



FOOTBALL
VICTORIA



SANCTIONING POLICY AFFILIATED CLUBS

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1. PURPOSE

The purpose of the Football Victoria (FV) Sanctioning Policy is to provide clarity, support and guidance to FV affiliated Football Clubs and Futsal Clubs when hosting events, tournaments and activities outside the regular football/futsal season.

Sanctioning is required for insurance, risk management and football management purposes, noting that the insurances provided by FV only apply to events sanctioned by FV, subject to the terms of the relevant policies.

2. SCOPE

This policy applies only to FV affiliated Football Clubs and Futsal Clubs.

This policy covers all forms of events and activities not listed as part of the pre-sanctioned activities under section 4 or the non-sanctioned events under section 5.

The events and activities eligible for sanctioning request include but are not limited to:

- Gala days, tournaments, holiday clinics, camps, charity events, festivals and carnivals
- Come and try days involving more than 100 participants
- Friendly matches against non-affiliated teams
- All events involving a jumping castle or amusement ride
- Off-site club events or functions
- Off-site end of year presentations
- Off-site fundraising activities
- Alternative training activities that are not football related
- Extended training requests
- Overnight trips and stays
- Domestic tour permits (see section 7)
- Overseas tour permits (see section 7)
- Any event or activity outside of the regular 'fixtured' football season which is not a regular football associated activity

The intent of the policy is to ensure events and activities hosted by FV affiliated Football Clubs and Futsal Clubs are conducted in a safe, fair, accessible and professional manner. In addition, the Policy seeks to ensure that these events are covered by the scope of the FV insurance policies and FV is provided the opportunity to consider the risk of football management of such events and activities. The insurances provided by FV only apply to events sanctioned by FV.

3. BENEFITS OF GAINING SANCTIONING APPROVAL

The benefits of receiving sanctioning approval include but are not limited to:

- Public Liability insurance coverage (subject to policy terms)
- Participant, referee and volunteer insurance (subject to policy terms)
- Access to FV Referees (subject to availability)
- Access to FV discipline support in the event of an incident
- Member Protection and Child Protection support and information

Please also note also that FV has a GO Football platform where Clubs are able to sign up and receive access to a registrations and competition management system for running events and programs. Further information is available [HERE](#) or by contacting info@gofootball.com.au.

4. PRE-SANCTIONED ACTIVITIES

The following activities and events are deemed to be already sanctioned by FV and a Sanction Application as part of this Policy is NOT required:

- Official FV Winter Football Competitions including matches, trials and training by FV registered participants at the Club that they are registered at.
- Pre-season friendly matches against other FV affiliated Clubs across only one day
- Official FV Futsal Competitions including matches, trials and training by FV registered participants
- Official club registration days, meetings, working bees, cleaning of facilities and canteen operations
- Come and try days involving less than 100 participants
- End of year presentations held at the club's own venue. This excludes any events involving amusement rides, jumping castles or non-sanctioned activities
- FV Summer Football Competitions as listed on the FV website
- FV State Competitions, tournaments and events including official trials and training

5. NON-SANCTIONED ACTIVITIES

The following activities are NOT PERMITTED and will not be sanctioned under any circumstances:

- Fireworks and pyrotechnics
- Laser shows
- Bubble soccer
- Parachuting and paragliding
- Displays or events involving helicopters or aircraft

6. ELIGIBLE PARTICIPANTS

Entry into a sanctioned event is limited to the eligible participants listed below:

- Teams from FV affiliated Clubs comprised of FV registered players at the Club they are registered to.
- Affiliated teams and players of other FA Member Federations
- All participants including but not limited to players, team officials, referees and volunteers that are currently fully registered on the official FV registration system and who hold a valid Working With Children's Check.

For clarity, to be an eligible participant you must be registered to FV in Play Football and participating in the event or activity with the Club that you are registered to within the Play Football system.

All participants from outside the Victorian host Club or Association must have approval from the interstate parent Club or Association or where applicable FA Member Federation.

Individual participants who are not currently registered to the official FV registration system (ie not currently a member of an affiliated Club) may be provided an exemption to play as a 'social player', however will be required to register with an FV affiliated Club as a social player and pay the associated social registration fee before they become eligible to participate.

Prior to the event being sanctioned, FV may also require a list of all registered participants taking part in the event.

Also note that council approval may be required to be provided depending on the type of event or activity being conducted. This will be communicated as part of FV's response to your sanctioning application.

7. DOMESTIC & OVERSEAS TOUR PERMITS

Where a FV affiliated team is travelling interstate or internationally for football related activities, a tour sanctioning request is required to be submitted to FV to ensure that insurance coverage can remain in place for the duration of the tour.

Permits relate only to FV affiliated teams travelling interstate or overseas. That is, it does not relate to non-FV affiliated teams travelling into Victoria to participate.

Interstate tour applications require submission to FV at least 3 weeks prior to departure. International tour applications require submission at least 4 weeks prior to departure.

Note that for overseas tour permits, FV will also be required to seek the approval of the permit from Football Australia, who have ultimate decision-making responsibility for approving or declining the permit.

Applications for domestic tours can be submitted by clicking [HERE](#).

Applications for overseas tours can be submitted by clicking [HERE](#).

8. EVENT SANCTION CHARGES

Where events and activities are sanctioned by FV, no event sanctioning fee will be charged by FV to the Club, with the exception of tournaments that run for four or more calendar days or include 500 or more participants. In these circumstances, FV may at its discretion apply an event sanctioning charge.

In addition, all participants that are currently registered as outdoor players to FV and have been made active for outdoor club football through Play Football will not be charged an additional fee.

Note that an additional referee fee will be charged where the event organiser and FV have agreed that FV will manage match official supply for the event. Please refer to section 9 for further information.

9. REFEREE APPOINTMENTS

Should you wish to request that FV manage the supply of match officials for the event, a request can be made to FV by following the instructions available [HERE](#). This page includes a link for requesting referees for 'Tournaments, External Events & Competitions.'

Note that match officials are only able to be requested AFTER your event has received sanctioning approval from FV. That is, FV referees will not be supplied for non-sanctioned events. Note that the supply of match officials is subject to availability.

Where match officials are supplied, Affiliated Clubs will be required to pay for the cost of the match officials, as well as an applicable charge to FV for the appointment of referees.

10. HOW TO APPLY

Eligible FV affiliated Football Clubs and Futsal Clubs that seek endorsement to conduct an approved FV event are required to complete the online application form and provide supporting documentation.

Having reviewed the Sanctioning Policy and identified that you are required to apply, please complete the online Sanction Request Form [HERE](#).

Upon approval of the sanctioned event:

- A copy of the approval confirmation will be emailed to the applicant.
- The organiser may begin promotion of the event.

All applications are required to be made a minimum of 21 days prior to the commencement of the event or activity to ensure that FV has an appropriate amount of time to consider and respond.

Confirmation as to approval or decline of the sanctioned event will be provided within 14 days on the basis that the required information is received by FV.

Note that promotion of FV sanctioning of the event, including the use of the FV logo, is prohibited until approval from FV is acquired.

Should the organiser wish to make any changes to the event after approval has been granted by FV, the organiser must notify FV in writing immediately.

11. COMPLIANCE

Organisers that fail to follow the processes, comply with the policies and or meet the required standards outlined in this policy may be subject to disciplinary action which may include the following:

- FV removing the sanction status of the event and informing all participating members including but not limited to players, team officials, referees and volunteers.
- Subject to the type of offence, FV reserves the right to notify the event organisation and/or reject future event applications of the participant.
- Other actions as FV deem to be appropriate in the specific circumstances.

12. POLICY DOCUMENTS

In addition with complying with relevant FV rules and regulations, all organisers should be aware of and comply with the:

- FV Extreme Weather Policy
- FV Lightning Policy
- FV Child Safe Policy
- FV Registration Regulations
- FV Code of Conduct
- FV Grievance, Disciplinary and Tribunal By-Law
- FA Member Protection Policy
- FA National Registration Regulations

Copies of these policies can be found on the FV website [HERE](#).

13. MEMBER PROTECTION

Football Australia and FV have a duty of care to everyone associated with football and to the individuals and organisations to whom the National Member Protection Policy applies. In accordance with the National Member Protection Policy, FV must inquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

All coaches, managers, referees and any other persons in either a paid or voluntary capacity working or volunteering with children under the age of 18 years (who are not exempt) must apply for a Working with Children (WWC) Check and provide this information to the club, association or organisation to which they are registered. This information is required to be valid and kept up to date.

Only team officials who have provided a valid WWC Number or exemption card relevant to their volunteer or paid role are permitted to work or volunteer with children under the age of 18 years of age.

14. QUESTIONS AND CONTACT

For any questions you may have that are not covered in the above, please contact sanctioning@footballvictoria.com.au for further assistance.