



Match Hosting and Facility Access Policy

Melbourne University Futsal Club

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Policy Approver:	Treasurer
Policy Steward:	Futsal Director

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1. Objectives

- 1.1. The objectives of this policy are to:
- 1.2. Encourage new and emerging opportunities such as utilising facilities for matches, ensuring that use remains fair and equitable in accordance with program purposes.
- 1.3. Ensure Compliance with Facility Access Policies
- 1.4. Ensure appropriate Use of Facilities

2. Scope

- 2.1. This policy applies to:
 - 2.1.1. Competitive Team Programs and Team Members, where the Club books the facility directly for the purposes of team development.
 - 2.1.2. Opposition Teams agreeing to play the Club during MUFC bookings
- 2.2. This policy does not apply to Club Competitions (such as Friday Night League) where the Club pays for facility hire, but it is absorbed through team entry fees for the competition.

3. Authority

- 3.1. This policy is made under the Melbourne University Futsal Club Constitution and supports compliance with the:
 - 3.1.1. MU Sport Facility Access Guidelines
 - 3.1.2. Bundha Sports Centre Facility Access Guidelines

4. Policy

- 4.1. The Club recognises where it is afforded support from the University for facility access, particularly where it is afforded to support the purposes of University of Melbourne students competing in the sport of Futsal.
- 4.2. The Club will not sub-lease any of its booking allocation in accordance with access principles of relevant spaces.
- 4.3. The Club will nominate a Team Manager for all competitive team programs for which facility access is afforded. The Team Manager is responsible for ensuring the use complies with this Policy.
- 4.4. The Club will advocate and operate towards tidy and presentable facilities, including adequate changeroom access, with special care where non-club members (opposition, trialists, match officials etc) may utilise the spaces.
- 4.5. All facility use should follow Safety Procedures, including, but not limited to, ensuring access to First Aid.

Competition Requirements

- 4.6. The Club may enter competitions where hosting matches is a requirement (for instance, Victorian Intervarsity Futsal's Home and Away series, or Big Blue alternating yearly hosting). The Club will comply with the competition requirements.
- 4.7. The Club will comply with any other match requirement obligations which may incur costs, for instance, match officials, scorekeepers, etc.
- 4.8. The Club will consider 4.6 and 4.7 When agreeing to enter relevant competitions.

Friendlies

- 4.9. Opposition teams should agree to cover 50% off the cost of expenses related to hosting a match. This includes both courts hire plus any agreed match requirements, such as match officials, prior to the agreement of the friendly. The Club must disclose this figure to the Opposition team.
- 4.10. Match Officials will be paid at the same rates as Club Competition Officials (unless mandated by the competition)
- 4.11. Any funds generated from facility hire will be invested into the original purposes of the booking (for instance, benefiting student members in the performance teams), ensuring this aligns with the purposes of the Club (as outlined in the Constitution).

- 4.12. Once-off exemptions (per opposition) can apply for once-off friendly matches approved by the Futsal Director for strategic purposes
- 4.13. Ongoing exemptions must be approved by the Club Committee (for instance, for strategic partnerships benefiting both Clubs)

Intervarsity

- 4.14. Intervarsity Futsal may be managed by the University of Melbourne; however, it's success is
- 4.15. Access arrangements (for example, train-ons or joint sessions) for students only representing the University in Intervarsity, but not in any club programs, may be limited to 12 weeks prior to the relevant Intervarsity opportunity, and conclude at the end of the competition.
- 4.16. Exemptions to 4.15 may be approved by the Futsal Director on a case-by-case basis.

5. Procedural principles

- 5.1. All requests for facility arrangements (such as Friendlies) should be directed towards the Club's Futsal Director.
- 5.2. Requests must be sent at least 7 days prior to the date.
- 5.3. Opposition must be provided with agreed financial commitment prior to the match from the Treasurer or Team Manager.
- 5.4. All users must always follow facility guidelines.
- 5.5. All persons at Club activities must be treated with respect and align with the Club's values.
- 5.6. Opposition teams must be invoiced and fees collected in accordance with the Club's Financial Procedures.
- 5.7. Any damage, misuse or incidents, must be reported to the Futsal Director within 24 hours.

6. Roles and Responsibilities

Role	Responsibility	Limitations
Futsal Director	- Oversee and approve all facility access requests, including Friendlies and Intervarsity-related access. - Ensure the Policy is implemented across all programs and teams. - Approve once-off exemptions and case-by-case access variations. - Provide guidance to Team Managers regarding hosting standards and compliance.	- Cannot approve financial commitments on behalf of the Treasurer. - Cannot modify competition requirements imposed by competitions
Treasurer	- Approve and oversee all financial commitments associated with hosting matches. - Provide opposition teams with confirmed financial obligations (e.g., 50% of court hire, official payments).	- Cannot approve facility bookings or exemptions — only financial components. - Does not manage match operations or team logistics.

Role	Responsibility	Limitations
	- Issue invoices and ensure payments are collected in line with Club Financial Procedures. - Maintain accurate financial records for all hosting activities.	
Team Managers	- Act as the primary coordinator for each hosted match. - Submit facility access or hosting requests at least 7 days prior to the proposed date. - Ensure match officials are booked, briefed, and compensated appropriately. - Provide visiting teams with match details, access information, and financial expectations. - Ensure compliance with facility rules, safety procedures, and this Policy. - Report incidents or issues to the Futsal Director within 24 hours.	- Cannot override Policy or approve exemptions. - Cannot make financial commitments without Treasurer approval.
Players	- Respect facility guidelines and leave spaces clean and presentable. - Follow matchday instructions from the Team Manager and Futsal Director. - Demonstrate behaviour consistent with Club values and respectful conduct towards visitors.	- Cannot coordinate or approve bookings. - Cannot communicate financial obligations to opposition teams.

7. Definitions

Intervarsity means student-only competition where a person must be a currently enrolled University of Melbourne Student to participate.

Friendly means a Futsal match for the purposes of team development, rather than as part of a competition focused on the match or competition result.

8. Version History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1.0	Treasurer	13/04/2026	13/04/2026	

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