

## MEMO 58 - 25

**To:** Queensland Clubs  
**From:** Football Queensland  
**Subject:** Redemption of Government Vouchers in Squadi  
**Date:** December 11, 2025

---

Dear Clubs

As preparations continue for the 2026 season, Football Queensland wishes to provide clubs with an update on the redemption of government vouchers in Squadi.

Currently, the registration status of participants with Queensland Government vouchers (FairPlay or PlayOn) not redeemed within Squadi remains as 'pending'. It is crucial that the registration of these participants is finalised as soon as possible through the redemption of vouchers in Squadi to ensure clubs are not in breach of Football Australia's National Registration, Status and Transfer Regulations, and ensure insurance coverage is secured for all 2025 participants.

To finalise these registrations before the new season commences, every club is required to mark all 2025 Queensland Government vouchers as redeemed within Squadi by **no later than next Friday, 19 December** for all existing registered participants.

Clubs are advised that where Queensland Government vouchers have been applied to FQ governing body registration or venue fees, the redemption of vouchers in Squadi will trigger the transfer of outstanding amounts to FQ from the club's Stripe account.

Clubs will be responsible for unpaid governing body fees after Friday, 19 December 2025, including where players/parents have failed to present their vouchers for redemption.

At the commencement of the 2026 season, clubs should ensure players have provided their government vouchers for redemption prior to their participation in football activities.

READ OVER



The process to mark Queensland Government vouchers as redeemed within Squadi is as follows:

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

The screenshot shows the Squadi home dashboard with a purple header. Below the header, the word 'squadi' is followed by 'Home'. Under 'Actions Required', there are seven categories: Actions (120), De-Registration (0), Transfer (0), Offline Refund Required (0), Officials Amended At Match (0), Clearances (0), and Government Vouchers (30). Each category has a left arrow, a right arrow, and a status indicator below it. The 'Government Vouchers' category has a right arrow with a tooltip 'Pending'.

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.

No. of Registrations	30	Unique Registered Users	30	Value of Registrations	\$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	...
			18/03/2024			U10			\$0.00	\$0.00	\$0.00	\$0.00	Cancel Registration	Registration Change
			15/03/2024			U10			\$0.00	\$0.00	\$0.00	\$0.00	Pending Registration Fee	...

READ OVER

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

30

Confirm Payment Received X

**Name:**

**DOB:**

**Voucher Type:** Queensland Fair Play

**Code:**

**Amount applied to registration:** \$200.00

**Amount to disburse:** \$200.00

**Amount received:**

Cancel Save

End.