



Policy Framework

Melbourne University Futsal Club

Document Information:

Document Type:	Policy
Category:	Governance and Management
Status:	In development
Version:	1

Roles and Responsibilities:

Policy Approver:	Club Committee
Policy Steward:	Secretary

Approval:

Approved On:	8/01/2026
Effective Date:	9/01/2026
Review Date:	10/01/2028

1. Objectives

- 1.1. The objectives of this Policy Framework are to:
 - 1.1.1. govern the development, establishment, amendment and review of policies to ensure relevance, authority and consistency
 - 1.1.2. define the roles, responsibilities and authorities in relation to the development, establishment, amendment and review of policies

2. Scope

- 2.1. This Framework applies to
 - 2.1.1. All policies and processes developed for and on behalf of the Melbourne University Futsal Club (the Club).
 - 2.1.2. All members of the Club, and to people authorised to undertake Club activities.

3. Authority

- 3.1. This Policy Framework is made under the Melbourne University Futsal Club Constitution and supports compliance with the:
- 3.2. This Policy Framework supports compliance with [Associations Incorporation Reform Act 2012](#).
- 3.3. This Policy Framework supports obligations under the Club's Sporting Club Affiliation Agreement with the University of Melbourne. The Policy Framework aims to support consistency with the University of Melbourne's compliance with [University of Melbourne Act 2009](#).

4. Policy

Club Policy

- 4.1. Club Policy must:
 - 4.1.1. be created only where there is a clear and justifiable need, with long-term application to the Club.
 - 4.1.2. align with the Clubs purpose in its constitution, its strategic plan, and operational plans.
 - 4.1.3. be consistent with legal and regulatory requirements, other policies, and member expectations
 - 4.1.4. apply and be binding across the Club
 - 4.1.5. be developed, established, amended and reviewed in consultation with key stakeholders.
 - 4.1.6. assign roles and responsibilities to ensure transparency.
 - 4.1.7. align with the Club's commitments with regard to diversity and the inclusion of all people.
 - 4.1.8. be in accordance with the club's style guide.
 - 4.1.9. be written in plain language to aid comprehension
 - 4.1.10. where appropriate, link to one or more relevant business processes (processes may be available to key administrators and volunteers only)
 - 4.1.11. encourage responsible process ownership; and
 - 4.1.12. be able to be implemented within Club resources.
- 4.2. Policies exist within a hierarchical framework. In all cases, documents must be consistent with any requirements or restrictions imposed by higher-order instruments (including Acts, statutes, regulations, policies and processes).
- 4.3. Only Policies in the central register published on the Club's website are authorised policies of the Club. No local policies may be made or enforced by any part of the Club.
- 4.4. Processes must support the operationalising of a policy. Processes must be:
 - 4.4.1. fully aligned with and consistent with the authorising policy; and
 - 4.4.2. approved for development by the policy approver.
- 4.5. Local operating practices/guidelines must not be inconsistent with any Policy or Procedure.

Club Processes

- 4.6. Club Processes must:
- 4.7. Be consistent with the Constitution, and Club policies;
- 4.8. Comply with external legal and regulatory requirements and community expectations;
- 4.9. Be developed, amended and reviewed in consultation with key stakeholders;
- 4.10. Assign roles and responsibilities to ensure transparency and accountability; and
- 4.11. Comply with the Club's process quality assurance documentation;
- 4.12. Be accessible to club administrators and volunteers and, where relevant, club members.

5. Procedural principles

- 5.1. New policy must be initiated by a policy proposal. The Club Committee must
 - 5.1.1. endorse the proposal prior to the final drafting of the policy
 - 5.1.2. assess the proposal against this Policy Framework.
 - 5.1.3. ensure the relevant process owner/s are notified of the endorsed proposal
- 5.2. A policy must:
 - 5.2.1. record the policy approver and policy steward;
 - 5.2.2. comply with the template of this Policy (with sections for Objectives, Scope, Authority, Policy, Procedural Principles and Responsibilities.
 - 5.2.3. where possible, consolidate content into fewer rather than more instruments based around a broad area of operations.
 - 5.2.4. restrict content to policy and any procedural principles that direct how those principles are to be enacted.
- 5.3. Prior to a new policy or major amendment to a policy proceeding to approval:
 - 5.3.1. the approval pathway must be set by the policy approver.
 - 5.3.2. key stakeholders including diverse groups, as appropriate, must be consulted. For the avoidance of doubt, such policy should be shared with representative groups of all membership groups. Additional consultation for significant policy may involve consulting with all club members.
 - 5.3.3. Approval must seek the endorsement of the Club Committee.

Approval

- 5.4. The President will be the Policy Approver unless otherwise agreed by the Club Committee. In which case, the approval will be another Executive Committee member.
- 5.5. Policy approvers will ensure the Policy is within the scope of the Committee's authority (consistent with the Club's constitution)
- 5.6. Policy approvers may approve new policy or major amendments consistent with 5.3.
- 5.7. A Policy approver may rescind policy where appropriate.
- 5.8. The designated policy steward may approve minor amendments to policy, provided notification is given to the relevant policy approver.
- 5.9. Typographical amendments may be made to policy by the relevant person responsible for managing the Club's Policy register, provided notification to the Policy Approver and Policy Steward.
- 5.10. New policy, major amendments to policy and rescissions of policy must be promulgated to all relevant areas of the Club.

Reviews

- 5.11. A review must be undertaken by the policy steward of each policy.
- 5.12. A review date will be listed in every policy. Where not listed the review date will be three dates from previous approval.
- 5.13. A review can be taken more frequently where required.
- 5.14. If an initial check by a Policy Steward indicates that the policy is not in need of change, a review may be deferred.
- 5.15. A Policy review will also incorporate reviewing all processes associated with the policy to ensure consistency.
- 5.16. Reviewed and deferred reviews will be reported on in the Club's Annual General Meeting.

6. Roles and Responsibilities

Role	Responsibility	Limitations
Approves policy proposal and sets approval pathway for new policy	President	Within the scope of policy approval. May consult with policy steward or Secretary.
Provides advice on approved policies. Consults with key stakeholders	Policy steward	
Policy approval	Policy Approver (Club Committee)	The scope of authority is limited to the Constitution.
Policy approval (minor amendments)	Policy steward	Must notify the policy approver of the amendments
Conduct policy reviews	Policy steward	As per Review dates
Enact typographical amendments	Officer responsible for managing the policy repository	As per section 7.
Administer and maintain central policy repository	Registrar	

7. Definitions

Approval pathway means the pathway through which a policy must proceed in order to be approved.

Key stakeholders means persons, or a class of persons, whose roles or responsibilities are directly affected by a policy and includes policy approvers and relevant process owners.

Local operating practices/guidelines means mandatory processes or guidelines applicable at the level of delivery.

Major amendment includes a change that will impact on:

- (a) objectives of the policy;
- (b) the rights or obligations of any person; and/or
- (c) the implementation requirements, including resourcing of those requirements, of the policy.

Minor amendment includes a change that will not alter the rights or obligations of any person and is not likely to impact on:

- objectives of the policy; and/or
- the implementation requirements, including resourcing of those requirements, of the policy.

Policy means:

- a formal statement of principle that regulates University operations; and
- an instrument approved under this framework.

Policy approver means the relevant approval authority responsible for approving a new policy

Procedural principle informs the steps to be taken to implement a policy.

Policy steward is a senior officer assigned by the policy approver and recorded on each policy instrument. Each policy is assigned one policy steward.

Process means the group of activities and tasks undertaken by an administrator or volunteer to achieve a consistent output.

8. Version History

Version	Approved By	Approval Date	Effective Date	Sections Modified
0.1	Club Committee	8/01/2026	9/01/2026	First version developed

Melbourne University Futsal Club

Bldg 103, Tin Alley, The University of Melbourne, VIC 3010 Australia

melbunifutsal@gmail.com

sport.unimelb.edu.au/clubs/futsal

