

**WAGGA WAGGA & DISTRICT AMATEUR FOOTBALL ASSOCIATION Inc**.

**FOOTBALL WAGGA WAGGA**

Policy Number FWW-POL-002

Team List Nominations and Payments

Version 2.0

**Objectives**

To provide clear guidance for clubs on nominating team lists and for making payments to Football Wagga Wagga.

**Procedure**

*Registrations*

1. Prior to 1st Round of All Competitions:
	* Team lists must be submitted to Football Wagga Wagga (secretary@footballwagga.com.au) by **5pm of the Wednesday** before the 1st round of any competition
2. Prior to any subsequent round up to the 30th June:
	* Changes/additions to team lists must be submitted to Football Wagga Wagga (secretary@footballwagga.com.au) by **5pm of the Friday** before the competition round. Any changes must be within the permissibility of the Competition Rules
3. Payments to Football Wagga Wagga must be made at the time of the Team Sheets being submitted. The form FWW008 Fees Calculator must be used to reconcile payments. Payments can be made via Direct Deposit to:
	* Account Name: Football Wagga Wagga
	BSB: 805-022
	Account Number: 03553576
	* Reference: Please note your club name and ‘Rego’ as the reference (eg Junee Rego)
4. All players must be ‘Active’ in MyFootballClub to be able to be nominated on the team sheet.

*Payments and Invoicing*

Once club payments have been made, FWW will reconcile the payment against the team sheet and issue a retrospective invoice to the clubs. FWW will aim to have invoices submitted within 14 days of a payment being received.