



Ballarat & District Soccer Association

Section 15. Management Procedures.

Version 3 of the 4 December 2014.

Adopted at the Association's Annual General Meeting of 4th December 2014.

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15.1 INTRODUCTION

- (1) This section details the management procedures to be used by the Association

15.2 ASSET VALUATION

- (1) The Association will only classify new equipment purchases as assets if the purchase cost is greater than \$1,000 and the item has a useful life of greater than 2 years, otherwise the item will be classified as expendable equipment.
- (2) The value of an asset will be reduce each year by its current value divided by it nominal life and if the value of the asset is reduced to less than \$500 it will be written off totally. For example Purchase value \$2,000 with a life of 3 years, value after 1st year \$1,333.33, 2nd year \$888.89, 3rd year \$592.59, 4th year \$395.06 and totally written off.
- (3) That the nominal life of the Association assets be:
 - A) 5 years for office equipment,
 - B) 3 years for player equipment
 - C) 5 years for playing equipment.
- (4) The accounts will be adjusted on or about the 1st September each year.

15.3 LIFE MEMBER APPROVAL

- (5) Under the Associations Rules, Clause 3.6.3 (Section 2), the Board has the right to confer Honorary Life Membership on a person who has rendered outstanding service to or on behalf of the Association. This subsection details the procedures to be followed for determination of life membership.
- (6) Nomination for life membership of the Association may be made by forwarding a brief statement to the President of why a person should be made a life member.
- (7) The President will determine if there is sufficient information contain in the nomination to enable the Board to make a decision.
- (8) After the President is satisfied that sufficient information has been provide, an "in-camera" item will be placed on the Board agenda.
- (9) The Board will discuss and decide on the awarding of life membership "in-camera".
- (10) If life membership is granted by the Board it will be conferred at the next AGM.

VERSION MANAGEMENT

| Version | Date | Reason for Change | Author | Approved |
|---------|-------------|-------------------------|--------------|---------------|
| 1 | 9 Aug 2005 | Approved | Peter J Reid | Board Meeting |
| 1A | 21 Oct 2007 | Post 2007 season review | Peter J Reid | — |
| 2 | 12 Feb 2008 | Approved | Peter J Reid | Board Meeting |

| Version | Date | Reason for Change | Author | Approved |
|----------------|-------------|--|---------------|-----------------|
| 2A | 31 Oct 2014 | Adjustment for inflation – Section 15.2 | Peter J Reid | — |
| 3 | 4 Dec 2014 | Adopted at AGM | Peter J Reid | AGM |