



HEALTH.
GOLF.
LIFESTYLE.

Sandhurst Club Community Fund Policy

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1. Objective

The objective of the Sandhurst Community Fund (SCF) is designed to build and maintain a strong community spirit within Sandhurst. It aims to encourage member participation, social interaction and recognition for voluntary efforts, all with the objective of fulfilling Sandhurst Club's strategic goal to provide a premier lifestyle desired by many.

2. Structure

The SCF is not a registered charitable organisation. This will restrict the promotion of its activities as a charitable institution and prohibits the Club from providing charitable tax deductions to those who donate to its activities. Funds raised by the Club for the purpose of supporting the SCF will still be subject to income tax assessments of the registered Club entities earning the income.

Consumer Affairs Victoria states that organisations do not need to register under the *Fundraising Act 1998* to conduct fundraising appeals if they receive less than \$20,000 gross in a financial year from fundraising, are not paid for conducting the fundraising and use only unpaid volunteers.

Further, organisations are not subject to the Act if they undertake:

- Raffles, lotteries or other gaming activities authorised or permitted under the *Gambling Regulation Act 2003* (noting that these activities may require a separate permit from the Victorian Commission for Gambling and Liquor Regulation);
- Fundraising that takes place within an organisation and is targeted at past and present members and their relatives (rather than the general public), even if the fundraising is for an outside cause; and
- Receiving sponsorships from commercial organisations (such as corporations, partnerships or trusts) permitted to donate money or benefits to charity

It is intended that the SCF and its activities will fall within the above exemptions, even if this limits the activities of the SCF.

3. Governance

3.1 Roles & Responsibilities

Management will represent members and recommend policy to be adopted by the Board for all matters relating to the collection and distribution of funding allocated to the SCF as well as the organisation and promotion of its activities to develop and further improve community spirit and social interaction.

The Board has delegated responsibility for Management to:

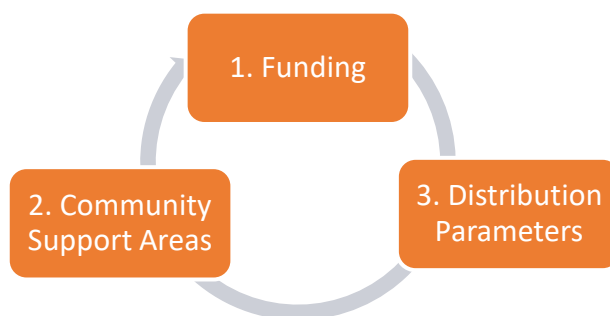
- Develop and recommend policy relative to all community support activities of the Club and in particular those earmarked by the Board to provide funding support to the SCF;
- Develop and recommend policy on parameters for distribution of SCF funding;

- Provide oversight on all operations at the Club associated with community activity, requests for charitable funding, donations of funding, and management of allocated funding and its distribution;
- Provide periodic reports to the Board regarding the implementation of all SCF related policies demonstrating alignment with its core objectives;
- Monitor and respond to all member correspondence, criticism and complaints directed to SCF activities;
- All income and expenditure of the SCF is to be recorded in a separate Club General Ledger account and monitored regularly for accuracy;
- SCF must always remain in a solvent financial position; and
- All expenditure of SCF shall be authorised inline with Sandhurst Club operating procedures.

The Board delegates the above responsibility to Management on the condition the following is adhered to in its attainment:

- A review of the SCF budget will be conducted at least twice yearly, determining available funds, funds raised and distributed in the past financial year.
- Requests for assistance will be considered in a timely manner.
- A duty of care (legal and diligent behaviour), duty of loyalty (interests of the Club) and duty of compliance (remaining faithful to overall mission of Club) is provided. Management must report to the Board on compliance with the matters set out in section two of this policy regarding exempt organisations and exempt activities and must immediately inform the Board if there are any doubt as to the compliance of the Club and the SCF with those requirements.

Management will complete its Board delegated charter by fulfilling the following specific roles and responsibilities in each of the following core SCF segments.



4. Funding

The SCF will acquire funding from the following activities. This funding may be subject to change at the discretion of Management and the Board.



4.1 Golf Day

- The Club will donate proceeds from one designated golf day per year. This can be a chosen public holiday to maximise funds raised. Proceeds include green fees and cart hire from one golf course (the allocated social course for the day).
- The event can include a luncheon or dinner following the golf. The hospitality component proceeds will be retained by the Club.
- A donation will be gifted to the SCF from the Club based on the proceeds collected for the day in accordance with the above criteria.
- Novelty events can be held on holes to raise further funds to be donated to the SCF.
- Club suppliers can be contacted to sponsor and support this event in the form of prizes and sponsorship which will assist in minimising the entry fee and increasing the success of the event. This could include silent auction items or sponsoring a hole.

4.2 Member Event

- An annual member event is to be conducted by the Club that encourages social interaction amongst both resident and golf members to build a positive community spirit. The format of the event is at the discretion of Management.
- The event is to be held in the quieter hospitality trading months of winter.

- Club suppliers and commercial sponsors can be contacted to support this event in the form of prizes and sponsorship for the event which will assist in minimising the entry fee and increasing the success of the event.
- Novelty events, auctions or raffles can be organised to raise further funds.
- At the conclusion of the event, the Club will make a donation to the SCF on the proceeds collected. The aim is for the food, beverage, room hire and labour (within reason) to be gifted but all other operating expenses will need to be deducted from the revenue.

4.3 Donations

Management may undertake individual or group funding activities as they see fit. This can include but is not limited to fundraising events, raffles, selling of Sandhurst materials or initiatives that request donations from members and their family and friends for participation.

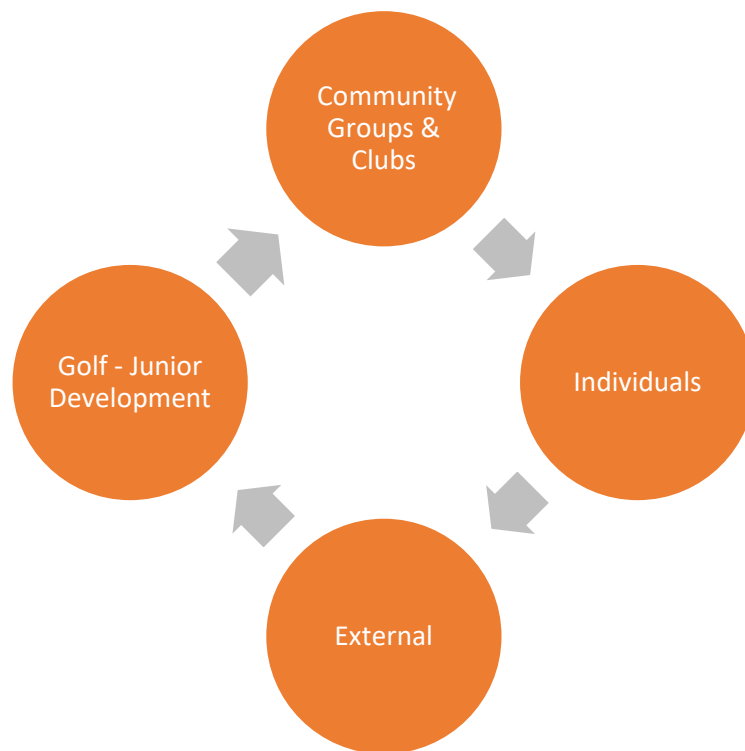
4.4 Sponsorship packages

Sponsorship is sought annually from commercial organisations (such as corporations, partnerships or trusts) permitted to donate money or benefits to charity. The Club offers a limited number of sponsorship opportunities in keeping with the objective to deliver a premier environment for organisations and individuals to purchase which will give them unique access to communicate with Club members and visitors.

Sponsorship packages are developed by Management. Funds raised from the sponsorship packages less direct expenses in establishing the packages will be provided by the Club to the SCF.

5. Community Categories Supported

SCF will provide funding support in forms determined by the Board or Management from time to time to the following segments that are associated with Club;



5.1 Sandhurst Community Groups and Clubs

Sandhurst Club has a strong network of Community Groups covering a diverse range of interests and segments of likeminded members who meet on a regular basis. These recognised Community Groups are eligible to apply for annual funding through the Group Funding Application Form.

Not-for-profit sporting clubs arranged through the Sandhurst Club Sports Centre and run by member volunteers are formally recognised and can also apply for annual funding through the Group Funding Application Form.

5.2 Individuals

The Sandhurst Community Fund aims to financially support Sandhurst Club members and their dependents to achieve their goals in their recognised speciality. These may consist of, but are not limited to, sporting competitions and events, art or academic pursuits. Subject to meeting the criteria set out below, individuals can apply for funding through the Individual Funding Application Form.

5.3 External

Given the Club is part of a wider community and the municipality of the Frankston City Council (FCC), it often receives requests for donations outside of Sandhurst. The SCF will ensure it is fulfilling this social responsibility to the wider community by providing a provision of funding for this segment.

5.4 Golf – Junior Development

The SCF is to fund the sponsorship of the Junior Golf Scholarship program. The selected participants are to be gifted their annual golf membership, all competition fees, weekly tuition (Oct – Mar) and Sandhurst branded polo shirts. There will be a maximum of 5 juniors in the Scholarship program per year.

6. Parameters for Distribution of Funds

6.1 Distribution to categories

The SCF will collect funding as donated from the Club as prescribed in Section 4 of this Policy. At the completion of each financial year (July to June), Management will determine the total amount received and will allocate a minimum 10% of those funds to be retained in the general ledger account and where possible earn appropriate interest.

The SCF balance must have a minimum of \$10,000 at all times to ensure the fund remains solvent.

At the commencement of each financial year Management will set an amount available for allocation in the coming year. This amount may be reassessed during the year for exceptional circumstances at the discretion of Management.

As a guide the recommended distribution of funds across each category within a year is the following;

- **35%** Sandhurst Community Groups & Sporting Clubs
- **30%** Golf – junior development
- **25%** Sandhurst members (individuals)
- **10%** External

7. Funding Application Process

- Requests for funding will be via the completion of a SCF individual or group application form located on the Club's website.
- Applications will be assessed within 4 weeks of receipt and outcome advised accordingly to the Applicant.
- Incomplete application forms will not be considered for funding and the Applicant will be advised to resubmit.
- Providing false information on application forms will result in an application not being considered and possible disciplinary action taken against the member for breach of member code of conduct.
- All applications for funding will be approved by Management and reported to the Board.

7.1 Criteria for Community Groups funding approval

- Funds will be allocated to recognised Community Groups on an annual basis.
- Organisers are required to complete an application form outlining how the use of funds will support the objective of the SCF.

- Funding will be in the form of re-imbusement of costs, provision of equipment, printing of collateral that can be performed by Club administration or one element ie. food or beverages (non alcoholic) for a Club held event.

7.2 Criteria for Clubs Funding Approval

- Funds will be allocated to Sandhurst sporting clubs on an annual basis.
- Organisers are required to complete an application form outlining how the use of funds will support the objective of the SCF.
- Funding will be in the form of re-imbusement of costs, provision of equipment, medals, trophies, printing of collateral that can be done by Club administration or the purchase of food and beverages (non-alcoholic) supplies at cost for an end of year break-up for participants and volunteers
- To qualify as a Sandhurst Sporting Club it must be facilitated through the Sports Centre with all registered participants supplied to the Club and all volunteers must hold a Working with Children Check when participants are juniors.

7.3 Criteria for Individual Funding Approval

- Individual applicants must be a Sandhurst resident or golf member, or a dependent of a Sandhurst resident or golf member. They must have been a Sandhurst member for at least the 12 months prior to the application. The member must be in good standing and not have had incidents of behaviour unbecoming or have outstanding monies owing to the Club.
- Individual applicants must be representing Sandhurst, Victoria, Australia or recognised charitable or ethical organisation for a nominated activity.
- Individual applicants must be chosen or selected to be involved in a local, interstate or international activity by the relevant governing or organising body and be able to provide a letter of invitation to attend.
- Any individuals who do not fall into any of the sections in the allocations table below can submit a request for exemption to Management for consideration.
- In the event the activity in which an individual is provided funding is cancelled or the individual does not attend, funding will be cancelled or requested to be returned.
- Funding will only be provided for assistance to participants and not parents, officials, coaches or support personnel.
- Funding will be for the purpose of supporting competition entry fees, travel, accommodation or other costs associated with participation in the event, as deemed appropriate by Management.
- Individual assistance will only be granted once every year, except in circumstances where the applicant is participating in a higher level of competition.
- Retrospective funding is not available.
- The application form must be completed in full (failure to provide any information could render the application incomplete and consequently it may not be considered).

7.3.1 Obligations of Successful Individual Applicants

- All recipients are required to promote Sandhurst Club in a positive manner.
- Applicants who receive funding must provide accountability and evidence of participation (eg transportation or admission tickets).
- A letter and high quality digital photo (jpeg) is to be received by Management within a month of the charitable activity, notifying of the result. This information may be used in Club communications. Photo should be of applicant participating in the activity for which funding was provided. Funding will be paid **after** approved recipient provides photo and letter

advising of result of activities. Funding will be confirmed prior to activity and is not dependent on outcome or result of activity but of communication of the result. Funding will be provided within one month of communications being provided.

- Applicants commit to support the SCF activities by either committing volunteer time (minimum one-hour commitment) to assist supporting or attending other SCF funding activities such as the golf day or major member event.
- Applicants agree to conduct themselves at selected activities in accordance with the Club’s member conduct policy.

7.4 Criteria for External Funding Approval

- Management will be responsible for the approval of funding for external requests. These predominantly come in the form of requests for golf vouchers. Refer to Section 8 below for parameters of issuing vouchers.
- Management may choose to provide assistance to external organisations at their discretion to assist with fundraising, social events and activities. This can be in the form of the Christmas Can Drive or hosting a community engagement event that encourages the wider community’s participation.

7.5 Criteria for Junior Development funding approval

- A selection panel consisting of the Director of Golf, Golf Club Captain, Junior Committee Chairperson and a representative of the Board is responsible for interviewing and appointing the recipients of the Junior Scholarship each year
- The Golf and Junior Committee are responsible for identifying and nominating Junior recipients for the 50% membership subsidy

8. General Administration

Administration of the SCF will be undertaken by the Administration Manager, Sales & Marketing Manager and Director of Golf with oversight from the CEO.

Approvals for funding must be agreed by two of the above-mentioned staff members. Where golf and sporting approvals are being made it is preferred the Director of Golf be one of the approvals, unless unavailable.

All applications, communication of approvals, issuing of funding, general ledger maintenance and reporting is to be undertaken by the Administration Manager.

Policy Authority

Version No	Development	Recommendation	Approved	Modifications
1	CEO	CEO	Board	Board / CEO

Policy History

Version No	Amendment by	Revision Date	Approved by	Approval Date	Reason
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1	CEO	4 Feb 14	Board	6 Feb 14	Foundation setup
2	CEO	29 Jul 14			First foundation gala ball & junior foundation funding approvals
3	CEO	22 Feb 16			Change of status from Foundation to Sub Committee of Board. Modifications to distribution parameters.
6	S&MM	11 May 16			Removing Sub Committee and replacing with management responsibility; Expand to external Sandhurst Community support; and remove volunteer of the year award. Add all forms in Appendix.
7	Admin Manager	14 Aug 19			Updates to parameters around community groups and external funding
8	S&MM	31 Mar 21			Renaming to Community Fund Policy. Responsibility for fund management including fund raising, allocations, reporting and monitoring handed to Management. Addition of Board approved Junior Development support. Further definition of Community Group entitlements with the growth in this segment.