

MEMO 19 - 25

To: Queensland Clubs
From: Football Queensland
Subject: FairPlay Voucher Redemption Process
Date: May 26, 2025

Dear Clubs

Football Queensland would like to remind all clubs of the redemption requirements for Queensland Government FairPlay vouchers in line with the upcoming deadlines in June.

All Round 11 FairPlay vouchers must be **presented to the activity provider (the club)** by the participant by next Friday, 6 June as per the Queensland Government's program dates.

Clubs are then required to **redeem all vouchers within the Queensland Government portal** by Friday, 13 June.

[More information on the redemption process within the Queensland Government portal is available here.](#)

Clubs are also required to **redeem all FairPlay vouchers in Squadi** by Friday, 20 June to ensure the registration status of each participant is finalised and clubs are not in breach of Football Australia's National Registration, Status and Transfer Regulations.

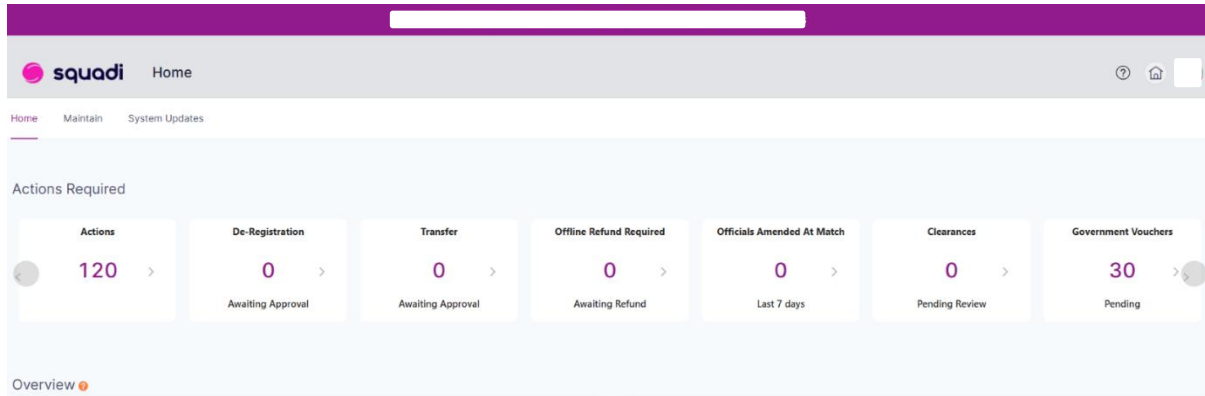
FairPlay Voucher Redemption Deadlines

Friday, 6 June	All FairPlay vouchers to be presented to activity provider by participants
Friday, 13 June	All FairPlay vouchers to be redeemed by activity provider in Queensland Government portal
Friday, 20 June	All FairPlay vouchers to be redeemed in Squadi

Further information on the process for marking FairPlay government voucher as redeemed within Squadi is available on the following page.

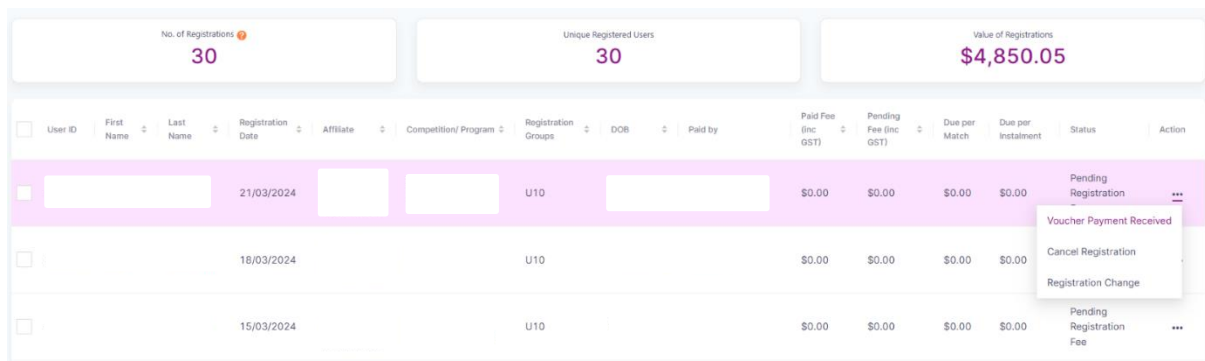
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On each club's home dashboard, Government Vouchers appears on the right under Actions Required as shown:



The screenshot shows the SQUADI Home dashboard. Under the 'Actions Required' section, there are seven cards: Actions (120), De-Registration (0), Transfer (0), Offline Refund Required (0), Officials Amended At Match (0), Clearances (0), and Government Vouchers (30). The Government Vouchers card is highlighted and shows 'Pending' status.

By clicking on the right arrow, the club will reach the list of players whose vouchers have yet to be redeemed within the system. Clubs then need to hover over the 3 dots in the action column and click on "Voucher Payment Received" for each player.



The screenshot shows a table of player registrations. The first row is highlighted in pink, and a dropdown menu is open for its 'Action' column, showing 'Voucher Payment Received' as the selected option.

No. of Registrations			Unique Registered Users			Value of Registrations								
30			30			\$4,850.05								
User ID	First Name	Last Name	Registration Date	Affiliate	Competition/ Program	Registration Groups	DOB	Paid by	Paid Fee (inc GST)	Pending Fee (inc GST)	Due per Match	Due per Instalment	Status	Action
			21/03/2024			U10			\$0.00	\$0.00	\$0.00	\$0.00	Pending Registration	<ul style="list-style-type: none"> Voucher Payment Received Cancel Registration Registration Change
			18/03/2024			U10			\$0.00	\$0.00	\$0.00	\$0.00	Pending Registration Fee	
			15/03/2024			U10			\$0.00	\$0.00	\$0.00	\$0.00	Pending Registration Fee	

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The final step is to click "Save" to confirm the payment has been received from the state government:

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Confirm Payment Received ✕

Name:
DOB:
Voucher Type: Queensland Fair Play
Code:
Amount applied to registration: \$200.00
Amount to disburse: \$200.00
Amount received:

End.