



Football South Coast Invoice Payment Policy

Background

FSC regularly invoices clubs / teams for items such as player and team registration costs, referee payments, ground council hire fees, etc.

A number of these expenses such as ground hire and referee payments, are expenses of the clubs / teams that FSC pays and then invoices the clubs / teams for reimbursement of these costs.

The following policy outlines the conditions of payment of invoices that will apply from the 1st January 2020.

Conditions of Payment

- A. Upon issuance of the invoice, the amount payable is due within 30 days of the date of that invoice.
- B. Within the first 10 days of the month, the Treasurer receives a statement showing exactly what invoices are outstanding as at that date. This statement clearly shows the ageing amount of each invoice.
- C. All Clubs will be required to pay **all outstanding invoices by the 31st October of each financial year**. FSC will ensure that all invoicing to Clubs is performed prior to the 1st October each financial year to provide 30 days payment periods.
- D. For any amounts outstanding over 30 days the following process will be enforced:

For Community League, Junior and Women's Competition:

1. Letter to be sent to the Club notifying of financial invoices outstanding over 30 days with 14 days to make payment. The letter will advise that in the event of payment not being made within 14 days, the club will be imposed a sanction of a loss of competition points for every team within the respective competition (i.e. Community League teams, or all junior teams or all women's teams).
2. In the event of no payment being made within 14 days – Loss of three competition points will be applied.
3. In the event of no payment made within 21 days of the outstanding amounts, further loss of three competition points will be applied.
4. In addition, in the event of invoiced amounts that are still outstanding for 60 days, – a meeting will be held with the Clubs Executive Committee and the relevant Football Council to determine whether further sanctions will be applied, which can include, but are not limited to:
 - Further loss of competition points (for either current or future competitions)
 - Expulsion or suspension from the Competitions
 - Bonds imposed for future applications



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Notwithstanding this, a meeting may be called with the Club at any time to discuss their financial status.

For the Men's Premiership Competition:

1. Letter to be sent to the club notifying of financial invoices outstanding over 30 days notifying that:
 - \$100 will be charged every week, for any outstanding amounts greater than \$1000; and
 - Should the outstanding amount reach 60 days and remain unpaid, the club (ie all grades) will not be playing for competition points for each week the debt remains outstanding
2. For each week the amount remains outstanding the club will automatically be invoiced \$100 for any amounts over \$1000
3. Once the debt reaches 60 days, the Club will be notified that for that weekend, they will be ineligible to play for competition points
4. For every week after 60 days that the Club's debts remain outstanding, the Club (ie all grades) will not be eligible to play for competition points
5. In addition, in the event of invoiced amounts that are still outstanding for 60 days, a meeting will be held with the Clubs Executive Committee and the Men's Football Council to determine whether further sanctions will be applied, which can include, but are not limited to:
 - Further loss of competition points (for either current or future competitions)
 - Expulsion or suspension from the Competitions
 - Bonds imposed for future applications

Notwithstanding this, a meeting may be called with the Club at any time to discuss their financial status.

- E. The FSC Board also has the discretion to alter these conditions for individual clubs / teams who will be notified in writing.
- F. Any payments due to be paid by FSC to Clubs will be offset against any funds owed by the Club to FSC

Policy Updated: 23rd January 2020