

# CCSP- Player Payment Rule

Club Management Module

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# Best Practice - Recommendations

## Recommendations:

- Any agreement or arrangement between a Player and a Club to provide playing services should be set out in writing and signed by the both the Player and an authorised representative of the Club.
- Any agreement or arrangement for the provision of playing services by a Player to a Club should be between the Club and the individual Player, rather than a company or trust associated with the Player.
- Any amendments to an agreement or arrangement should be set out in writing and signed by the Player and an authorised representative of the Club.
- Clubs should seek to avoid paying 'sign on' fees or other upfront incentives to a Player.
- All payments to a Player in relation to a particular Season should be paid shortly before, during or shortly after that Season.

Full Detail of Allowable Player Payments Policies available at Play.afl Player Payments website [link](#)

# Document Lodgement Timeframes

## Lodgement of Documents between February and April (annually)

### Player Declarations – Rule 4(a)

- All Player Declarations are to be saved as individual PDF Files within the document portal using the following naming system:
  - **SURNAME FIRSTNAME** (eg, SMITH JOHN)

### Player Payment Budget Declaration – Rule 4(b)

- The Player Payment Budget Declaration template is to be saved as an excel spreadsheet and sorted in alphabetical order starting with each Players SURNAME as detailed within the spreadsheet template.

## Lodgement of Documents between September – October 31<sup>st</sup> (annually)

### Player Payment Final Declaration - Rule 4(c)

- The Player Payment Final Declaration template is to be saved as an excel spreadsheet and sorted in alphabetical order starting with each Players SURNAME as detailed within the spreadsheet template and must include the Total Player Payment schedule (including payments for coaches that play and exemptions where applicable).

# Being Compliant

- Using the correct **Player Declaration Form** template.
- Enter all Declared Players into the **Player Payment Budget** and ensure the amount per game corresponds to the relevant **Player Declaration** amount.
- Ensure the number of games player is equal to the number of players allowed on a timesheet multiplied by the number of rounds (21 players x 18 H&A games = 378 Total games).
- Players not receiving any benefits **MUST** be accounted for within the **Player Payment Budget** Game Tally:
  - 21 players x 18 H&A games = 378 Total games
  - 15 declared players x 18 games = 270 Total game equals
  - Remaining 108 games for players with no benefit **MUST** be identified in budget at \$0.

# Being Compliant (continued)

- Ensure any deductions applied are permissible deductions (Coaching / 8 d rulings) – seek advice when in doubt noting:
  - There is no loophole for multiple coaching arrangements
  - Assistant coaches are not entitled to any deductions
- When in doubt of what should be included or excluded as an exemption, seek advice or seek a ruling in advance under clause 8(d) from the relevant governing body (i.e., Metropolitan League or Country Region).
- Clubs may engage additional players who, where receiving a benefit, **MUST** sign a **Player Declaration** and it **MUST** be lodged in the AFL Document Portal within 14 days of their first game.
- **Player Declaration** amounts **MUST** correlate exactly to the **Player Payment Budget** amounts.
- The **Player Payment Budget** must include the gross amount of Player Payments received ie amount per game earned.

## Being Compliant (continued)

- Club related expenses for the player **MUST** be included in calculations of the Total Player Payments and recorded on the **Player Payment Budget** template, including:
  - Memberships, Function costs, Annual Subs, Apparel etc are considered a benefit to the player and **MUST** be included within the Total Player Payment Calculations.
- **Lodge all Player Declarations and Player Payment Budget within 14 days of first scheduled game within the AFL Document Portal.**
- **Lodge the final Player Payment Budget by 31 October with the AFL Document Portal.**
- **When in doubt of what should be included or excluded on the Player Payment Budget, seek advice or seek a ruling in advance under clause 8(d) from relevant governing body.**

# Player Declaration

**Standard Player Declaration**

This Standard Player Declaration is established under Section 5 of the National Community Football Policy Handbook ('the Handbook'). It is to be used where a Club and Player wish to, or are required to, enter into an arrangement in relation to the Player's participation at the Club. A Club must provide a copy of each Player's current Standard Player Declaration upon request by a State Football Body.

**PART A NAME, CLUB & LEAGUE**

This Declaration is made by: \_\_\_\_\_ ('the Player')

Of: \_\_\_\_\_ Football Club ('the Club')

An affiliated club of the: \_\_\_\_\_ Football League ('the League')

Affiliated with: \_\_\_\_\_ ('State Football Body')

**PART B VALIDITY PERIOD**

Valid until (date): \_\_\_\_\_

**PART C PLAYER PAYMENTS (strike through where not applicable)**

Per senior match won: \$ \_\_\_\_\_ Per senior match lost or drawn: \$ \_\_\_\_\_

Per non-senior match won: \$ \_\_\_\_\_ Per non-senior match lost or drawn: \$ \_\_\_\_\_

Incentives: \$ \_\_\_\_\_ for \_\_\_\_\_

Coaching (if applicable): \$ \_\_\_\_\_ for \_\_\_\_\_

Accommodation Payment: \$ \_\_\_\_\_ Transportation Payment: \$ \_\_\_\_\_

Other payments: \$ \_\_\_\_\_ for \_\_\_\_\_

Deductions from match pay: \_\_\_\_\_ Annual subs: \$ \_\_\_\_\_ Social functions: \$ \_\_\_\_\_

Club property: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Date for Payment: Weekly: ☐ Monthly: ☐ Other (describe): \_\_\_\_\_

**PART D ACKNOWLEDGEMENTS (strike through where not applicable)**

Note: It is the responsibility of the Player to satisfy themselves that these acknowledgements are true and correct. Players are encouraged to obtain their own tax advice in respect of the payments they receive in connection with AFL football.

I volunteer in the football and other Club activities as a hobby or pastime: ☐

Any services I provide to the Club are provided as a hobby or pastime: ☐

I do not rely on the above payments (if applicable) for my regular personal income: ☐

I have (if applicable) submitted a 'statement by a supplier' to the Club (available at <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>): ☐

**PART E SIGNED**

By signing this Declaration, the Player and Club confirm they will comply with all applicable rules, regulations and policies including this Handbook and applicable State Football Body rules and regulations.

By the Player: \_\_\_\_\_ Date: \_\_\_\_\_

If the Player is under the age of 18:

By parent or legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_

For the Club: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Club: President: ☐ Secretary: ☐ Treasurer: ☐ For: \_\_\_\_\_

## Standard Player Declaration

This *Standard Player Declaration* is established under Section 5 of the *National Community Football Policy Handbook* ('the Handbook'). It is to be used where a *Club* and *Player* wish to, or are required to, enter into an arrangement in relation to the *Player's* participation at the *Club*. A Club must provide a copy of each *Player's* current *Standard Player Declaration* upon request by a *State Football Body*.

### PART A NAME, CLUB & LEAGUE

This Declaration is made by: \_\_\_\_\_ ('the Player')

Of: \_\_\_\_\_ Football Club ('the Club')

An affiliated club of the: \_\_\_\_\_ Football League ('the League')

Affiliated with: \_\_\_\_\_ ('State Football Body')

### PART B VALIDITY PERIOD

Valid until (date): \_\_\_\_\_

### PART C PLAYER PAYMENTS (strike through where not applicable)

Per senior match won:	\$ _____	Per senior match lost or drawn:	\$ _____
Per non-senior match won:	\$ _____	Per non-senior match lost or drawn:	\$ _____
Incentives:	\$ _____	for	_____
Coaching (if applicable):	\$ _____	for	_____
Accommodation Payment:	\$ _____	Transportation Payment:	\$ _____
Other payments:	\$ _____	for	_____
Deductions from match pay:	Annual subs: \$ _____	Social functions:	\$ _____
	Club property: \$ _____	Other:	\$ _____
Date for Payment:	Weekly: <input type="checkbox"/> Monthly: <input type="checkbox"/> Other (describe):	_____	



# Player Declaration (continued)

**Standard Player Declaration**

This Standard Player Declaration is established under Section 5 of the National Community Football Policy Handbook ('the Handbook'). It is to be used where a Club and Player wish to, or are required to, enter into an arrangement in relation to the Player's participation at the Club. A Club must provide a copy of each Player's current Standard Player Declaration upon request by a State Football Body.

**PART A NAME, CLUB & LEAGUE**

This Declaration is made by: \_\_\_\_\_ (The Player)  
 Of: \_\_\_\_\_ Football Club ('the Club')  
 An affiliated club of the: \_\_\_\_\_ Football League ('the League')  
 Affiliated with: \_\_\_\_\_ ('State Football Body')

**PART B VALIDITY PERIOD**

Valid until (date): \_\_\_\_\_

**PART C PLAYER PAYMENTS (strike through where not applicable)**

Per senior match won: \$ \_\_\_\_\_  
 Per non-senior match won: \$ \_\_\_\_\_  
 Incentives: \$ \_\_\_\_\_  
 Coaching (if applicable): \$ \_\_\_\_\_  
 Accommodation Payment: \$ \_\_\_\_\_  
 Other payments: \$ \_\_\_\_\_  
 Deductions from match pay: \$ \_\_\_\_\_  
 Date for Payment: Weekly: ☐ Monthly: ☐ Other (describe): \_\_\_\_\_

**PART D ACKNOWLEDGEMENTS (strike through where not applicable)**

**Note:** It is the responsibility of the Player to satisfy themselves that these acknowledgements are true and correct. Players are encouraged to obtain their own tax advice in respect of the payments they receive in connection with AFL football.

I volunteer in the football and other Club activities as a hobby or pastime: ☐  
 Any services I provide to the Club are provided as a hobby or pastime: ☐  
 I do not rely on the above payments (if applicable) for my regular personal income: ☐  
 I have (if applicable) submitted a 'statement by a supplier' to the Club (available at <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>): ☐

**PART E SIGNED**

By signing this Declaration, the Player and Club confirm they will comply with all applicable rules, regulations and policies including this Handbook and applicable State Football Body rules and regulations.

By the Player: \_\_\_\_\_ Date: \_\_\_\_\_

**If the Player is under the age of 18**

By parent or legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_

For the Club: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Club: President: ☐ Secretary: ☐ Treasurer: ☐ Football Manager: ☐

## PART D ACKNOWLEDGEMENTS (strike through where not applicable)

**Note:** It is the responsibility of the Player to satisfy themselves that these acknowledgements are true and correct. Players are encouraged to obtain their own tax advice in respect of the payments they receive in connection with AFL football.

I volunteer in the football and other Club activities as a hobby or pastime:	<input type="checkbox"/>
Any services I provide to the Club are provided as a hobby or pastime:	<input type="checkbox"/>
I do not rely on the above payments (if applicable) for my regular personal income:	<input type="checkbox"/>
I have (if applicable) submitted a 'statement by a supplier' to the Club (available at <a href="https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/">https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/</a> ):	<input type="checkbox"/>

## PART E SIGNED

By signing this Declaration, the Player and Club confirm they will comply with all applicable rules, regulations and policies including this Handbook and applicable State Football Body rules and regulations.

By the Player:	Date:
<b>If the Player is under the age of 18</b>	
By parent or legal guardian:	Date:
For the Club:	Date:
Position in Club:	President: <input type="checkbox"/> Secretary: <input type="checkbox"/> Treasurer: <input type="checkbox"/> Football Manager: <input type="checkbox"/>

# Alternate Player Declaration 2025 season only

**STANDARD PLAYER DECLARATION (Rule 4(a))**

**NAME, CLUB AND LEAGUE**  
This Declaration is made by: ..... ('the Player')  
Of: ..... Football Club ('the Club')  
An affiliated club of the: ..... Football Netball League ('the League')  
Affiliated with: ..... ('State Football Body')

**VALIDITY PERIOD**  
Valid until: ...../...../.....  
For Home and Away matches (strike through where not applicable)  
\$ ..... Per senior match lost or drawn: \$ .....  
\$ ..... Per non-senior match lost or drawn: \$ .....  
Annual subs: \$ ..... Detail: .....  
Social functions: \$ ..... Detail: .....  
Club property: \$ ..... Detail: .....  
Other: \$ ..... for ..... Detail: .....  
\$ ..... for .....  
☐ Weekly ☐ Monthly ☐ Other (describe): .....

**PLAYER PAYMENTS**  
Per senior match won: .....  
Per non-senior match won: .....  
Incentives: .....  
Deductions from match pay: .....

**COACHING (if applicable):**  
Other payments: .....

**DATE FOR PAYMENT**  
☐ I volunteer in the football and other Club activities as a hobby or pastime.  
☐ Any services I provide to the Club are provided as a hobby or pastime.  
☐ I do not rely on the above payments (if applicable) for my regular personal income.  
☐ I have (if applicable) submitted a 'statement by a supplier' to the Club  
Available at <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

(Note: It is the responsibility of the Player to satisfy themselves that the above acknowledgements are true and correct. Players are encouraged to obtain their own tax advice in respect of the payments they receive in connection with AFL football).

By signing this Declaration, Player and Club confirm they will comply with all applicable rules, regulations and policies including the National Player Transfer Regulations, National Deregistration Policy and applicable State Football Body rules.

**SIGNED** By the Player: ..... Date: ...../...../.....  
(where Player is under 18 years of age)  
By parent or legal guardian: ..... Date: ...../...../.....  
For the Club: .....  
Position: President | Secretary | Treasurer | Football Manager (delete inapplicable titles)

## STANDARD PLAYER DECLARATION (Rule 4(a))

### NAME, CLUB AND LEAGUE

This Declaration is made by: .....

Of: .....

An affiliated club of the: .....

Affiliated with: .....

..... ('the Player')

..... Football Club ('the Club')

..... Football Netball League ('the League')

..... ('State Football Body')

### VALIDITY PERIOD

Valid until: ...../...../.....

### PLAYER PAYMENTS

For Home and Away matches (strike through where not applicable)

Per senior match won: \$ ..... Per senior match lost or drawn: \$ .....

Per non-senior match won: \$ ..... Per non-senior match lost or drawn: \$ .....

Incentives: \$ ..... for .....

Deductions from match pay: Annual subs: \$ ..... Detail: .....

Social functions: \$ ..... Detail: .....

Club property: \$ ..... Detail: .....

Other: \$ ..... Detail: .....

Coaching (if applicable): \$ ..... for .....

Other payments: \$ ..... for .....

### DATE FOR PAYMENT

☐ Weekly ☐ Monthly ☐ Other (describe): .....

### ACKNOWLEDGEMENTS

(strike through where not applicable)

# Player Payment Budget / Final Club Declaration

## 20xx PLAYER PAYMENTS - BUDGET / FINAL DECLARATION

PLAYERS - WITH A DECLARATION									
SENIORS						NON SENIOR			TOTAL MATCH PAYMENTS \$
	Surname	First name	No. Of Games	Rate \$	Amount \$	No. Of Games	Rate \$	Amount \$	
1					\$0			\$0	\$0
2					\$0			\$0	\$0
3					\$0			\$0	\$0
4					\$0			\$0	\$0
5					\$0			\$0	\$0
6					\$0			\$0	\$0
7					\$0			\$0	\$0
8					\$0			\$0	\$0
9					\$0			\$0	\$0
10					\$0			\$0	\$0
11					\$0			\$0	\$0
12					\$0			\$0	\$0
13					\$0			\$0	\$0
14					\$0			\$0	\$0
15					\$0			\$0	\$0
16					\$0			\$0	\$0
17					\$0			\$0	\$0
18					\$0			\$0	\$0
19					\$0			\$0	\$0
20					\$0			\$0	\$0
21					\$0			\$0	\$0
22					\$0			\$0	\$0
23					\$0			\$0	\$0
24					\$0			\$0	\$0
25					\$0			\$0	\$0

# Player Payment Budget / Final Club Declaration (cont.)

**PLAYERS THAT PLAY A SENIOR MATCH  
(NOT RESERVES) BUT DO NOT RECEIVE  
ANY PAYMENT**

## SENIORS

	Surname	First name	No. Of Games	Rate \$	Amount \$
1					\$0
2					\$0
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0

Equal to number of Senior rounds played x  
players per Senior team (e.g.18 rounds x  
21 players = 378 games)

**0**

**MATCH AWARDS - DETAIL THE TOTAL OF ALL CASH AWARDS AND ANY NON CASH AWARDS THAT EXCEED \$300 PER WEEK FOR ENTIRE CLUB OR  
\$100 PER WEEK PER PLAYER**

SENIORS				NON SENIOR			
	No. Of Games	Rate \$	Amount \$	No. Of Games	Rate \$	Amount \$	TOTAL \$
Cash			\$0			\$0	\$0
Non Cash			\$0			\$0	\$0

# Player Payment Budget / Final Club Declaration (cont.)

OTHER PLAYER PAYMENTS				
	Surname	First Name	Detail of other Player Payments (e.g. incentives for best and fairest)	AMOUNT \$
1				\$0
2				\$0
3				\$0
4				\$0
5				\$0

Any other payments to a Player (or their Associates) in respect of coaching, employment, provision of services or otherwise.				
	Surname	First Name	Detail of Arrangements	AMOUNT \$
1				\$0
2				\$0
3				\$0
4				\$0
5				\$0

Detail of arrangements to be attached as necessary and consistent with Rule 4 (c)(i)(C) and Rule 4(d)(i)(D)

EXEMPT PAYMENTS TO PLAYERS - APPROVED UNDER AN 8(d) RULING OR COACH EXEMPTIONS DETAILED IN THE PLAYER PAYMENT GUIDELINES				
	Surname	First Name	Detail of Arrangements	AMOUNT \$
1				\$0
2				\$0
3				\$0
4				\$0
5				\$0

Detail of arrangements to be attached as necessary and consistent with Rule 4 (c)(i)(C) and Rule 4(d)(i)(D)

# Player Payment Budget / Final Club Declaration (cont.)

TOTAL PLAYER PAYMENTS
\$0
TOTAL EXEMPT PAYMENTS
\$0
FINAL APP VALUE
\$0

Notes:

1. Where a Player may be on a different rate for win/loss, please enter that Player's details on separate lines.
2. A Club should detail all Player Payments, and detail if they believe that any exemptions apply under the Guidelines or any rulings under Rule 8.

We hereby verify that this is an accurate summary of the Budget / Final Declaration (delete as relevant) of Player Payments given or applied by a Club or Associate of the Club in the Season in respect of Players of the Club and Associates of the Players.

\_\_\_\_\_/\_\_\_\_\_/20  
\_\_\_\_\_/\_\_\_\_\_/20

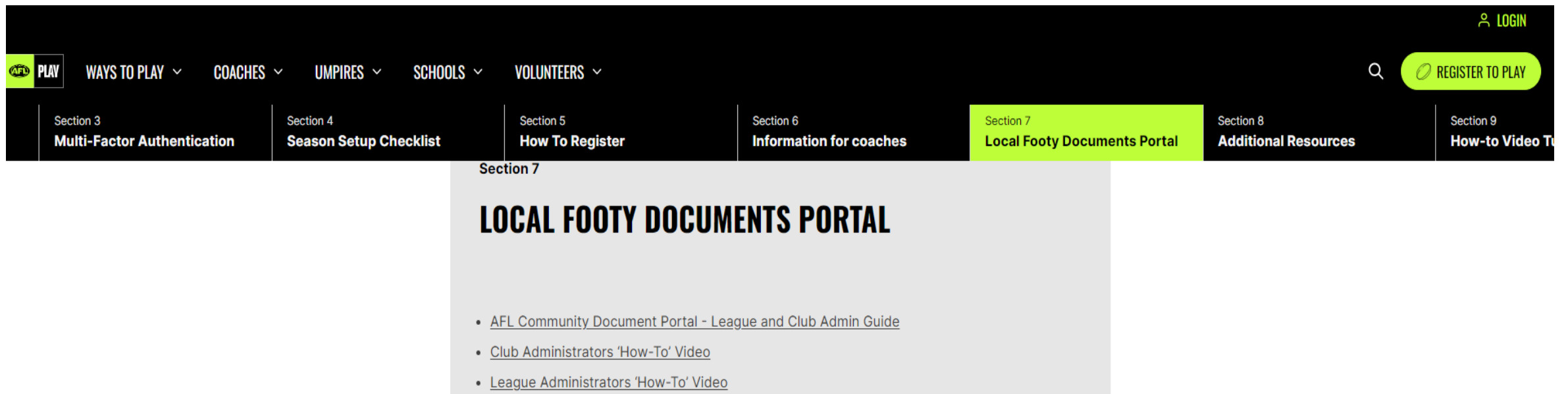
President  
Manager (delete as relevant)

Secretary/ Treasurer / Football

# Lodging of Documents – PlayHQ & AFL Document Portal

A [Community Football Documents Portal](#) has been developed for League and Club Administrators to store their respective Clubs Allowable Player Payment documents.

Only people who have been provided access to the portal at Metropolitan League or Country Region level (and who have a current PlayHQ account) will be able to access the AFL Document Portal.



The screenshot displays the AFL PlayHQ website interface. The top navigation bar includes the AFL PLAY logo, a search icon, and a 'REGISTER TO PLAY' button. Below this, a horizontal menu lists various sections: Section 3 (Multi-Factor Authentication), Section 4 (Season Setup Checklist), Section 5 (How To Register), Section 6 (Information for coaches), Section 7 (Local Footy Documents Portal), Section 8 (Additional Resources), and Section 9 (How-to Video T). Section 7 is highlighted in blue. Below the menu, the 'LOCAL FOOTY DOCUMENTS PORTAL' section is expanded, showing a list of links:

- [AFL Community Document Portal - League and Club Admin Guide](#)
- [Club Administrators 'How-To' Video](#)
- [League Administrators 'How-To' Video](#)

# Access – PlayHQ and AFL Document Portal

To gain access to the PlayHQ or the AFL Document Portal, Clubs should contact their Metropolitan League or Country Region representatives.

## Links:

- PlayHQ – [PlayHQ](#)
- AFL Document Portal - <https://cfdp.web.afl.com.au/Login>
- Resources - <https://play.afl/learning-resource/playhq#article-7>



# CCSP – Player Payment Rule

## **The CCSP – Player Payment Rule (PPR) Integrity Program aims to:**

- Support Community Clubs, Metropolitan Leagues and Country 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 lodgment 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.
- Provide governing bodies with learnings on how and where the development of the CCSP can be enhanced.

# CCSP – Player Payment Rule Integrity Program

## **Learnings from 2023 and 2024 Grand Final Reviews:**

- Increased compliance checking required at Metropolitan League and Country Region Level to mitigate risks to Clubs of being in breach of the PPR.
- Ongoing education required to ensure clubs are compliant with the Allowable Player Payments.
- Early detection of omissions or errors provides opportunity for corrective action and minimise risk of breaches identified after a season.
- Reoccurring management issues for Club volunteers which are not necessarily identified during local governing body reviews.
- Creative coaching arrangements do not create loopholes, and this scenario caused many issues (e.g. incorrect exemptions added to reduce overall final Player Payments to meet Allowable Player Payment caps).

# CCSP – Player Payment Rule Integrity Program

## Practices and Protocols:

- Training and education to be made available to all Clubs during the preseason.
- **Aspirational, by July 30<sup>th</sup>, every club to be reviewed for PPR Compliant as per lodgment requirements.**
- Monitoring to be undertaken by Metropolitan Leagues and Country Regions or AFL Victoria\*
- Monitoring to be undertaken between April and July 30<sup>th</sup> annually.

## Grand Final

- All Grand Finalists be reviewed under agreement by AFL Victoria, on behalf of Metropolitan Leagues and Country Regions, by December 15<sup>th</sup> annually.

*\*AFL Victoria shall offer a fee for service to Metropolitan Leagues and Country Regions to conduct Compliance Review by agreement.*

# Club Questions?



Contact AFL Central Victoria