



# POLICY – Invoice and Payment

Reference: FSC-020

For: All Member Clubs  
Issued Date: 1 January 2025  
Version: 3.0

## Background

FSC regularly invoices clubs throughout the year for referee payments, ground council hire fees, fines, other relevant charges, etc.

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

The following policy outlines the conditions of payment of invoices that will apply from the 1 January 2025.

## Conditions of Payment

- A. Upon issuance of the invoice, the amount payable is due within 30 days of the date of that invoice. An exception to this rule are the invoices for Application Fees, Nomination Fees. These invoices are due upon receipt of the invoice.
- B. Within the first 10 days of the month, the Club Treasurer receive a statement showing exactly what invoices are outstanding as at the end of the previous month. This statement clearly shows the ageing amount of each invoice.
- C. At the end of the FSC Financial Year (31<sup>st</sup> October), all clubs will be required to pay all amounts outstanding by the 31 October, irrespective of the date of the invoice. FSC will ensure that all invoices are issued as close to the 1 October each financial year to provide a 30-day payment period.
- D. For any invoices outstanding over 30 days, the following process will be enforced:

### **For FSC Junior/Youth, FSC Adult (All Age, Masters) Men's, FSC Adult (All Age, Masters) Women's Competitions**

1. Club will be notified of financial invoices outstanding over 30 days. The correspondence will advise that in the event of payment not been made within 14 days, the club will be imposed a sanction of a loss of competition points, for every team withing the respective competitions (i.e. Junior/Youth Competitions (U12 – U19), Men All Age and Masters teams, Women All Age and Masters Teams).
2. In the event of no payment being made withing 14 days – Loss of three competition points will be applied to all teams in the respective competitions outlined above.

3. In the event of no payment made within 21 days of the outstanding amounts, further loss of three competition points will be applied to all teams in the respective competitions outlined above.
4. In addition, in the event of the invoiced amounts that are still outstanding for 60 days, - a meeting will be held with the Club's 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 for future applications

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

#### **For Men's Premier League and Women's Premier League Competitions**

1. Club will be notified of financial invoices outstanding over 30 days, as follows:
2. For each week the amount remains outstanding (over 30 days), the club will automatically be invoiced \$100 for total amounts over \$1000.
3. If 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 debt remains outstanding, the Club (i.e. all grades) will not be eligible to play for competition points.
5. In addition, in the event of the invoiced amounts that are still outstanding for 60 days, - a meeting will be held with the Club's 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 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.