



Photo credit Luke Hemer / AFL Victoria

Community Club Sustainability Program Metropolitan League and Region Toolkit

SEPTEMBER 2023



Purpose and Overview

Purpose

The Community Club Sustainability Program – Metropolitan Leagues and Region Toolkit (Toolkit) aims to provide Metropolitan Leagues and Regions within Victoria with a suite of templated documents, clear framework and practical tools and resources to ensure they are meeting their obligations under the Community Club Sustainability Program (CCSP).

The Toolkit is designed to help Metropolitan Leagues and Regions mitigate potential non-compliance breaches of their respective Community Clubs, whilst also increasing awareness of their obligations under the following:

- CCSP – Player Payment Rule; and
- CCSP – AFL Victoria Player Points System Policy.

Further information regarding the CCSP – Player Payment Rule and CCSP – AFL Victoria Player Points System Policy are detailed below.

AFL Victoria Community Club Sustainability Program - Integrity Program

Overview

AFL Victoria is introducing an Integrity Program (Program) designed to increase support to Community Clubs and maintain compliance, management, and enforcement provisions of the CCSP for the Player Payment Rule (PPR) and AFL Victoria Player Points System (PPS).

Provision of training modules will be made available to Community Clubs, Metropolitan Leagues and Regions which are designed to ensure consistent messaging, clarity of process regarding compliance, administration, and enforcement provisions of the Program.

CCSP – Player Payment Rule (PPR)

Structured practices and protocols will be developed and supported by an AFL Victoria accredited team, who working with Metropolitan Leagues and Regions are responsible for maintaining the integrity of AFL Victoria's CCSP – PPR. This framework will allow greater support, compliance, and subsequent remedies to assist with adherence to this Rule.

The CCSP – PPR Integrity Program aims to:

- Support Community Clubs, Metropolitan Leagues and Regions with the management and administration of their reporting obligations as prescribed under the CCSP - PPR through clarifying the process.
- Ensure Community Clubs, Metropolitan Leagues and Regions are compliant with the PPR through the lodgement of key documents throughout the course of the Football Year and as defined under rule 4 of the PPR.
- Ensure Metropolitan Leagues and Regions are mitigating the risk to their respective Community Clubs through the completion of the **CCSP - Integrity Review Process**.

CCSP – AFL Victoria Player Points System (PPS)

The AFL Victoria Integrity Program supports Community Clubs, Metropolitan Leagues and Regions with the management and administration of the CCSP – AFL Victoria Player Points System Policy and aims to:

- Ensure Community Clubs, Metropolitan Leagues and Regions are meeting and satisfying their obligations through best practice framework.

AFL Victoria CCSP - Integrity Program Team Structure

As an outline, the AFL Victoria CCSP - Integrity Program Team (Integrity Team) will be structured to oversee the CCSP in conjunction with AFL Victoria's Community Football Operations Department and includes developing key framework for Community Club's, Metropolitan Leagues, and Regions, which will be underpinned by a suite of templated documents necessary to ensure a consistent compliance and integrity approach throughout the state.

The Integrity Team shall comprise:

- AFL Victoria's Community Football Operations Department.
- Accredited Compliance Officers, engaged to conduct Stage 1 and Stage 2 Integrity Reviews.
- Accredited Integrity Officers, engaged to conduct Stage 3 Integrity Reviews.
- AFL Victoria Integrity Lead to oversee Integrity practices, protocols, and quality control.

Accredited Compliance Officers

Accredited Compliance Officers will undertake an accreditation process designed and delivered by AFL Victoria's Integrity Lead to ensure consistency and quality control.

As an outline, the Compliance Officers Accreditation Program will include:

- Delivery of tailored training sessions facilitated by AFL Victoria's Integrity Lead which focus on best practice and quality control measures.
- Provision of templated documents necessary for quality Stage 1 and Stage 2 Integrity Reviews.
- Mentorship and support provided by AFL Victoria's Integrity Lead.

On completion of tailored training, AFL Victoria will accredit individuals who will be available to Leagues and Regions to engage and conduct Stage 1 and Stage 2 of the Integrity Review Process noting:

- Stage 1 and Stage 2 Integrity Reviews will be supportive, educational, and remedial in mitigating potential breaches and non-compliance risks to Community Clubs.
- The cost associated with Stage 1 and Stage 2 Integrity Reviews will be provided on a fee for service basis.

Accredited Integrity Officers

Integrity Officers will undertake an accreditation process designed and delivered by AFL Victoria's Integrity Lead to ensure consistency and quality control.

As an outline, the Integrity Officer Accreditation Program will include:

- Delivery of tailored, training sessions facilitated by AFL Victoria's Integrity Lead which focus on best practice and quality control measures.
- Provision of templated documents necessary for quality Integrity Reviews.
- Integrity Officer mentorship and support provided by AFL Victoria's Integrity Lead.

On completion of tailored training, AFL Victoria will accredit individuals who will be available for Leagues and Regions to engage and conduct Stage 3 Integrity Reviews.

Metropolitan League and Region Key Documents

Section 1: CCSP – Player Payment Rule Documents

- CCSP – Player Payment Rule ([here](#))
- CCSP – PPR Integrity Review Process Flow Chart
- CCSP - PPR Integrity Review Process (3 Stage Process) Templates:
 - A: Stage 1 - Integrity Compliance Document Check ([here](#))
 - B: Email template: Notice to Club –Stage 1 Outcome Letter (no further action) ([here](#))
 - C: Email template: Notice to Club – Stage 1 Integrity Review Anomalies (referral Stage 2) ([here](#))
 - D: Stage 2 – Integrity Review and Stage 3 Referral ([here](#))
 - E: Email template: Notice to Club – Stage 2 Outcome Letter (no further action) ([here](#))
 - F: Email template: Notice to Club – Stage 2 Outcome Letter (referral Stage 3) ([here](#))
- Player Payment Rule Caps Setting Timeline Guide
- AFL Club Help – Community Football Documents Portal User Guide ([here](#))
- AFL Club Help – League Administrators ‘How-To’ Video ([here](#))

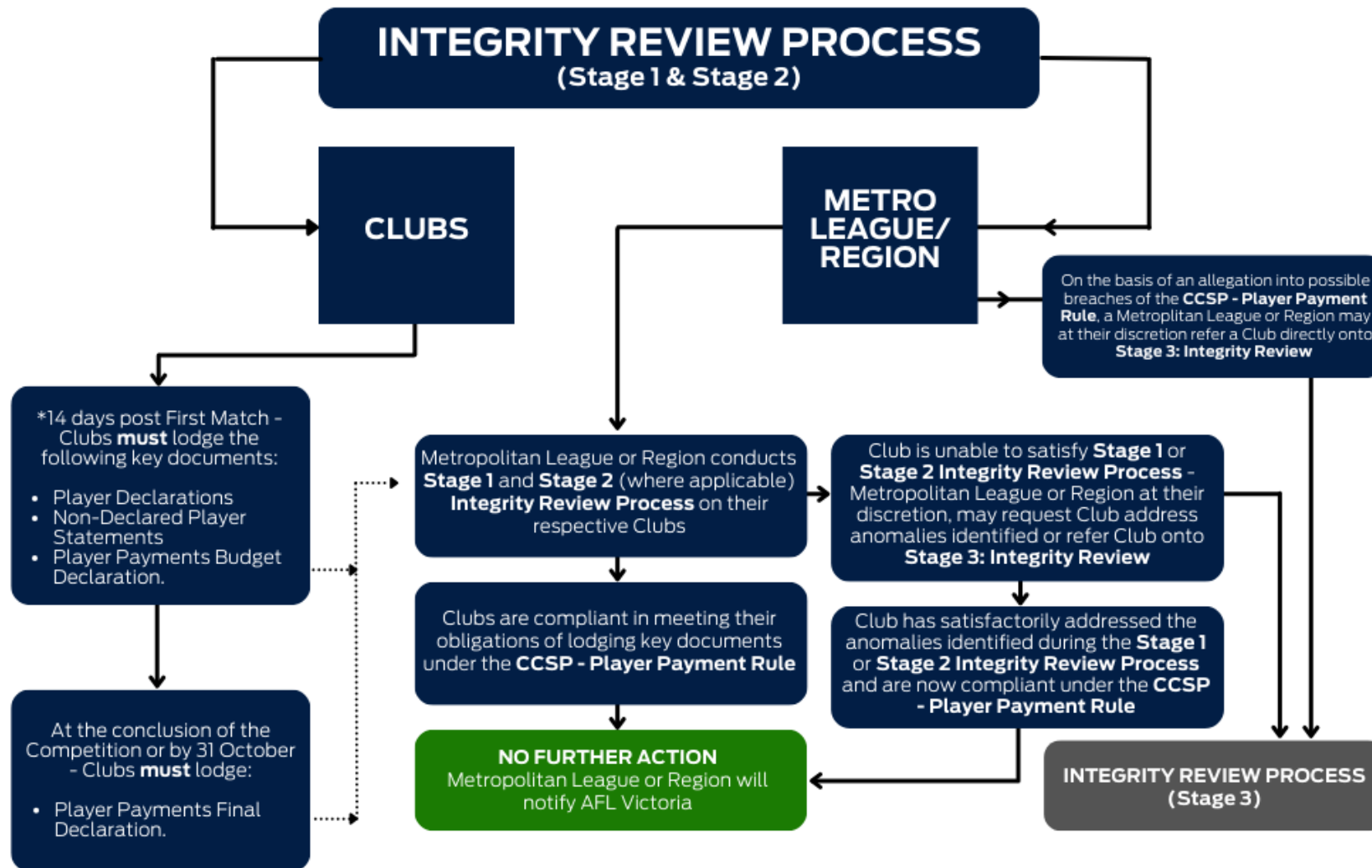
Section 2: CCSP – AFL Victoria Player Points System Policy Documents

- CCSP – AFL Victoria Player Points System Policy ([here](#))
- AFL Victoria Player Points System Policy Flow Chart
- AFL Victoria Points System Policy Categories
- PlayHQ - Community League User Guide (please refer to the relevant sections including section 13 – Competition Management within the following [link](#)).

Section 1: CCSP – Player Payment Rule Documents

CCSP - PLAYER PAYMENT RULE

INTEGRITY REVIEW PROCESS FLOW CHART



*Player Declaration Reporting documents as defined under Rule 4(a) and 4(b) must be lodged within 7 days of entering the agreement or within 7 days of that Player playing a Match for the Club in that Football Year.

CCSP - PLAYER PAYMENT RULE INTEGRITY REVIEW PROCESS

Purpose and Process

The purpose of this document is to outline the **CCSP - Player Payment Rule Integrity Review Process** (Process) for Metropolitan Leagues and Regions as determined by the **CCSP - Player Payment Rule**.

As best practice, it is preferred that Metropolitan Leagues and Regions conduct their Process on Clubs selected in season (upon referral at the discretion of the Metropolitan League or Region) **commencing effective 14 days post a Club's First Match and concluded by 31 October**.

A **separate** Process will be completed on both competing Grand Final Senior teams, **commencing effective after lodgement of required PPR documents or a date prior as determined by the Metropolitan League or Region**.

Integrity Review Process Obligations

Access will be provided to the **Online Document Portal** to examine and review key documents including:

- Completed Player Declarations
- Completed Non-Declared Player Statements
- Completed Club Player Payments Budget Declaration (includes the completed Player Payments Final Declaration, post the conclusion of their Competition).

The Metropolitan Leagues or Regions may refer to an **Integrity Review** as prescribed under:

- Rule 9(e) states "A Metropolitan League/Region may randomly select Clubs for an integrity review without any allegation of possible breaches of the Player Payments Rules for the purpose of checking for compliance with the Player Payment Rules".
- Rule 9(f) "An integrity review under the Player Payment Rules may be initiated and conducted at any stage during the year".
- Rule 9(g) "A Metropolitan League/Region member Club may lodge a notice in writing with the Metropolitan League/ Region outlining the particulars of an alleged breach in the Player Payment Rule by a Metropolitan League/Region Club or Player".

For the avoidance of doubt, on the basis of allegations into possible breaches of the CCSP - Player Payment Rule, a Metropolitan League or Region may refer a Club directly onto Stage 3: Integrity Review at their discretion.

As prescribed under the CCSP - Player Payment Rule, both competing Grand Final Senior teams will be selected for the Process:

- Rule 9(b) states "The Metropolitan League/Region shall initiate integrity checks into possible breaches of the Player Payment Rules. A Metropolitan League/Region must select both competing Grand Final Senior teams for an integrity review, except where rule 9(c) is applied".

AFL Victoria accredited Integrity Officers will be engaged by the Metropolitan League or Region and therefore, payment of services will be completed by the Metropolitan League or Region (to a maximum of \$600.00 per Integrity Officer Review), unless otherwise agreed to by the Integrity Officer and Metropolitan League or Region that engage the Integrity Officer Services.

CCSP - PLAYER PAYMENT RULE INTEGRITY REVIEW PROCESS

The following document provides Metropolitan Leagues and Regions with a guide to the **CCSP - Player Payment Rule Integrity Review Process** (Process). The document outlines a clear and consistent approach for Metropolitan Leagues or Regions to follow to assist with mitigating potential non-compliance matters as defined under the **CCSP - Player Payment Rule**. As best practice, it is preferred that Metropolitan Leagues or Regions conduct their Process on Clubs in season, **commencing effective 14 days post a Club's First Match and concluded by 31 October**.

A **separate** Process will be completed on both competing Grand Final Senior teams, **commencing effective after lodgement of required PPR documents or a date prior as determined by the Metropolitan League or Region**.

For the avoidance of doubt, on the basis of allegations into possible breaches of the CCSP - Player Payment Rule, a Metropolitan League or Region may refer a Club directly onto Stage 3: Integrity Review at their discretion.

01

STAGE 1: INTEGRITY REVIEW

Stage 1: Integrity Review (Stage 1) on the following **CCSP - Player Payment Rule** documents lodged by the respective Clubs (via the Online Document Portal):

April - June 30 of the Football Year:

- Completed Player Declaration
- Completed Non-declared Player Statement
- Completed Player Payments Budget Declaration.

Post competition completion (or no later than 31 October):

- Player Payments Final Declaration.

Any Clubs that are identified as having any anomalies within the above documentation will be notified and referred directly to **Stage 2: Integrity Review** (Stage 2).

02

STAGE 2: INTEGRITY REVIEW

The Club will be afforded an opportunity to submit any additional supporting information (including documents) to address any anomalies identified during Stage 1, which will take into account any non-compliance matters identified and raised during the course of the process.

If a Club is unable to adequately address the anomalies identified and the Metropolitan League or Region is of the opinion that the information submitted is not satisfactory, at their discretion, may refer the Club directly to **Stage 3: Integrity Review** (Stage 3).

03

STAGE 3: INTEGRITY REVIEW

Subject to evidence obtained through **Stage 1** and **Stage 2**, matters referred to **Stage 3** will be conducted by an AFL Victoria accredited Integrity Officer.

In consultation with the Club, Metropolitan League or Region, an Integrity Officer will undertake an Integrity Officer Review as prescribed under Rule 9 of the CCSP - Player Payment Rule.

Integrity Officers may exercise any of the powers conferred upon them under the CCSP - Player Payment Rule or such other powers conferred upon them or delegated to them by the Metropolitan League or Region.

Integrity Officers may liaise with the relevant Clubs and/or Players directly with full and free access to records to be granted accordingly, consistent with the CCSP - Player Payment Rules.

CCSP - PLAYER PAYMENT RULE INTEGRITY REVIEW PROCESS TEMPLATES

- CCSP - PPR Integrity Review Process (3 Stage Process) Templates:
 - A: Stage 1 - Integrity Compliance Document Check
 - B: Email template: Notice to Club –Stage 1 Outcome Letter (no further action)
 - C: Email template: Notice to Club – Stage 1 Integrity Review Anomalies (referral Stage 2)
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CCSP - PLAYER PAYMENT RULE

CAPS SETTING GUIDE FOR THE FORTHCOMING YEAR

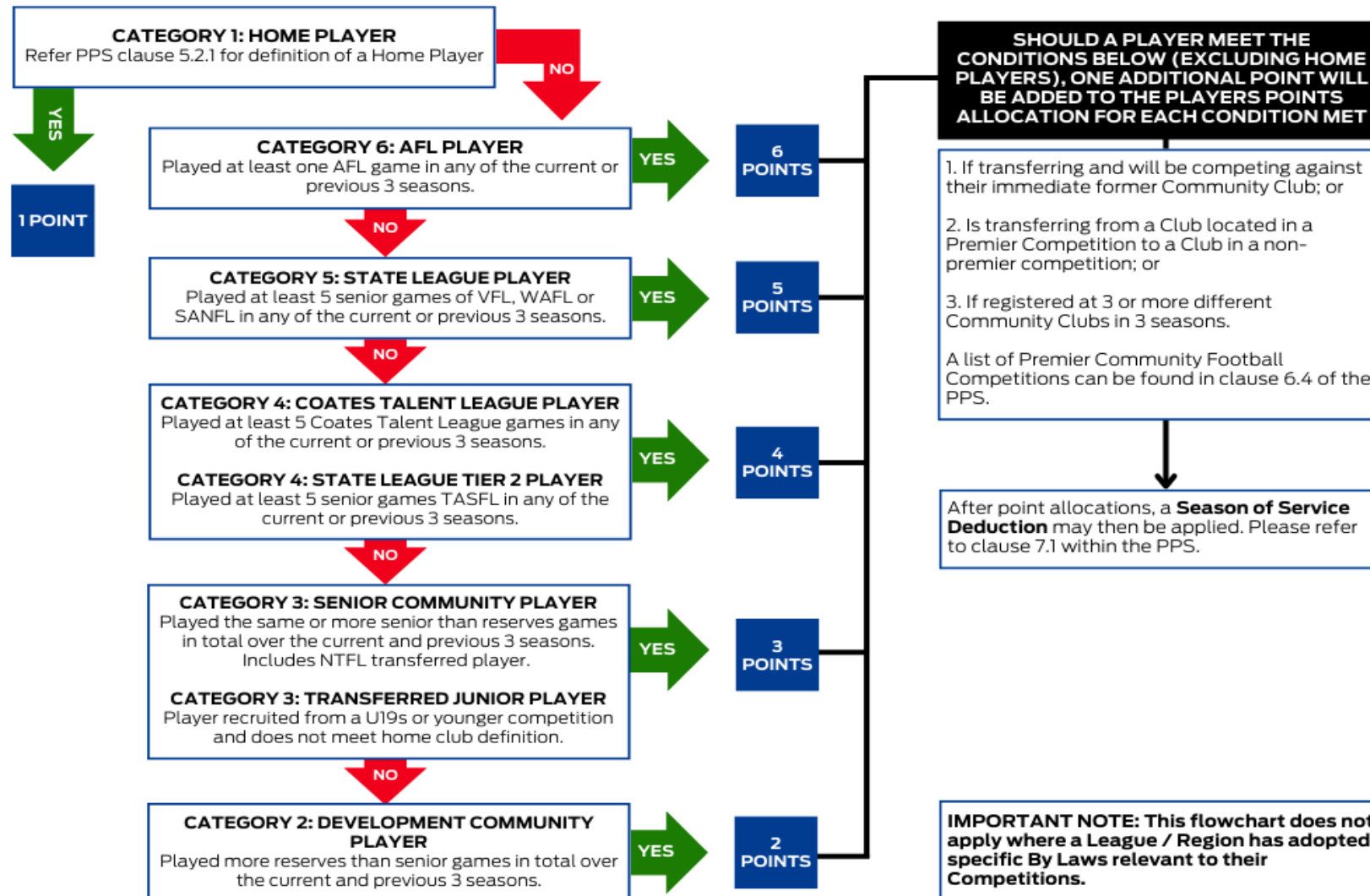
01	JULY	METROPOLITAN LEAGUES AND REGIONS TO CONSULT WITH THEIR STAKEHOLDERS REGARDING ALLOWABLE PLAYER PAYMENT CAPS FOR THE FORTHCOMING FOOTBALL YEAR
02	BY 31 JULY	METROPOLITAN LEAGUES AND REGIONS TO NOTIFY AFL VICTORIA OF PROPOSED ALLOWABLE PLAYER PAYMENT CAPS FOR CALIBRATION
03	EARLY AUGUST	CCSP - ADVISORY PANEL WILL MEET AND REVIEW PROPOSED ALLOWABLE PLAYER PAYMENT CAPS FOR THE FORTHCOMING FOOTBALL YEAR
04	MID AUGUST	THE CCSP - ADVISORY PANEL REPS WILL CONSULT THEIR METROPOLITAN LEAGUES AND REGIONS TO CLARIFY ANY CHANGES AND FINALISE THE ALLOWABLE PLAYER PAYMENT CAPS FOR THE FORTHCOMING FOOTBALL YEAR
05	BY 31 AUGUST	METROPOLITAN LEAGUES AND REGIONS WILL NOTIFY THEIR RESPECTIVE CLUBS OF THE ALLOWABLE PLAYER PAYMENT CAPS FOR THE FORTHCOMING FOOTBALL YEAR
06	POST 31 AUGUST	ALL CLUBS TO MANAGE THEIR ALLOWABLE PLAYER PAYMENT CAPS FOR THE FORTHCOMING FOOTBALL YEAR

Section 2: CCSP – Player Points System Policy Documents

CCSP - PLAYER POINTS SYSTEM POLICY

LEAGUE AND REGION FLOW CHART

To assist in allocating points to players, the flow chart has been developed to assess players based on their playing history prior to registering with their current Community Club.



CCSP - PLAYER POINTS SYSTEM POLICY

PLAYER POINTS CATEGORIES TABLE

Important Note: The following process does not apply where a League / Region has adopted specific By Laws relevant to their competitions.

Category Type	Corresponding Points	Player Category	Definition
Category 6	6 Points	AFL Player	Player at least one AFL game in any of the current or previous 3 seasons.
Category 5	5 Points	State League Tier 1 – VFL, WAFL, SANFL	Player at least 5 senior games of VFL, WAFL or SANFL in any of the current or previous 3 seasons.
Category 4	4 Points	Coates Talent League	Played at least 5 Coates Talent League games in any of the current or previous 3 seasons.
		State League Tier 2 – TASFL	Player at least 5 senior games in any of the current or previous 3 seasons.
Category 3	3 Points	Senior Community Player	Played the same or more senior than reserves games in total over the current and previous 3 seasons. Also includes interstate Community Leagues including NTFL.
		Transferred Junior	Player recruited from an Under 19's or younger Competition and does not meet the <i>Category 1 Home Club</i> definition.
Category 2	2 Points	Development Community Player	Played more reserves games than senior games in total, over the current and previous 3 seasons at Community Football level.
Category 1	1 Point	Home Player	Played 40 or more games over a minimum 3 seasons* (see Player Points System Policy, clause 5.2.1 for 2020 and 2021 seasons) at that Community Club or aligned junior club up to and including Under 17 Competitions.
			Where the Player pathway from junior to senior clubs' football in an area is otherwise restrictive, a Metropolitan League or Regions in country areas have adopted By Law clauses which align specific junior and senior clubs to create player pathway. All By Laws clauses must be approved by AFL Victoria following endorsement by the CCSP Advisory Panel.
			Player who has played a minimum of 5 games in each of the 5 consecutive seasons for the club or the aligned junior up to and including Under 19's.
			Player who has only played at that club or aligned junior club.
			Player who hasn't played competitive Football in the previous 36 months.

Note: for any player that does not meet any of the above categories will need to apply to the affiliated Metropolitan League / Region who will determine the appropriate categories and points.

Additional Penalty Player Point	Additional 1 Point	If transferring from another Community Club and will be competing against their immediate former Club (does not include Category 2 Development Community Player) Metropolitan Leagues and Regions may increase this to an additional 2 penalty points subject to approval of AFL Victoria.
	Additional 1 Point	Is transferring from a Community Club located in a premier competition to a Club in a non-premier competition (does not apply to Category 3 – Transferred Junior Player, Category 5 – State League or Category 4 – Coates Talent League player)
	Additional 1 Point	If registered at 3 or more different Community Clubs in the current or previous 2 seasons. Does not include players moving on permit (e.g., VFL, Coates Talent League, NTFL or Local Interchange Agreement) as detailed in clause 6.4 of the PPS.
	Deduct 1 Point	For each season of service to the Community Club (minimum 5 senior or reserves games per season), even if not in consecutive years, until the player reaches 1 point. Note: if the player is eligible for underage football at that Club, they must play 5 senior games to meet the criteria for a year of service. *See clause 7.1 of the PPS for 2020 and 2021 season.

Note: Metropolitan League and Region may reassess an individual players points classification where it is deemed inappropriate based on playing history.

Note: where a player qualifies in more than one category based on their playing history in the previous 3 seasons, the category with the highest points will apply, hence the use of the flow chart (home players are excluded).

Junior Aligned Club

Definition of Junior aligned Club	<p>Where seniors and juniors exist under the same constitution, or Where there is a memorandum of understanding (MOU) in place between standalone senior and junior Community Clubs that is approved by a Metropolitan League or Region and AFL Victoria</p> <p>Where the player pathway from junior to senior Clubs' football in an area is otherwise restrictive, a Metropolitan League or Regions in country areas have adopted By Law clauses which align specific junior and senior clubs to create a player pathway. All MOU's and By Law clauses must be approved by Metropolitan Leagues or Regions in country areas to ensure appropriate player pathways exist and approved by AFL Victoria following endorsement by the CCSP Advisory Panel.</p>	
Premier Community Competitions* <i>Note: this includes Development Community recruited from these competitions</i>	<ul style="list-style-type: none"> • Ballarat FNL • Bendigo FNL • Eastern FNL Premier Division • Essendon District FL Premier Division • Geelong FNL • Gippsland FL • Goulburn Valley L • Hampden FNL 	<ul style="list-style-type: none"> • Mornington Peninsula FNL Division 1 • Murray FL • Northern FNL Division 1 • Outer East Premier Division • Ovens & Murray FNL • Southern FNL Division 1 • VAFA Premier Division • Western Region FL Division 1

