



# Caloundra Football Club

## Volunteer Levy

Effective date 20/12/2023

A Special General Meeting was held on 20/12/2023 at the Caloundra Football Club, where a new fee for the club – the Volunteer Levy – was passed.

### How much is the levy?

In 2024 Caloundra Football Club introduced a **\$35.00 per player** Volunteer Levy (referred to hereafter as the “Levy”).

The Levy was introduced to encourage more involvement by members in the day-to-day running and activities required for the continued success of our club. Money raised by the Levy is not used to fund club expenses – in a perfect world, every family or player will volunteer, and every family or player will have the Levy refunded at the end of the season.

The levy is paid in addition to any player registration fees that may apply. An application for registration of a player will not be processed until all fees, including the Levy, have been received.

Payment will be made as part of the registration process via Squadi.

### How do I qualify for a refund of the Levy?

The levy is fully refunded to those families and individuals who have volunteered for their five or more hours per registered player during the year in one of the capacities described on the Volunteer duties page.

Normal weekly team duties do not count toward the hours that qualify for refund of the Levy. These duties are a commitment to your, or your child's, team, rather than to the Club as a whole; they are generally performed when you are already at training or a game with your child, and as such require only a minimal additional commitment of time. Agreeing to assist with normal team duties is a condition of registration and is expected of everybody. Normal weekly team duties include:

- Providing food at games (such as fruit);
- Washing of jerseys;
- Assisting the coach or team manager from time to time, if requested.

## How is the Levy refund administered?

A timesheet will be available in the clubhouse where you can record your volunteer hours. All entries will be recorded in 1 hour blocks and will need to be signed off by the volunteer manager on duty.

At the conclusion of the season, families who believe they have sufficiently volunteered shall complete an Application for Refund of Levy. Once approved the money will be returned to them via EFT.

The closing date for applications is the end of October.

Applications for Refund will be reconciled against records kept by the Caloundra Football Club and paid by the end of November.

If an Application for Refund is made, but does not obviously meet criteria for refund, the application shall be submitted to the Committee for consideration at the November meeting.

Any unclaimed funds as of 31 October will be rolled over with the intention of purchasing exciting amenities (such as new goal posts, flags etc) for the following year. These funds will be exclusively allocated for specific enhancements and not utilised for general purposes.

## Volunteer Duties

Assist in the canteen - server customers, stock fridges, clean, cook hot food, server drinks.

Set up fields - goals posts (ensure nets are neat and tidy), corner flags, etc.

Cleaning - such as toilets, change rooms, vacuum the club room, sweep the paths.

Running the line - Junior and Senior games only. Only when FQ line officials are not provided.

Ground official - Each team will be required to have one available for each home game. These will be delegated by the manager.

Working Bees - Help out around the grounds and the clubhouse. This may include cleaning, general maintenance, and ground repairs.

Serve as a committee member for a season. Committee Members are elected at the annual General Meeting held in November each year.

Undertake the role as official Coach or Manager for the season.

Other voluntary duties may be negotiated and approved by the committee.