

Dromana Football & Netball Club (Inc)

Policy Document

Duties and Formation of Player Contracts Sub-Committee

Dromana Football & Netball Club

(Inc)

Purpose

This document is intended as a guide to the setting up of a Player Contracts Sub-Committee and as such is a Policy Document of the Board of the Dromana Football & Netball Club (Inc).

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Duties

1. Discuss all financial expenditure in regards to Player Contracts
2. Act as negotiators for Player Contracts on behalf of the Board
3. Provide recommendations to Board as required.
4. Control and receipt all payment to Players.
5. Report to full Board on Sub-Committee's activities.
6. Maintain written minutes of all meetings
7. Ensure running of meetings comply with –Rules and Procedures for Meetings(Nov 1997)
8. Follow strictly any guidelines laid down by full Board in regards to Player Payments/Contracts and attached as Appendices to this Policy.
9. Provide returns to League that may be required in regards to player payments.
10. Make available minutes of any meeting to any Board member upon request.

Make up of Sub-Committee

The sub-committee shall consist of the following:

President, Finance Director, Football Manager and *others as required*.

Chairperson

President will act as chair of this sub-committee and in the absence of the President the Finance Director shall assume the role.

Quorum

Three of the Members of the sub-committee shall constitute a quorum for meetings providing the Finance Director is one of the three.

Signatories

Any two members of sub committee may act as signatories for the Board on Player Contracts

Payments

The Finance Director shall make all payments to players and maintain a record of such payments and a signature of receipt by Players. Finance Director shall also complete all Player Payment returns as may be required by league.

Contracts

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At least two members of the Contracts sub-committee are to be present when contracts are negotiated. Details of contracts must be approved by sub-committee prior to full acceptance.

The Administration Director shall maintain all Player Contracts and be responsible for the safe keeping of same. (Clause 34. Club Constitution)