

Dromana Football & Netball Club (Inc)

Policy Document

Duties and Formation of Clearance Sub-Committee

Dromana Football & Netball Club

(Inc)

Purpose

This document is intended as a guide to the setting up of a Clearance 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 clearance applications from Dromana Football & Netball Club (Inc)
2. Provide recommendations to Board if required..
3. Report to full Board on Sub-Committee's activities.
4. Maintain written minutes of all meetings (See attachment)
5. Ensure timely consideration of all applications taking in to account MPNFL timelines.
6. Ensure running of meetings comply with –Rules and Procedures for Meetings(Nov 1997)
7. Follow strictly any guidelines laid down by full Board in regards to Clearance Applications.
8. 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:

Administration Director, Football Manager, Clearance Secretary, Board Member as appointed by Board and relevant coach

Chairperson

Administration Director will act as chair of this sub-committee and in the absence of Administration Director the Football Manager will assume the role.

Quorum

Three of the Members of the sub-committee shall constitute a quorum for meetings providing the Administration Director or Football Manager is one of the three.

Appendices

Any appendices attached to this document relate to guidelines laid down by the board as to the handling of clearances.

Dromana Football & Netball Club (Inc)

Format of Minutes **Dromana Football & Netball Club (Inc)** **Clearance Sub-Committee** **Date of Meeting / /**

Present:

Clearances for Consideration:

Recommendations:

Dromana Football & Netball Club (Inc)

Appendix 1

Board Guidelines in relationship to Clearances

As per Board meeting 9th Feb 2004

1. All Non-local league clearances will be granted subject to any outstanding Financial or Property claims on the Player.
2. All local clearances require the sub-committee or its nominee to make contact with the player before granting of clearance unless deemed unnecessary. If the sub-committee is unable to make contact with the player the clearance is to be rejected in the first instance.