip.”