FOOTBALL
QUEENSLAND

SANCTIONING POLICY

Version Control

Date	Version	Details	Author
31st October 2024	2025.01	Annual Review	FQ Customer Service Unit
31st October 2025	2026.02	Annual Review	FQ Customer Service Unit
31st October 2026	2027.01	Annual Review	FQ Customer Service Unit

Approval

Delegation required for approval: Chief Executive Officer

Approving Officer

Name: Robert Cavallucci

Position: Chief Executive Officer

Dated: 29/10/2026

Term of Policy: Ongoing – replacing all previous versions

1. PURPOSE

This policy provides clarity, support and guidance to Football Queensland (FQ) affiliated Football and Futsal Clubs and organisations hosting or participating in events, programs and activities outside their regular FQ season fixtured by Football Queensland.

Sanctioning supports club and participant risk management, insurance assessment, compliance with state and national regulations, duty of care, referee arrangements, football governance and administration. It allows FQ to assess the activity and manage its insurance exposure.

Football Queensland insurance only applies to football, futsal and events sanctioned by Football Queensland, subject to the terms of the relevant policies and in accordance with Football Queensland affiliation agreements, all participants at affiliated clubs may only participate in sanctioned football and futsal activities.

The intent of this policy is to ensure events or programs hosted by FQ affiliated clubs and organisations adhere to the terms of their affiliation policies and licences and can be covered by the scope of the FQ insurance policies, and to assess the risk and football management of such events.

Sanctioning is mandatory and is an obligation of affiliation with Football Queensland. Clubs must obtain written FQ approval before conducting or participating in any activity requiring sanctioning.



2. SCOPE

For this policy, the regular football or futsal season comprises FQ approved competition training and fixtured games. These activities are sanctioned through the relevant competition and do not require a separate sanction application.

All activities outside this defined scope require prior written sanctioning, including additional activities held during the regular season. Clubs **must not** commence or participate in these activities without approval.

This policy covers all forms of events including, but not limited to, activities such as:

Football Programs and Events

- In-House U5–U8 MiniRoos Competitions
- Play On - Small Form Factor and Modified Football
- Club-Based Programs
- Carnivals and Tournaments
- Holiday Clinics and Camps

Preseason and One-Off In-Season Matches

Travel and External Participation

Community, Club and Other Football Activities

3. BENEFITS OF GAINING SANCTIONING APPROVAL

a) Compliance with national regulations and constitutional obligations
b) Compliance with FQ club licencing and FQ affiliation agreements
c) Public liability insurance cover (subject to policy terms) required by LGA
d) Appropriate participant, referee and volunteer insurance (subject to policy terms)
e) Access to FQ Referees (subject to availability)
f) Club Directors/Management insurance
g) Risk considerations; and
h) Member Protection and Child Protection support and information

4. AIM OF SANCTIONING

Eligible FQ stakeholders that seek endorsement to conduct an approved Football Queensland event are required to complete the online application forms and provide supporting documents.

Eligible stakeholders include:

- FQ affiliated Football Clubs and/or organisations
- FQ affiliated Futsal Clubs and Competition Managers

Sanctioned events that attract fees do so for the purpose of covering administrative costs and additional insurance risk that is beyond normal standard football and futsal activity (i.e., regular week to week club competition). For commercial sanctioning, the use of the official comprehensive insurance coverage and brand intellectual property (IP) also contributes a re-investment back into the game.

Sanctioning operates on a user-pays principle, ensuring that any increases in public liability or public indemnity insurance premiums resulting from additional activity are borne by those hosting the events, rather than being distributed across all Queensland participants.

5. ELIGIBLE PARTICIPANTS

Entry into a sanctioned event is limited to eligible participants listed below:

- Teams from FQ affiliated clubs comprised of FQ/FA registered players
- Affiliated teams of other FA Member Federations
- All participants including but not limited to players, team officials, referees and volunteers that are current fully registered 'active' participants on the official FA PlayFootball Registration System, as well as being 'active' in FQ's Squadi platform; and
- All FA registered participants from outside FQ must have approval from the FA State Member Federation.

Individuals who do not hold an active FA registration and FQ enrolment may register specifically to participate in a sanctioned event, without needing to join an affiliated club or enter a regular competition. They must complete the FA registration and FQ enrolment and pay the applicable event or program fee before participating.

This pathway applies to individual participants only and does not alter club affiliation requirements or permit participation in unsanctioned activities.

6. MANDATORY COMPLIANCE AND ENFORCEMENT

Affiliation Obligations

Compliance with this policy is mandatory and forms part of each club's affiliation obligations. Clubs must obtain required sanctioning approval and ensure their officials, organisers and engaged providers comply. Delegating an activity does not remove the club's responsibility.

Breaches and Required Action

Conducting or participating in unsanctioned activities, breaching approval conditions, withholding required information or failing to meet enrolment or payment requirements constitutes non-compliance. FQ will actively enforce these obligations in 2027 and subsequent seasons. Clubs must cooperate with compliance enquiries and comply with authorised directions to cease activities or remedy breaches. Previous inaction does not constitute approval or waive these obligations.

Financial Liability and Invoicing

Clubs are responsible for all applicable fees and charges, including where activities were not sanctioned or fees were not collected from participants. FQ will work with clubs to clarify and resolve any errors or outstanding amounts and may invoice and recover amounts payable under the applicable rules and affiliation terms.

Payment does not retrospectively sanction an activity, establish insurance cover or prevent FQ from taking further action where appropriate. Any outstanding amounts remain payable after affiliation ends.

Consequences of Non-Compliance

Subject to applicable rules and affiliation terms, FQ may withdraw sanctioning approval, direct activities to cease, notify affected parties, impose or seek disciplinary sanctions, recover unpaid charges, refuse future approvals, restrict competition participation, or terminate or decline renewal of affiliation.

Action will follow applicable notice, remedy, hearing and review requirements. Serious, deliberate or repeated breaches may attract stronger action. Clubs must not assume a warning will precede enforcement.

7. POLICY DOCUMENTS

In addition to complying with relevant FQ rules and regulations, all organisers should be aware of the:

- FQ Club Affiliation Policy and Agreement
- FQ Disciplinary Regulations
- Football Queensland Heat Policy
- Football Queensland Lightning Policy
- FA National Member Protection Policy
- Code of Conduct

Furthermore, as part of this Sanctioning Policy, clubs and participants are to ensure that they are compliant with the National Registration Status and Transfer Regulations (NRSTR).

These policies can be found on the FQ website

8. MEMBER PROTECTION

Football Australia and Football Queensland have a duty of care to all individuals and organisations involved in football and to those covered by the National Member Protection Policy. In accordance with this policy, Football Queensland must inquire into the background of any person undertaking work, coaching, or regular unsupervised contact with individuals under the age of 18.

All coaches, managers, referees and any other persons whether in a paid or voluntary capacity who work or volunteer with children under 18 years of age (who are not exempt) must apply for a Working with Children (WWC) Check and provide current information to the club, association or organisation to which they are registered.

Only team officials who have provided a valid WWC number or exemption card relevant to their volunteer or paid role are permitted to work or volunteer with children under 18 years of age.

Individuals under the age of 18, should refer to the relevant Queensland Government WWC legislation for information regarding eligibility and exemptions.

9. CONSULTATION OR ADVICE

This Sanctioning Policy has been developed to provide guidance to FQ Members and staff regarding the sanctioning process. Members or staff who are uncertain about their rights, responsibilities, or actions should seek clarification by contacting Football Queensland.

10. DEFINITIONS AND INTERPRETATION

The terms Sanction and Sanctioning mean written authorisation issued by Football Queensland to applicants to conduct an event that aligns with the philosophies and principles of the National Curriculum and the guidelines outlined in this policy.

11. SANCTION TYPES AND CHARGES

FOOTBALL PROGRAMS AND EVENTS

In-House U5–U8 MiniRoos Competitions

Club-organised, season-long football activities for U5–U8 MiniRoos participants, involving regular training and scheduled small-sided, non-competitive matches designed to encourage participation, enjoyment and skill development.

In-House U5–U8 MiniRoos Competitions **must** follow the National MiniRoos Branding, Playing Formats and Rules **without** deviation.

Coles MiniRoos - In-House – Season Fee	$60.00/player inc. GST

This is paid by all players at the time they enrol in the competition setup in Squadi and be registered in PlayFootball.

Play On - Small Form Factor and Modified Football

Organised social, recreational, small-sided, modified or alternative football competitions, programs and activities conducted over a season, or a specified period (up to 10 weeks), using formats, rules or playing conditions outside standard Football Queensland competitions. This category was tailored specifically to support small regional towns across Queensland.

This includes, but is not limited to, small-sided football (formats smaller than 11v11), summer football, walking football, beach football, street football and other non-traditional football formats, across all age groups.

Play On – Term – 10 weeks (Junior) – Already FQ Enrolled	$10.00/player inc. GST
Play On – Term – 10 weeks (Junior)	$20.00/player inc. GST
Play On – Season - Full Year (Junior)	$40.00/player inc. GST
Play On – Term – 10 weeks (Senior) – Already FQ Enrolled	$10.00/player inc. GST
Play On – Term – 10 weeks (Senior)	$20.00/player inc. GST
Play On – Season – Full Year (Senior)	$65.00/player inc. GST

This is paid by all players at the time they enrol in the competition setup in Squadi and be registered in PlayFootball.

All such activities require sanctioning approval from Football Queensland, with participants required to register through the applicable Squadi membership product or program. Football Queensland will determine the appropriate sanctioning category, enrolment and participation requirements.

Club-Based Programs

Club-Based Programs include **MiniRoos Introductory Programs (U3–U7)**, which are entry-level, non-competitive activities designed to introduce young children to football through fun, participation and skill development. Delivered in blocks or terms, programs comprise a **single weekly session** incorporating skills activities and modified games.

They do not involve formal teams, scheduled matches, fixtures or competition structures. Any games must be informal, with flexible player groupings and a focus on participation rather than results.

These programs must not be used to operate regular MiniRoos club competitions.

Organised club-based programs also include football activities designed to introduce, develop and engage players through participation-based training, skill development, modified games and other structured football activities conducted outside regular season training and fixtured competitions.

These programs may include **Player Development Programs, Skills Clinics, Specialised Training, Workshops and Other Player Engagement Activities**.

Club-Based Programs may be delivered over a school term or across a season and are classified as participation and development activities rather than formal competitions.

Registered participants: *All participants who are currently registered as outdoor players with FA/FQ and are marked 'active' for outdoor club football are **exempt** from paying an FQ Player Sanction Fee.*

Club-Based Program – Term – 10 Weeks	$15.00 inc. GST
Club-Based Program – Season – Full Year	$40.00 inc. GST

All players must be enrolled and the program setup in Squadi and be registered in PlayFootball.

Carnivals and Tournaments

Organised football events involving multiple teams participating in a series of matches over one or more days, typically outside regular season competitions.

Teams must represent affiliated clubs. Private academies and other non-affiliated teams require written FQ dispensation specifying enrolment and insurance conditions. Submit team lists and eligibility evidence before the event.

Registered participants: *All participants who are currently registered as outdoor players with FA/FQ and are marked 'active' for outdoor club football are **exempt** from paying an FQ Player Sanction Fee.*

Queensland players without a current eligible outdoor or futsal enrolment must register under the relevant Junior or Senior Club Carnival product before participating. Expired or program-limited products, including Masters, do not automatically qualify for exemption. Visiting team arrangements are covered in section 5.

Club Carnival - Junior	$15.00 inc. GST
Club Carnival - Senior	$20.00 inc. GST

This is paid by all players at the time they enrol in the competition setup in Squadi and be registered in PlayFootball.

Carnivals and tournaments may be classified as either **commercial** or **non-commercial** based on the participation fees charged and the duration of the activity. Activities exceeding the applicable non-commercial thresholds will be subject to a tiered commercial fee structure, with fees determined by the level at which those thresholds are exceeded. Refer to the **Commercial and Non-Commercial Events** section of this policy for classification criteria, thresholds and applicable fees.

All MiniRoos carnivals **must** follow the National MiniRoos Playing Formats and Rules and FQ age-group requirements. U5–U10 age groups **must not** record results or conduct finals series. Developmental playoffs are allowed without recorded rankings or a championship outcome. MiniRoos matches **must not** be decided by a penalty shootout. FQ **must** approve older MiniRoos age group arrangements.

Holiday Clinics and Camps

Organised football activities conducted during school holiday periods, involving structured training, skill development, modified games and other football-related activities, delivered over one or multiple days.

All players must be enrolled in Squadi before participating, with no separate clinic or camp participant enrolment fee. Commercial clinics and camps attract a fee payable by the club, separate from the participation charge paid by families.

Holiday Clinic	No Fee

This is paid by all players at the time they enrol in the competition setup in Squadi and be registered in PlayFootball.

Holiday Clinics and camps may be classified as either **commercial** or **non-commercial** based on the participation fees charged and the duration of the activity. Activities exceeding the applicable non-commercial thresholds will be subject to a tiered commercial fee structure, with fees determined by the level at which those thresholds are exceeded. Refer to the **Commercial and Non-Commercial Events** section of this policy for classification criteria, thresholds and applicable fees.

PRESEASON AND ONE-OFF IN-SEASON MATCHES

Organised friendly, trial or practice matches between affiliated clubs or teams, conducted during preseason or outside regularly scheduled competition fixtures during the season.

Affiliated Matches

Regular FQ fixtured games are already sanctioned through the relevant competition. Additional friendly or pre-season games between affiliated clubs must follow the applicable FQ match approval process and enrolment, Squadi and team-sheet requirements. No FQ match sanction fee applies to affiliated matches; any agreed referee match payments remain payable.

Affiliated Match	No Fee

Use the published FQ pre-season game process for the relevant season. The 2026–27 guide is linked below; confirm the current process with FQ before arranging games for a later season. Interstate travel also requires the relevant permit.

FQ 2026–27 Pre-Season Game Process

Non-affiliated Matches

FQ recognises that affiliated clubs may wish to play one-off matches against schools, non-affiliated community groups or independent teams. Each match requires a sanction application and is assessed at FQ's discretion, including enrolment, insurance and risk conditions.

One-off non-affiliated matches attract a per-match fee for all age groups and match durations. This pathway **must not** be used to create a league or ongoing competition. It does not override tour affiliation requirements or carnival and tournament eligibility conditions.

Non-Affiliated Match	$25.00/match inc. GST

TRAVEL AND EXTERNAL PARTICIPATION

Organised interstate or international travel by affiliated clubs or teams to participate in sanctioned matches, tournaments, competitions or other football activities, including hosting visiting interstate or international teams.

Interstate and International Tours

FQ affiliated clubs must obtain the relevant permit before an interstate or international football or futsal tour. FQ charges no tour permit fee. International tours must also meet applicable Football Australia approval requirements.

Games and training must involve entities affiliated to the host football governing body. Events must be sanctioned by the host Member Federation in Australia or Member Association overseas. Tours involving games or training with non-affiliated entities or participation in unsanctioned events will not be approved.

Before approval, provide:

- Exact departure and return dates, destinations, flights, accommodation and significant transfers such as trains or ferries.
- The itinerary provided to participants or parents, including activities and training; for each game, the date, time and host club.
- Host club affiliation and event sanction evidence, player and official lists with enrolment identifiers, and the tour leader's contact details.

Clubs and participants must arrange appropriate travel insurance and confirm cover for planned football activities. FQ sanctioning does not provide travel insurance or automatically extend player insurance overseas. Master's and other program enrolment must be checked against their coverage periods and conditions.

Hosting an International Team

Apply before hosting an overseas team. Provide the team and home Member Association, affiliation and travel approval evidence, player and official lists, dates, venues, itinerary, games, local host contact and delegation contact. Confirm visiting-team insurance and applicable FA approval requirements. There is no FQ hosting sanction fee; any separately applicable event fees must be disclosed in the approval.

Participation in a Sanctioned Event

Participation in another organiser's sanctioned event must be lodged for FQ approval, with evidence of host sanction, team and player details, dates and venues. There is no separate FQ participation sanction fee. Interstate or international participation also requires the relevant travel permit.

International/Interstate Tour Permit	No Fee

COMMUNITY, CLUB AND OTHER FOOTBALL ACTIVITIES

Any organised club, community or football-related activity not otherwise covered by this policy, including gala days, festivals, charity events, open days, come-and-try sessions, presentations, off-site functions, recreational attractions, alternative training venues, extended training periods and activities outside approved regular season training and fixtured matches.

The following must be lodged through the sanction portal and attract no FQ sanction application fee:

- End-of-year presentations, including activities with jumping castles or amusement rides.
- Off-site club events or functions; community and charity events, open days, festivals and gala days that are not football carnivals or tournaments.
- Alternative training activities that are not football activities, training at alternate venues and extended training requests.
- Other events or activities outside the regular fixtured season or the club's approved normal operations.
- Events involving a jumping castle or amusement ride, including end of year presentations.
- Miscellaneous activities, any event or activity that is not part of normal winter football activities.

Promotional events supporting football enrolment and participation, including come-and-try sessions, free promotional events and competitions where no participation charge is made, must also be lodged and attract no FQ sanction application or commercial fee.

A gala day or festival that includes a football carnival or tournament is assessed under section 11. A no-fee application does not waive separately applicable player enrolment, program or agreed referee fees. Organisers must meet the approval conditions and risk controls for the activity.

No-Fee Sanctioned Activities	No Fee

MATCH OFFICIAL MANAGEMENT

An additional 'Officials Sanctioning Fee' of $2.20 (inc. GST) is charged 'per event participant' by FQ, where the event organiser and FQ have agreed that FQ will manage the supply and coordination of match official for the event.

COMMERCIAL AND NON-COMMERCIAL EVENTS

Commercial classification applies only to **Holiday Clinics, Camps, Carnivals and Tournaments** and is determined by the participation fee charged and duration of the activity.

Non-Commercial Events

Events are classified as non-commercial where the participation fee is equal to or below the following thresholds (including GST):

- **Holiday Clinics and Camps:** $12 per player per supervised program hour.
- **Carnivals and Tournaments:** $35 per player per participation day.

No additional FQ Commercial Event Fee applies to non-commercial events.

Commercial Events

Events exceeding the applicable non-commercial threshold are classified as commercial and subject to a tiered fee structure.

The applicable classification is calculated using:

Commercial Ratio = Participation Fee ÷ Applicable Threshold

Commercial Event Fees

Classification	Commercial Ratio	Fee per Player (incl. GST)
Non-Commercial	Up to 1.00	$0.00
Commercial Tier 1	Above 1.00 to 1.50	$3.30
Commercial Tier 2	Above 1.50 to 2.00	$5.50
Commercial Tier 3	Above 2.00	$7.70

The commercial fee applies once per participating player per event or participation package.

Assessment and Compliance

- Team entry fees are divided by the actual number of participating players to determine the per-player charge.
- Only scheduled participation days or supervised program hours are included in the calculation.
- Clubs must declare all participation fees, activity durations and participant numbers when applying for sanctioning.
- FQ reserves the right to verify participation numbers, determine the applicable classification and invoice any applicable fees.

All events must receive FQ sanctioning approval before commencement, regardless of commercial classification.

12. SUMMARY OF FEES & CHARGES

Sanction Type	Fees & Charges
In-House U5-8 MiniRoos Competitions	
U5 – U8 Coles MiniRoos	$60.00 / player inc. GST
Play On – Small Form Factor and Modified Football	
Play On – Term – 10 weeks (Junior) - Already Enrolled	$10.00 / player inc. GST
Play On – Term – 10 weeks (Junior)	$20.00 / player inc. GST
Play On – Season - Full Year (Junior)	$40.00 / player inc. GST
Play On – Term – 10 weeks (Senior) - Already Enrolled	$10.00 / player inc. GST
Play On – Term – 10 weeks (Senior)	$20.00 / player inc. GST
Play On – Season – Full Year (Senior)	$65.00 / player inc. GST
Club-Based Programs	
Club-Based Program – Term – 10 Weeks	$15.00 inc. GST
Club-Based Program – Season – Full Year	$40.00 inc. GST
Carnivals and Tournaments	
Non-Registered Participant at Club Carnivals - Junior	$15.00/player inc. GST
Non-Registered Participant at Club Carnivals - Senior	$20.00/player inc. GST
Holiday Clinics and Camps	
Holiday Clinic	No Fee
Preseason and One-Off In-Season Matches	
Affiliated Match	No Fee
Non-Affiliated Match	$25.00/match inc. GST
Travel and External Participation	
International/Interstate Tour Permit	No Fee
Community, Club and Other Football Activities	
No-Fee Sanctioned Activities	No Fee
Match Official Management	$2.20/player inc. GST
Commercial/Non-Commercial (Carnivals & Clinics Only)	
Non-Commercial Event (less than $35/player inc. GST)	No Fee
Commercial Event (more than $35/player inc. GST) - Tier 1	$3.30/player inc. GST
Commercial Event (more than $35/player inc. GST) - Tier 2	$5.50/player inc. GST
Commercial Event (more than $35/player inc. GST) - Tier 3	$7.70/player inc. GST

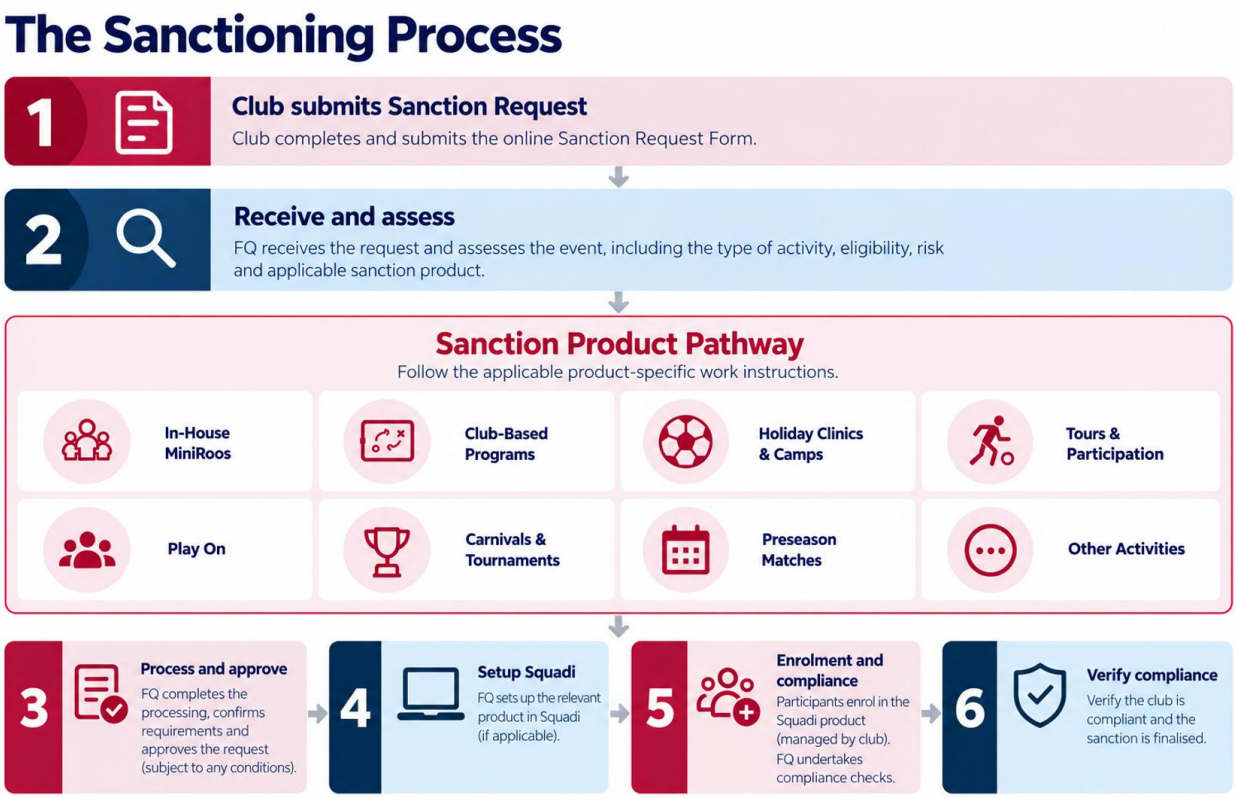
13. SANCTIOING PROCESS

Football Queensland (FQ) provides a streamlined sanctioning process that enables affiliated clubs to obtain approval for activities and ensures participants are appropriately registered through Squadi.

Clubs submit sanction requests using a standardised application form designed to capture the information required for assessment and approval, reducing administrative delays and the need for additional correspondence.

Once a sanction request has been assessed and approved, FQ establishes the relevant enrolment product in Squadi, where applicable, allowing participants to enrol directly using their existing accounts. This process minimises administration for clubs, removes the need for additional system setup and supports compliance with FQ's enrolment and participation requirements.

The six key steps of the sanctioning process are outlined below:



Standard Processing Time: 3 Business Days

FQ aims to complete assessment, approval and applicable Squadi product setup within three business days of receiving a complete application. More complex applications, including tours, may require additional documentation and final verification. Clubs will be advised of outstanding requirements and any anticipated delays.

APPROVAL TIMEFRAMES

Football Queensland is committed to providing clubs with clear, consistent and timely processing of sanction requests.

FQ aims to assess, process and approve standard sanction applications, including the establishment of applicable Squadi enrolment products, within three (3) business days of receiving a complete application.

The processing timeframe commences once all information required to assess the application has been received. Where additional information or documentation is required, FQ will notify the club of the outstanding requirements, with processing timeframes adjusted accordingly.

Certain sanctioning activities, including interstate and international tours, may require additional assessment or documentation. In these circumstances, FQ aims to provide in-principle approval within three (3) business days, with final approval subject to the receipt and verification of all required documentation, including team lists, travel itineraries and other applicable requirements.

Clubs will be notified of the outcome of their application, including any approval conditions or outstanding requirements. Where processing is expected to exceed the standard timeframe, FQ will advise the club accordingly.

Following sanction approval, FQ will undertake applicable enrolment and participation compliance checks. Finalisation of these requirements is dependent on clubs and participants completing the necessary enrolment obligations.

HOW TO APPLY

All affiliated clubs and organisers must submit a Sanction Request for activities requiring approval under this Policy. Applications must be submitted through the **Football Queensland online Sanction Request Form**, available at www.footballqueensland.com.au or **CLICK HERE**.

Applications should be submitted as early as possible to allow sufficient time for assessment, approval and participant enrolment arrangements. **FQ reserves the right to decline applications submitted less than seven (7) working days before the proposed activity.**

FQ will assess each application against the requirements of this Policy and may request additional information or impose specific conditions of approval. Where an application is declined, the applicant may request a review and provide additional supporting documentation. FQ will consider the information provided and communicate its final decision.

Following approval:

- **Written Confirmation:** FQ will issue written confirmation of the sanction approval, including any applicable conditions.
- **Promotion:** The organiser may commence promotion of the approved activity. No event may be advertised as FQ sanctioned, or use the FQ logo, until written approval has been issued.
- **Squadi Setup:** Where participant enrolment is required, the FQ Sanction Team will establish or activate the relevant preconfigured Squadi product. Clubs are not required to create or configure these products.
- **Participant Enrolment:** Participants must enrol through the designated Squadi product using their existing Squadi accounts, ensuring the required participant information and enrolment are captured.
- **Changes to Approved Activities:** FQ must be notified immediately of any changes to the approved activity. Changes may require further assessment or approval before implementation.

Mandatory Compliance: Approval of a sanction request does not remove the organiser's responsibility to comply with this Policy, any conditions of approval and all applicable enrolment and participation requirements. Where Squadi enrolment is required, the use of an external enrolment or payment system does not replace the requirement for participants to enrol through Squadi.

MiniRoos Activities: All sanctioned activities involving MiniRoos age groups U3–U12 must comply with the applicable principles of Football Australia's National MiniRoos Playing Formats and Rules.