



# Sandringham Athletic Club

## DUTY LEVY POLICY

**Updated:** 28 NOVEMBER 2022  
**Review Due:** 28 NOVEMBER 2023

### [Background](#)

Each season, all clubs affiliated with Athletics Victoria (AV) are allocated a set number of duties for the season based on membership numbers, and additional duties at state championship events which are based on entry numbers. In the past there have been difficulties motivating volunteers and having people not turn up for their duties that were allocated through AV. The repercussion of this is the club receives a fine from AV. After many years of challenges, the Sandringham Athletic Club (SAC) have now implemented a \$50 duty levy to all athlete memberships.

### [How it works](#)

On completion of an allocated duty as set by the club, each member is entitled to redeem their \$50 duty levy.

Rules for reimbursement of duty levy are as follows:

- The duty must be completed by a person 16 years and over, this can be an athlete, relative or friend of the athlete nominated to the duty
- Completion of a duty is one per athlete, not one per family
- You must correctly sign in with Sandringham Team Manager and the AV officials prior to commencing duty for it to be officially recognised
- At the completion of the duty, give bank account details to the Sandringham Team Manager for levy reimbursement to be paid
- When the club receives the AV duties at the beginning of the season they will be advertised to members, and everyone will have an opportunity to nominate a date/time they would prefer
- After the nomination period ends, all remaining duty days will be nominated to squads and coaching groups to assist the club in managing the volunteers for an event.

Should an athlete (family member) not report in for an allocated duty you will forego your duty levy. The duty will be offered to others and the levy will be paid to the person completing the duty, therefore you will be ineligible for a rebate at the end of the season. Similar to the process outlined above, the person accepting the additional duty will have to complete the following to receive the rebate:

- Sign in with Sandringham Team Manager and AV prior to commencing duty
- If the person completing the duty is an athlete and the duty is at Shield, we would prefer and encourage them to compete in a minimum of 1 event on the day before accepting a duty
- If the person completing the duty is a parent of an athlete and the duty is at Shield, we would prefer the athlete be competing in a minimum of 1 event on the day
- At the completion of duty, complete the bank account details for levy reimbursement to be paid

For extenuating circumstances where you are unable to do duty and provide a minimum of 5 days' notice, an athlete/family member can still apply to the SAC committee for reimbursement of duty levy by 15 March. These will be assessed on an individual basis.

### [Additional Information](#)

Should you not be allocated a duty by the end of the season (both Cross Country and/or Summer Season), a request for refund of duty levy is to be submitted to the SAC Committee by the end of March.

If a request for refund is not sent by the end of March each year you will forego your bond. The club will always advertise this date via the club members Facebook group, TeamApp and the newsletter.