

Sport, Recreation and Development Fund

Guidelines
(Updated December 2014)

These guidelines apply to all funding applications for events starting on or after date approved by Council (previously amended in May 2011) as approved by the Council of the Western Australian Railways Institute. (The Sport, Recreation and Development Fund which was previously known as the Spirit Fund).

1. NAME

- 1.1 The name of these guidelines is the Western Australian Railways Institute Incorporated -Sport Recreation and Development Fund Guidelines.
- 1.2 In these guidelines, unless the contrary intention appears, "the Fund" refers to the Sport Recreation and Development Fund (SR&D) and "WARI" refer to the Western Australian Railways Institute Incorporated.

2. DEFINITIONS

- 2.1 In these guidelines, unless the contrary intention appears:

(a) The following definitions have the following meanings:

Administrative provisions means the administrative provisions made and amended by the WARI Council from time to time and includes amounts in Schedule A.

ANZRI refers to the Australian and New Zealand Railways Institutes Intersystem Carnivals.

Constitution means the current Constitution of WARI as amended or varied from time to time.

Council means the Western Australian Railways Institute Incorporated duly elected Council.

Eligible Entity means a person, firm or corporation which provides services to the Western Australian Government in relation to the provision, maintenance and operation of railway operations in Western Australia or operates in the railway industry in their own right.

Eligible Participant means a financial General or Retired or Life member of WARI or other eligibility criteria as per Section 6.

Eligible Recipient means that the person who is eligible to receive any payment as per Section 7 of these guidelines.

General Member means a person as defined in the WARI Constitution.

Immediate Family - means any of the following: spouse, ex-spouse, de-facto spouse, child or step-child (whether natural or by adoption), parent, step-parent, grandparent, step-grandparent, uncle, aunt, niece, nephew, brother, sister, step-brother, step-sister or cousin.

Independent Auditor– means a person who is not employee of WARI or not immediate family

Intersystem refers to a sporting competition held against other Australian States and New Zealand railway Institutes.

Intrastate means a sporting competition held within Western Australia with team's representative from areas within Western Australia.

Railways Institutes (RIA) –refers to Railways Institutes in Australia or New Zealand

Retired and Life Members – as defined in the WARI Constitution.

Representative Team means a team that is representing the railway industry and WARI for Intersystem and Intrastate sporting carnivals as per criteria in Section 7.

Reserve Account means a separate account set up to record all financial transactions of the Fund.

Team Member means a person who participates as a player in the sporting carnival.

Supporting Team Member means a person who is not a player in the sporting carnival, but provides management and/or administrative support to the representative team.

Sport, Recreation and Development Fund (known previously as the Spirit Fund) means the Fund purposely created for the purpose of receiving and payment of monies for WARI sporting, recreational and developmental activities.

Touring Party means the total number of persons attending the Intersystem carnival as a team member or supporting team member.

WARI refers to the Western Australian Railways Institute.

(b) A reference to any provision of the WARI Constitution shall be applied.

3. PURPOSE

The Fund was established to create an income stream to provide funding of WARI's sporting, recreational and developmental activities and encourage social interaction between eligible railway employees at Intersystem and Intrastate sporting, recreational and developmental activities. These activities must be endorsed or sponsored by the Council of WARI.

These activities include:

- Participation in the ANZRI Intersystem sporting competitions subject to teams meeting the requirements detailed in Section 7.
- Participation in Intrastate sporting competitions by recognised affiliated sporting bodies.

- Participation of Members dependants by the awarding of annual Young Achiever Awards.
- Any sporting, recreational or developmental activity deemed by the Council of WARI to be in the spirit of the Fund.

The contributions to the above activities will be made from the surplus of the Fund as approved by the Council of WARI in accordance with these guidelines.

4. INCOME ACTIVITIES

Income for the Fund will be received from the contributions of financial members of WARI through the purchase and allocation of a specific weekly raffle number/s.

To encourage members to participate in the Fund, a weekly raffle will be conducted and cash prizes will be awarded. The balance of the income will be utilised to support eligible member activities as determined by the Council of WARI from time to time.

5. TOTAL NUMBER OF PARTICIPANTS

The total amount of the Fund's weekly raffle numbers issued will not exceed 700 numbers. A maximum of two (2) numbers per Member will be allowed.

6. ELIGIBLE PARTICIPANTS

Eligible participants for the Fund weekly raffle shall only be a financial member of WARI and must be over 18 years of age. Employees (and their immediate families) of WARI are ineligible to enter.

7. ELIGIBLE RECIPIENTS OF FUNDS FROM THE FUND (excluding Weekly Raffle)

Contributions from the Fund (excluding Weekly Raffle) are based on the following criteria:

- 7.1 ANZRI or RIA Intersystem or Intrastate Sporting Carnivals funding for individuals and teams is dependent on the Team being representative of the railway industry and endorsed by the Council of WARI.
- 7.2 A representative WARI team means:
 - (a) All players are current financial members of WARI. Spouses can be included under Members financial status but not able for any allocation of funds from the Fund, and;
 - (b) one which is made up of at least 50% General Members, Retired and Life Members and Associate Members, and are all current financial WARI members. Spouses of players can be included without being financial members, however receive no financial contribution from the Fund.

- 7.3 To be eligible for a contribution from the Fund to attend ANZRI or ARI Intersystem or Intrastate Sporting Carnivals, the eligible recipient must have been a financial member for more than two (2) years before the closing date of nominations for the sporting fixture. The team also needs to meet the requirements detailed in Section 7.2.
- 7.4 An eligible recipient is only entitled to receive one payment each two years from the fund and must have been a financial member of WARI for a minimum of two (2) years prior.
- 7.5 Any WARI Member engaged in a non ANZRI, but approved recreational or developmental activity¹ who has been a financial member of the WARI for more than two (2) years prior to the application, is also eligible for a contribution from the Fund.
- 7.6 Recipients of the Young Achievers Awards will be awarded in the following categories:
- a) Young Achiever Award (Senior) – eligibility to young persons aged between 15 and 18 years old with three (3) categories:
 - Sports
 - Academic
 - Arts & Community
 - b) Young Achiever Award (Junior) – eligibility to young persons aged between 10 to 14 years old. Awards may be awarded from any of the above categories.
 - c) Recipients for both Young Achievers (Senior and Junior) must attain the following criteria:
 - Must be a student
 - Must be between 10 and 18 years old before closing date of applications
 - Must be a dependant child of a financial member of WARI
 - Must provide details of sporting, academic and arts/community achievements
 - Must outline their future goals and how funds from the awards will assist to achieve these goals
 - Must be verified by a coach, or physical education teacher, teacher, mentor or administrator of community programs.
- 7.7 Payments payable from the Fund are in accordance with Schedule A of these guidelines.

8. DISTRIBUTION OF FUNDS

The calculation for the distribution of monies from the Fund shall be based on funds being available in the WARI SR&D Fund Reserve Account as approved by the Council of WARI.

¹ An approved activity is any activity approved by the Council of WARI...

9. HOLDING OF MONIES

Monies of the Fund will be held in a general ledger account within the WARI SR&D Reserve Account held by WARI Office Administration.

11.1 The account is not to have a debit balance.

11.2 Each financial year ending June 30 the WARI Treasurer will present a financial report on the Fund transactions for that year.

10. CONTRIBUTIONS AND PRIZES

12.1 Eligible Participants in the Fund shall contribute monies per fortnight as per Schedule A per number through payroll debits or annually.

12.2 The value of prizes may be amended by Council in line with an increase in the number of entrants and contributions. . Refer Schedule A for weekly prize structure of the Fund's weekly raffle.

Schedule A

This is a guide as to the amounts payable from the Fund. The amounts are only to be paid provided sufficient money is held in the SR&D Fund Reserve Account. Council of WARI may vary these amounts through a normal Council meeting resolution of amending Schedule A.

1. Sporting Carnivals, Recreational and Developmental Activities

1.1 Intersystem Sporting Teams ANZRI or RIA representative teams;

- (a) WARI sporting team hosting an ANZRI Intersystem event for a contribution towards the cost of the event of up to \$500.00 per year.
- (b) Financial WARI members of an endorsed representative team may be paid up to \$500.00 per playing member as long as they are eligible under Section 7.3 and are General Member.
- (c) An additional amount up to \$700.00 maximum may be paid to an Intersystem Team or Touring Party for other incidental costs per sporting carnival.
- (d) Contribution of up to \$500.00 towards Playing Shirts for each touring party.

1.2 Intrastate Sporting Teams within Western Australia

An amount up to \$800.00 will be paid towards operating expenses of running an Intrastate WARI sanctioned sporting event.

Home team out of pocket expenses up to \$50.00 per General Member and Supporting Team Member per year.

All monies contributed through the Fund need to be fully accounted for with reconciliation of monies expended. Surplus funds are to be returned to WARI Office Administration.

1.3 Recreational and Developmental Activities

- (a) Funding for any endorsed recreational or developmental activities by WARI shall be determined and approved through a resolution of the Council. Recreational activities in regional areas are to be duly considered for funding through the Fund. This can include children's events or activities for regional areas.
- (b) All monies contributed through the Fund need to be fully accounted for with reconciliation of monies expended. Any surplus funds to be returned to WARI Office Administration.

2 Young Achiever Awards (Senior & Junior)

2.1 Young Achievers Awards funding will be:

- a) Young Achiever (Senior – Age 15-18) one prize of \$1,500 to each of the following categories:
 - Sports
 - Academic
 - Arts & Community

b) Young Achiever Awards (Junior – Age 10-14) three prizes of \$500 to each of the following categories.

- Sports
- Academic
- Arts & Community

2.2 Judges may decide to provide fewer awards than above and their decision is final and no further correspondence will be entered into.

3 Prizes for Weekly Raffle Number Draw

Contributions to SR&D fund will be \$1.50 per week per number or annually \$78. Maximum of 2 numbers allowed and for General Member's payment can be paid through payroll deductions or annual invoice. For other classes of membership annual invoice will be remitted. Increases in cost per week and prize money will be at the discretion of the Council.

Prizes will be awarded after an independent auditor verifying winning number/s

Week One - One prize of \$500 and

Week Two - One prize of \$200, two prizes of \$100 and two prizes of \$50.

Bonus draws or prize draws may be considered based on the balance of funds as approved by a resolution of the WARI Council from time to time

