

CHAMPIONSHIP LEVIES POLICY

Policy number	FC-002	Version	1.0
Policy Group	Finance Committee	Recommended by the Finance Committee	22 January 2020
Drafted by	Deneille Sutton	Approved by the Board	18 February 2020
Responsible person	Executive Officer	Scheduled review date	January 2021

INTRODUCTION

Member bodies may be levied for their participation at a School Sport Australia Championship to cover organizational costs of the Championship by the hosting body.

PURPOSE

The purpose of a Championship Levies Policy is to ensure that the organisation hosting a Championship does not suffer financially.

POLICY

Any host state wishing to charge a levy must seek approval from the School Sport Australia Finance Committee using the *Template - Championship Budget Levy Approval Application Form*.

1. Organisational Costs

Expenses which CAN be included in the event levy

Balls	Mix and Match Activities and Prizes	Student Officials Bus Transport
Catering Key Officials	National Sport Advisor lunch costs during Championships	Student Officials Manager (where required)
Catering Student Umpires	Officials Dinner x 8 (one person must be the National Sport Advisor)	Printing of one (1) Team Officials' Handbook per team (electronic versions are to be distributed to other officials)
Ice	One host member body person's meals, accommodation and transport (not salary) if required to travel to the Championship	Tents / Marquees
Key Officials Polos (or relevant uniform item e.g. hoodie)	Program Printing	Trophies, Medals and All Australian plaques as required

Leadership Forum Costs	Referee/Umpire Costs	Umpires/Referees shirts (if required)
Live streaming costs (if not cost prohibitive)	Sport specific expenses (as per <i>Sport Specific Expenses</i> tab)	Venue Hire
Meeting Room Hire	Sports Trainer	

Expenses which CANNOT be included in the event levy

Host Member Body Office staff salary	Printing, photocopying and stationery costs during the event
Participating team transport	Teacher Release funding (unless for a Student Officials Manager)

2. Championship Dinners and Functions

Participating team management and players may be asked to pay for attending official dinners and presentations. Such costs should however:

- i. be identified as such and not be included as part of any Championship levy;
- ii. be kept to a minimum, especially when a levy has also been imposed;
- iii. must not include the provision of alcohol for team officials' dinner.

Host states may invite other guests and Championship officials to these dinners at their own cost. Up to eight guests may be included in the Championship Levy.

3. Optional Charges

Host states may wish to provide other services to competing players and team management for which there are costs involved. (e.g. team photos etc.)

Purchase of any such services/items must be optional and must not be included as part of the Championship levy.

Availability of such items should be advised to competing states well in advance.

AUTHORISATION



Signature of Chairperson of the Finance Committee

CHAMPIONSHIP LEVIES PROCEDURES

Procedure number	FC-002	Version	1.0
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RESPONSIBILITIES

It shall be the responsibility of the Executive Officer and Operations Manager to implement this policy and monitor its effects.

It shall be the responsibility of the hosting body to submit Championship budgets within the required time frames.

It shall be the responsibility of the Finance Committee to review and approve Championship Budgets.

PROCESSES

Procedure for Approval and Acquittal of Championship Levies

- i. A Championship Budget must be submitted to the Finance Committee by the host state for all SSA Championships by the date request by the SSA office (generally 90 days prior to the SSA Championship). The official SSA Championship Budget Form must be used.
- ii. Any levy request contained in the Championship Budget will be considered by the Finance Committee and the host state advised of the amount of the approved levy.
- iii. Upon completion of the championship, the host state must present an acquitted Championship Budget to the Finance Committee for acceptance. The acquitted budget must be presented no more than 8 weeks after the completion of the event.

RELATED DOCUMENTS

- Template - Championship Budget Levy Approval Application Form

AUTHORISATION



Signature of Executive Officer