



Membership Policy

Melbourne University Futsal Club

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Roles and Responsibilities:

Policy Approver:	President
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Policy Steward:	Club Registrar
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Approval:

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1. Objectives

- 1.1. The objectives of this policy are to:
 - 1.1.1. provide a framework to ensure the integrity of membership processes and decisions
 - 1.1.2. set clear responsibilities and obligations for persons registering to be involved in the club community
 - 1.1.3. ensure that membership fees and membership rights are transparent, consistent and fair

2. Scope

- 2.1. This policy applies to:
 - 2.1.1. All members of the Club
 - 2.1.2. All people looking to become members of the club.
 - 2.1.3. All Club programs, competitions and teams
 - 2.1.4. All people authorised to undertake Club activities.

3. Authority

- 3.1. This policy is made under the Melbourne University Futsal Club Constitution and supports compliance with the:
 - 3.1.1. University of Melbourne Sporting Club Affiliation Agreement
- 3.2. For the avoidance of doubt, nothing in this policy should supersede the obligations of club members as per the Club's Constitution.

4. Policy

Membership Eligibility

- 4.1. Any person who supports the purposes of the Association for membership. This includes:
 - 4.1.1. to facilitate futsal activities of the Club
 - 4.1.2. to encourage University of Melbourne staff, students and wider community participation in Futsal
 - 4.1.3. to provide and maintain a sporting club for the purposes of promoting Futsal;
 - 4.1.4. foster friendly relations among the officials and players of Futsal by encouraging Futsal games;
 - 4.1.5. promote, provide for, regulate and ensure effective management of Futsal competitions, tournaments and games under the control of or authorised by the Club; and
 - 4.1.6. act in the best interests of the Club.

Membership Status

- 4.2. To be considered a member Club and/or other accepted categories of persons, all of the following must be true:
 - 4.2.1. The Club Committee has accepted the application.
 - 4.2.2. The person has paid the joining fee.
 - 4.2.3. The person has provided the completed membership agreement and/or other relevant agreements.
- 4.3. All persons and all category of persons must meet the requirements under 4.2. This includes Committee, Coaches, Volunteers, Players, Officials, Referees and any other relevant people.
- 4.4. No person has membership rights solely from being a member in a previous year.
- 4.5. Rights of a member are suspended until the requirements under 4.2 have been met.
- 4.6. Further action may be taken in accordance with the Club's Financial Management Policy.

Membership Categories

- 4.7. The Club may recognise categories of persons who participate in Club activities or pay fees for services.
- 4.8. Categories of persons may or may not carry voting rights (associate members)
- 4.9. All persons categorised as members will be provided certain privileges (membership benefits).

Fees

- 4.10. Fees are managed in accordance with the Club Constitution and the Club's Financial Management Policy.
- 4.11. The Treasurer will develop Membership Fees for all programs for endorsement each year as part of the Club's Annual Budget.
- 4.12. The Treasurer may permit deposits and/or payment plans with set consistent dates for each category of membership.
- 4.13. The Treasurer will keep the process for setting Membership Fees and present changes at the Annual General Meeting.
- 4.14. Fee due dates and membership expiry dates will be included in the Fee Schedule. No membership shall go beyond the Annual General Meeting.
- 4.15. Only the Club Committee may determine that a lower annual fee is payable by any member.
- 4.16. The Club will have a discretionary period between when they first participate and when fees are not due for all programs. This allows for persons to understand the environment for which they will look to sign up for.
- 4.17. The Club may set a lower fee for University of Melbourne students in accordance with the club's purposes.
- 4.18. All Fee Schedules will be available to persons prior to the point at which they are due.
- 4.19. The Club will impose measures and restrictions on members and/or teams who have overdue fees not paid by the due date, through its Financial Management Policy, Discipline Policy or other relevant Policy.

Associate Members

- 4.20. The Club may recognise individuals as Associate Persons for the purpose of participating in Club programs, activities, or services. Associate Persons may be required to pay fees as determined by the Committee.
- 4.21. An associate member must not vote but may have other rights as determined by the Committee or by resolution at a meeting of the Club.

Member Obligations

- 4.22. All Persons who become Members or Associate Members of the Club must ensure they follow the requirements outlined under Eligibility, Status, and Fees.
- 4.23. The Club Committee may set any other obligations or expectations of Club Members or categories of Club Members.
- 4.24. Obligations must be accessible to persons at Club Members at the time of application.
- 4.25. New and arising obligations must be communicated as they arise throughout the year.

Club Competition-Specific

- 4.26. Where the Club runs its own internal competitions or tournaments, it may package individual fees into a single team entry payable in full.
- 4.27. Such Packaged Team fees may or may not include individual membership fees for persons within the team. The provision of individual membership fees in a packaged team fee must be outlined in the club's fee schedule.
- 4.28. Such membership fees within a packaged team fee may be memberships entitled to vote ('Members') or may be members not entitled to vote ('Associate Members'). Such entitlements must be outlined in the Club's fee schedule.
- 4.29. Similarly, packages can be structured such that Team Captains may have (or may not have) a single membership that is entitled to votes, and other persons have a membership where they are not entitled to vote (from being a team participant, they may still be eligible from other membership categories). Such entitlements must be outlined in the Club's fee schedule.
- 4.30. Where there are membership fees included in a packaged team fee, the maximum number of membership fees covered within the package must be outlined in the fee schedule.
- 4.31. A team with less number of players than the maximum number of membership fees is not eligible for any discounts for this reason.

- 4.32. If a team wants to register more players than the maximum number of fees, pending no restrictions in the competition rules on maximum numbers, an additional membership fee must be paid for the additional persons.

Performance-Specific

- 4.33. All members of performance teams will be selected in accordance with the Club's Selection Policy.
- 4.34. The Club will set fees payable by persons representing the Club in performance participants in the teams
- 4.35. Membership fees will afford access to the essential elements for player development, namely training activities (coaching, facilities, equipment).
- 4.36. A member of a performance team is not provided any guarantee in competitive match playing time with regard to the sole fact of being a member of the team
- 4.37. Where a performance team enters into external competitions, the club may have additional levies associated with being eligible to participate in said competition.
- 4.38. The Club may package the competition and membership fee together depending on the plans of the team.
- 4.39. Where a person pays a membership fee but is not eligible to participate in a competition, they will be considered a Training-only player. Training-only players are at the discretion of the Club's Futsal Director, in consultation with the relevant team coach.
- 4.40. Where the Club may have to pay fees to an external competition provider (such as Football Victoria or Futsal Oz) per person, the Club may restrict any entry of a person until they have paid their fees to the club.

Multiple Enrolments, Part-Year and Pro Rata

- 4.41. A person is never eligible for two votes. Where the Club runs multiple competitions per year or a person is involved with numerous programs (such as both a Club Competition and Performance teams)
- 4.42. Similarly, a person does not have their membership rights duplicated by participating in multiple Club programs. Any discounts are offered singularly and once per person.
- 4.43. No subsidies or discounts are provided to those due to their involvement in multiple programs.
- 4.44. Only the Club Committee may determine if a pro rata (or fixed) fee is payable for a member joining after the start of the financial year or part way through a competition or program.
- 4.45. The Registrar must record a note on the relevant voting eligibility, taking into account any considerations in the above regarding multiple enrolments, part-year, and pro-rata determinations.

Membership Rights – Voting

- 4.46. A member of the Club who is entitled to vote has the right
- 4.46.1. to receive notice of meetings of the entire Club and of proposed special resolutions as per the Club's Constitution;
- 4.46.2. to submit items of business for consideration at meetings of the entire Club;
- 4.46.3. to attend and be heard at meetings of the entire Club;
- 4.46.4. to vote at a meeting of the entire Club, consistent with the Clubs Constitution;
- 4.46.5. to have access to the minutes of meetings of the entire Club; and
- 4.46.6. to inspect the register of members.
- 4.47. Subject to 4.2 a person is entitled to exercise their rights of membership from the date on which they have completed their membership status requirements.
- 4.48.

Membership Rights – Other

- 4.49. A member (or Associate Member) of the club may be afforded any or all of the following:
- 4.49.1. Access to the programs, competitions, trainings sessions or social leagues for which they have paid the relevant fee and been subject to 4.2
- 4.49.2. Access to Club Social Events, Award nights and community activities, that are open to all members or their category of membership.

- 4.49.3. Use of Club facilities, equipment during designated training times.
- 4.49.4. Discounted or subsidised external competition or tournament entry fees.
- 4.49.5. Access to Club Resources and Information
- 4.49.6. Access to Specific coaching, mentoring or development pathway resources for which they have been selected for.
- 4.49.7. General Membership benefits or discounts, merchandise such as those provided by Club Sponsors or Partners.
- 4.49.8. Eligibility for Scholarships, Bursaries, discounts or benefits which may be developed such as those through Philanthropy, Donations or other initiatives.
- 4.49.9. Receive club communications, newsletters updates and notices.
- 4.49.10. Provide feedback to the Committee through surveys, forums or consultation processes.
- 4.49.11. Ability to volunteer in club activities, events or committees.
- 4.49.12. Eligibility to serve in appointed (not elected) positions such as team managers, coaches, referees or coordinators.
- 4.49.13. Insurance coverage through the Club
- 4.49.14.
- 4.50. The rights of a member are not transferable and end when a membership ceases.

Life Memberships

- 4.51. The Club must uphold a separate Policy and Process for Life Membership for a consistent approach to awarded Life Membership of the Club.
- 4.52. The Club Registrar must enter the date at which a person becomes a Life Member into the Club Registrar.
- 4.53. Life Members of the Club are not obliged to pay any membership fees for the Club
- 4.54. Where Life Members participate in competitions where there is a packaged team fee, and not all other participants of the team are Life Members, the team is eligible for a pro rata discount on the team fee.

Ceasing Memberships

- 4.55. The membership of a person ceases on resignation, expulsion or death.
- 4.56. The expulsion of a member will follow other Club Policies related to Grievances and Discipline.
- 4.57. If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

Membership Register

- 4.58. The Registrar, on behalf of the Secretary, must keep and maintain a register of members.
- 4.59. The Register must include
 - 4.59.1. Members name
 - 4.59.2. Email address
 - 4.59.3. Date of Becoming a member
 - 4.59.4. If the member is an associate member
 - 4.59.5. Any other information as determined by the Committee.
 - 4.59.6. for each former member, the name of the person and the date on which the person ceased to be a member of the Associatio.

5. Procedural principles

Membership Application

- 5.1. A person must submit a membership application.
- 5.2. An application must ensure the person is stating:
 - 5.2.1. They wish to become a member of the Club
 - 5.2.2. They support the purposes of the Club
 - 5.2.3. They agree to follow all Club Rules.

5.3. The membership application must be accompanied by the joining fee.

Review of Application

- 5.4. As soon as practicable after an application for membership is received, the Club must decide to accept or reject the application.
- 5.5. The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- 5.6. If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- 5.7. The Committee is not required to give a reason for the rejection of an application.
- 5.8. If accepted, the Club Registrar must ensure the relevant membership information is recorded in the register of members.

Membership Consistency

- 5.9. The Club will follow appropriate obligations under Division 6 of Part 4 of the Equal Opportunity Act 2010. Under this Act:
 - 5.9.1. The Club must not discriminate when deciding who can become a member, setting membership categories, renewing or terminating membership
 - 5.9.2. The Club cannot discriminate in participation in activities and receiving advantages or services offered by the club.
 - 5.9.3. The Club will follow rules with regard to election or appointment to club committees, access to governance roles and disciplinary processes.
 - 5.9.4. Some limited exceptions apply, such as programs established for people with a particular protected attribute, competitive sporting activities where strength, stamina or physique are relevant.
 - 5.9.5. The Club must make reasonable adjustments for people with disabilities to ensure equal participation, unless doing so would impose an unjustifiable hardship.
- 5.10. All Fees, membership obligations, membership rights and committee decisions will be communicated in an accessible, plain language format.
- 5.11. Two weeks is a reasonable period where no costs will be expected before any membership fees are due.
- 5.12. Fees are set in accordance with the purposes of the Club, including the best interests of the Club, which includes the long term financial sustainability of the club. The Club will consider a variety of factors such as:
 - 5.12.1. Fees set by Football Australia and Football Victoria.
 - 5.12.2. Costs of Facility Hire
 - 5.12.3. Fee increases to be commensurate with CPI
- 5.13. Where an application is rejected, the Club may provide general guidance around reason, noting the Club is not obligated to provide reasons
- 5.14. Members at all times must operate consistently with:
 - 5.14.1. The Club's Constitution
 - 5.14.2. Club Policy
 - 5.14.3. University of Melbourne Policy, where applicable

6. Roles and Responsibilities

Role	Responsibility	Limitations
President	Approves the Membership Policy; oversees compliance with Club Constitution and University affiliation agreements.	Cannot approve individual membership applications; decisions must be made by the Committee.
Club Committee	Reviews and decides on membership applications; sets membership categories and	Cannot delegate voting rights outside the Constitution; cannot discriminate in decisions.

Role	Responsibility	Limitations
	obligations; endorses annual fee schedule.	
Registrar	Maintains the Membership Register; records join/cease dates; ensures voting eligibility is correctly noted; communicates obligations to members.	Cannot alter fee schedules or waive fees without Committee approval.
Treasurer	Develops annual membership fee schedule; manages payment plans; reports fee changes at AGM; ensures fee due dates are communicated.	Cannot approve membership applications; cannot set fees without Committee endorsement.
Secretary	Issues notices of meetings; records minutes; ensures procedural compliance for membership decisions; manages privacy obligations.	Cannot override Committee decisions on membership acceptance/rejection.
Futsal Director / Program Leads	Implements membership obligations in programs (e.g., training-only players, packaged team fees); ensures compliance with Selection Policy for performance teams.	Cannot approve membership status or voting rights.
Members	Comply with Club Rules, pay fees on time, meet eligibility requirements, and uphold Club culture and Code of Conduct.	Cannot transfer rights; rights end when membership ceases.

7. Definitions

Associate Members means a person who participates in Club programs but is in a category which does not provide them with member benefits but does not provide them with entitlements to vote.

Fee Schedules means the annually produced document which outlines the Joining Fees

Joining Fee means the fees set by the Club associated with different programs.

Member means a member of the Association as defined in the Club's Constitution.

Membership Agreement means the agreement where the person agrees to be bound by the Club Rules

Club Rules means the suite of governance records that all persons or categories of persons must follow.

This includes the Club Constitution, Club Policy, Terms and Conditions and University Policy, Rules and Regulations of the League within which the Club plays, the Rules and Regulations of Football Victoria, including any modifications thereof made from time to time

8. Version History

Version	Approved By	Approval Date	Effective Date	Sections Modified
2.0	President	8/01/2026	8/01/2026	Full rework

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