

# "SPIRIT FUND"

Guidelines  
(Updated April 2010)

These guidelines apply to all funding applications for events starting on or after 1 May 2010 as approved by the Western Australian Railways Institute's Council.

## 1. NAME

- 1.1 The name of these guidelines is the Western Australian Railways Institute Incorporated for the "Spirit Fund".
- 1.2 In these guidelines, unless the contrary intention appears, *the Fund* refers to the Spirit Fund and *WARI* refers 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 Council from time to time and includes amounts in Schedule A.
  - ANZRI** refers to the Australian and New Zealand Railways Institutes.
  - 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 contracts to provide services to the Western Australian Department of Transport or the Commission 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 that the person must be a financial member of WARI.
  - Eligible Recipient** means that the person who is eligible to receive any payment as per Section 7.
  - General Member** means a person who is currently an employee of an eligible entity.
  - Intersystem** refers to a sporting competition held against other Australian States and New Zealand railway Institutes.
  - Intrastate** refers to a sporting competition held within Western Australia with team's representative from areas within Western Australia.
  - Member** means is a person who is a member of the Institute in any category of membership detailed in the Constitution of WARI.
  - Representative Team** means a team that is representing WARI for interstate sporting carnivals.
  - Supporting General Member** means a person who is not a player in the sporting carnival.
  - Spirit Fund** means the fund purposely created for the purpose of receiving and payment of monies for WARI sporting activities.
  - Touring Party** means the total number of persons attending the interstate carnival as a player or supporting member.
  - WARI** refers to the Western Australian Railways Institute.
- (b) A reference to any provision of the WARI Constitution shall be applied.

### **3. PURPOSE**

- 3.1 The primary purpose of the "Spirit Fund" is to provide financial support to WARI Members to encourage participation in the Intersystem (ANZRI) and Intrastate sporting events.
- 3.2 To encourage all Members of the WARI to participate in sporting, recreational and developmental activities.

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 recognized affiliated sporting bodies.
- Participation of Members children by the awarding of annual Junior Scholarships.
- Any sporting, recreational or developmental activity deemed by the WARI Council to be in the spirit of this fund.

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

### **4. INCOME ACTIVITIES**

Income for the Spirit Fund will be received from the contributions of WARI Financial Members through the purchase and allocation of a Spirit Fund number/s.

Other income received to the Spirit Fund may be from sponsorship or donations.

### **5. TOTAL NUMBER OF PARTICIPANTS**

The total amount of Spirit Fund numbers issued will not exceed 700. A maximum of two (2) numbers per Member will be allowed.

### **6. ELIGIBLE PARTICIPANTS**

Eligible participants for Spirit Fund numbers shall only be a WARI Financial Member.

### **7. ELIGIBLE RECIPIENTS OF SPIRIT FUNDS**

An eligible recipient is only entitled to receive one payment per financial year from the fund.

- 7.1 ANZRI Intersystem or intrastate Sporting Carnivals funding for individuals and teams is dependent on the Team being representative of WARI or the railway industry. To be deemed to be representative, the Team should meet the following criteria:

- A representative team is one which is made up of at least 25% General Members<sup>1</sup> and not more than 25% Associate Members.

7.2 To be eligible for a Spirit Fund contribution to attend ANZRI Intersystem Sporting Carnivals, the WARI General Member must have been a financial member for more than twelve months before the closing date of nominations for the sporting fixture. The team also needs to meet the requirements detailed in Section 7.1.

7.3 Any WARI Member engaged in a non ANZRI but approved activity<sup>2</sup> that has been a financial member of the WARI for more than twelve months prior to the application, is also eligible for Spirit Fund contribution.

## 8. DISTRIBUTION OF FUNDS

The calculation for the distribution of surplus funds shall be based on funds available in the account allowing sufficient reserves for future events.

## 9. ADMINISTRATION OF THE SPIRIT FUND

The Spirit Fund will reimburse WARI for any direct costs associated with the operation of the Fund.

## 10. OTHER REQUESTS FOR FUNDS

Other requests for contributions from the Spirit Fund will be given due consideration by the WARI Council. Such requests may include:

- 10.1 A request from a representative WARI sporting team hosting an ANZRI Interstate carnival for a contribution towards the cost of the event. Such requests may receive an amount approved by Council. Refer attached Schedule A.
- 10.2 A request from some other Railways Institute body or member for a donation which is considered by WARI Council to be in the spirit of the Fund of which the scheme was set up.
- 10.3 Provided that the Team is deemed to be representative (refer 10.1) the following subsidies should apply for intersystem carnivals.
  - i. A subsidy as set by the Council (refer Schedule A) may be paid to all General Member<sup>3</sup> and General Member supporters attending an alternative ANZRI sporting event which is being held interstate. The criteria for such an event will be set by the WARI Council.
  - ii. Additional to the individual player subsidy a further subsidy as determined by Council refer schedule A may also be paid to representative sporting team to help offset carnival costs.

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<sup>1</sup> The applicable definition of General and Associate Members is detailed in Section 4 of the WARI Constitution 1999. The Supporting General Member is not included in the 25% General Member category.

<sup>2</sup> An approved activity is any activity approved by the WARI Council.

<sup>3</sup> The applicable definition of General Members is detailed in Section 4 of the WARI Constitution 1999

- 10.4 All home team General Members and General Member supporters of a team deemed to be representative (Refer Section 7) in a Western Australian based ANZRI Interstate competitions may receive an amount determined by Council (refer Schedule A) to partially cover any out of pocket expenses. No Associate Members will be entitled to funds from the Spirit Fund for the ANZRI Intersystem sports carnival.
- 10.5 Intrastate WARI affiliated Associations upon application and justification may receive an amount determined by Council (refer Schedule A).

**11. HOLDING OF MONIES**

Funds from the Spirit Fund will be held in a general ledger account with the WARI books of account.

- 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 Spirit Fund transactions for that year.

**12. CONTRIBUTIONS AND PRIZES**

- 12.1 Eligible Participants in the Spirit Fund shall contribute \$3 per fortnight, per number through payroll debits or annually an amount of \$78.
- 12.2 Refer Schedule A for prize structure of the fund.

## **Schedule A**

This is a guide as to the amounts payable under the Spirit Fund. The amounts are only to be paid provided sufficient money is held in the Spirit Fund account. WARI Council may vary these amounts.

### **1. Contributions**

#### **1.1 Sporting Teams ANZRI Intersystem and Intrastate**

- (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) Members of a representative team or Touring Party may be paid up to \$410.00 per General Member and Supporting General Member. An additional amount up to \$665.00 maximum may be paid to a Team or Touring Party for other incidental costs per year.
- (c) Home team out of pocket expenses up to \$100.00 per General Member and Supporting General Member per year.
- (d) Intrastate WARI affiliated Associations up to an amount of \$800.00 per year.
- (e) All monies contributed through Spirit Fund need to be fully accounted for with supports and reconciliation of monies expended. Any surplus funds to be returned to WARI.

### **2. Junior Sports Scholarships**

- 2.1 Overall Winner will receive a \$1,500 scholarship.
- 2.2 There will be five Runners scholarship each being \$750.
- 2.3 Judges may decide to award less scholarships than above.

### **3. Prizes for Spirit Number Draw**

Prizes will be awarded after independent verification as:

Every fortnight:                      One prize of \$500 and

Each alternate fortnight:  
One prize of \$200 and  
Two prizes of \$100 and  
Two prizes of \$50