



Officials (Coaches / Referees) Policy

This policy covers the following areas:

1. Use of Accredited Officials
2. Payment to Club Volunteers
 - 2.1. Honorariums
 - 2.2. Contract / Signed Agreements
3. Club Administration Scheme

1. Use of Accredited Officials

For all coaches, instructors, team leaders and referees which AU Sport utilises, we ensure that they hold suitable qualifications for the role that they are undertaking.

It is AU Sport policy for all clubs to appoint coaches and referees that are accredited under their sports National Coaching / Refereeing Accreditation Schemes or at least encourage them to undertake such training. AU Sports Clubs can apply for funding from the '**AU Sport Grant**' program to assist coaches and referees to undertake such accreditation training.

All coaches, instructors, team leaders and referees, qualified or not, are still expected to follow all applicable AU Sport policies including the '**AU Sport Code of Conduct**'.

2. Payment to Club Volunteers – coaches, referees, administration

AU Sport and its clubs are not required to reward volunteers (coaches, referees, event helpers) with payment for services but may choose to do so if deemed suitable and viable.

2.1 Honorariums

An honorarium is a small amount of money paid to a person for a service for which no official charge is made. Whether an honorarium is assessable income in the hands of a volunteer depends on the nature of the payment and the recipient's circumstances. 'Honorary rewards for voluntary services are not assessable as income and related expenses are not deductible'.

AU Sport recommends that clubs, which do make these types of payments to coaches, referees and event volunteers, sign an agreement with each person stating what their role, the length of service and the total payment. They should also ensure that the volunteer completes a 'Statement by Supplier' form from the ATO:

(www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf).

2.2 Contracts / Signed Agreements

Some AU Sport Clubs have contracts in place for coaches or club administrators. In these circumstances, it is the responsibility of the contractor (the coach or administrator) to ensure that all tax requirements are met such as Superannuation.

Please be advised that this information cannot be deemed legal advice. For more information, visit the Australian Taxation Office website.

Organisations with one or more employee

From 1 January 2013, the WHS Act replaced the Occupational Health Safety and Welfare Act in SA. The Act outlines the requirements of organisations that operate as an 'employer' (PCBU) but also engage volunteers.

If your club is a PCBU under the Work Health and Safety Act 2012, then the laws require that you ensure the physical and mental health and safety of your workers, including any volunteers you may have, so far as is reasonably practicable.

To determine if your club is a PCBU – and for more information on the Work Health and Safety Act 2012 (WHS) – go to SafeWorkSA or the SafeWork Australia resource for volunteers and volunteer organisations.

Organisations with only volunteers

Volunteer organisations – those that do not have any paid workers and are therefore not a PCBU – are not required to comply with the requirements of the WHS Act, but they still have a duty of care to their volunteers under the *Volunteer Protection Act 2001*.

The *Volunteer Protection Act 2001* provides a level of protection for volunteers so that they may feel comfortable in fulfilling their volunteer obligations.

For more about protecting your volunteers, read the Volunteer Protection Act 2001 factsheet. For additional information, visit the Office for Volunteers website.

V Star Club Volunteer Handbook, Office for Recreation and Sport, 2013

3. Club 50:50 Coaching and Administration Scheme

Subject to ongoing funding support from the University of Adelaide Student Services and Amenities Fee, AU Sports Clubs can apply to utilise the 'Club 50:50 Coaching and Administration Scheme', a program where funds are allocated to clubs that demonstrate the strategic and financial capacity to support a professional coaching/management role within their club.

The 'profession' can either be an elite coach or a qualified administrator. At this point in time, current AU Sport staff can be considered for the administration role. In all cases, all financial contributions to these clubs are on a 50:50 basis between the club and AU Sport.

This scheme allows clubs to improve the ability for clubs to grow participation levels among all Adelaide University students, thus producing the foundation to build on membership numbers leading to improved club culture and greater club self-sustainability.

Requirements of this program are:

- Clubs need to have clear strategic direction
- Financial capabilities to ensure the 50:50 payments are met
- Clear job descriptions including timelines and communication reporting channels
- A close working relationship between the Club Committee, AU Sport General Manager and the Coach/Administration Officer.