



Association of Heads of Independent Girls' Schools

ABN 81 660 358 175

25 September 2017

\_\_\_\_\_(Name)  
\_\_\_\_\_(Address)  
\_\_\_\_\_(Suburb, Post Code)

Dear \_\_\_\_\_(Name),

We are pleased to engage you as a Touch Convener with the Association of Heads of Independent Girls' Schools NSW (**AHIGS**), to convene sports matches between the students of the various AHIGS members' schools for the season (**Services**) on the terms and conditions contained in this letter.

**Details of engagement and payment**

- 1. Subject to any earlier termination under clause 14, your engagement is for a maximum period of 7 weeks from Saturday 14 October 2017 to Saturday 25 November 2017 (**Term**).
- 2. You acknowledge that AHIGS does not warrant or represent that your engagement will continue beyond the Term. However if, for any reason, your engagement continues after expiry of the Term, then the terms of this letter of engagement will continue to apply.
- 3. It is expected that you will attend all Saturday sessions during the Term, unless a previous arrangement has been made with the AHIGS Assistant Director of Sport.
- 4. The number of game slots you are required to officiate at each Saturday session may vary depending upon the draw for your venue.
- 5. You will be paid a set up / pack away fee of \$30 plus between \$25 and \$36 per game slot as per the table below. This rate is based on your years of prior IGSSA convening experience. The maximum number of game slots you will be paid for each Saturday is 4.

Completed Terms of Service		1 – 3	4 – 6	7 – 19	20+
Sport	Max No of game slots	Payment per game slot			
Touch	4	\$25	\$27	\$30	\$36
Set Up / Pack Away Fee		\$30	\$30	\$30	\$30

- 6. Providing we have received your correctly completed convener's game sheet by the advised deadline, you will receive two payments during the Term. The first will be made within the Term and the second (and final) at the conclusion of the Term. Payment will be made to you by electronic funds transfer (EFT) to your nominated bank account and **may take up to 4 weeks**. A payment confirmation remittance advice will be forwarded either to your email address or postal address.
- 7. Payment **will only be made after** your correctly completed convener's game sheet is received and reconciled to the games held at your venue. It is your responsibility to ensure that you return all required documents to the AHIGS Office in order for your payments to be processed.



Website: <http://ahigs.nsw.edu.au/IGSSA.aspx>

LG1, 56 Delhi Road  
North Ryde NSW 2113  
Phone: (02) 9888 9477  
Fax: (02) 9888 9277

8. If AHIGS does not require your services to convene on a particular day or for a period of time, you will not be paid for the time that you have not convened.

### **Terms and conditions**

9. Details of the Services to be provided are set out in **Schedule 1**.
10. You are required to provide the Services, with due care, skill and diligence.
11. Your appointment is subject to a satisfactory Working with Children Check by the Office of Children's Guardian to comply with the following NSW legislation:
- Child Protection (Working with Children) Act 2012
  - Child Protection (Working with Children) Regulation 2013
  - Child Protection Legislation Amendment Act 2015
12. You may not delegate the provision of part, or all, of the Services to another person **unless** in consultation with AHIGS
13. In all matters relating to the Services you will be responsible to AHIGS. For practical purposes all communications should be directed to the AHIGS Assistant Director of Sport, Vicki Fitzgerald.
14. AHIGS can terminate your engagement:
- (a) at any time on 1 day's notice or payment of fees in lieu of notice; and
  - (b) immediately without notice if you:
    - (i) breach any material provision of this agreement;
    - (ii) engage in any serious misconduct or any conduct likely, in the reasonable opinion of AHIGS, to bring AHIGS into disrepute;
    - (iii) if you give a false assurance under clause 19; or
15. **It is compulsory for all conveners to attend one convener's seminar each calendar year. For conveners convening more than one sport, attendance is mandatory in the 1st term you are convening.** The Term 4 seminar will be held on Tuesday, 10 October 2017 at 10.30 am at our offices at North Ryde. Should you be unable to attend on that day, please contact Vicki Fitzgerald to make alternate arrangements.
16. You acknowledge that you provide the Services to AHIGS as an independent contractor and that nothing in this letter constitutes a relationship of employer and employee, principal and agent or partnership between you and AHIGS. AHIGS will not be responsible for the provision of personal / carer's leave, annual leave or any other employment-related benefits. AHIGS will maintain compulsory workers compensation insurance as required by law.
17. AHIGS will maintain public liability insurance for claims arising out of your participation as a convener. You will be responsible for the payment of the excess (\$2,500) for any claim arising wholly as a result of your conduct.
18. You will be supplied with an official IGSSA polo shirt which you are required to wear at all times whilst you are officiating on our behalf. You will also be issued with an official convener's badge. Both of these items must be worn to ensure that any student, parent or official is able to easily identify the venue convener on duty at all times.

## Acceptance of this engagement

19. By accepting this engagement, you are taken to have given AHIGS the assurance that you have the experience, qualifications and accreditations set out below:

- (a) **you are 18 years of age or older;**
- (b) **you have attended or will attend the compulsory conveners' seminar held by AHIGS** at the commencement of the sporting season; and
- (c) if refereeing, that you are familiar with the national rule book of your sport.

If you cannot give these assurances, you should not sign the acceptance. If you sign the acceptance when you are not in a position to give such assurance and an assurance is found to be false or inaccurate, AHIGS may terminate your engagement without notice.

20. You acknowledge that AHIGS strongly recommends that all referees and conveners hold a current first aid certificate.

21. **Enclosed** with this letter are the AHIGS Sporting Committee (IGSSA) Code of Conduct (incorporating the AHIGS Harassment Policy) and the Conveners' Handbook (incorporating the risk assessment documentation). These documents are not incorporated into this agreement, however by signing the acceptance of engagement you are confirming that you have read these documents and agree to abide by their terms.

## Documents required

22. Your engagement is subject to a satisfactory Working with Children Check by the Office of Children's Guardian. If you do not provide your WWC number undertaking **prior to** the commencement of Services or you provide a false undertaking, AHIGS may terminate your engagement without notice.

23. Finally, please complete the enclosed "Statement by Supplier" form for taxation purposes, and the "Payment via Electronic Funds Transfer" form. Completed forms must be returned to the AHIGS Office along with the signed acceptance page of this letter **prior to** you commencing to provide the Services.

Please indicate your acceptance of these terms by signing the attached acceptance of this letter of engagement and returning it to the AHIGS Office at LG1 56 Delhi Road, North Ryde NSW 2113 together with the other documents required.

Yours sincerely

*Vicki Fitzgerald*

Vicki Fitzgerald  
AHIGS Assistant Director of Sport

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## SCHEDULE 1 – STATEMENT OF SERVICES

### AHIGS Touch Convener

The AHIGS Touch Venue Convener is responsible for the overall conduct of the game, for ensuring that risk assessment and safety procedures are observed and that rules, regulations and guidelines related to touch are adhered to. To this end, the Convener should be familiar with the AHIGS Sporting Committee (IGSSA) Code of Conduct, the AHIGS Harassment Policy, the Touch Conveners' Manual and with the basic principles of first aid. Specifically, the services required include:

- You are required to have the Conveners' Manual with you at all times and apply it as and when required with respect to specific issues that may arise and the overall conduct of the game.
- In the event of wet weather, lightning, thunder or extreme heat, follow the procedure outlined in the Conveners' Manual. In brief, this involves liaising with the AHIGS Assistant Director of Sport, Vicki Fitzgerald on **0404 109 188** and obtaining regular updates from the Bounceback SMS number on **199 25465** (see the venue closure page). It may also involve attendance at the venue.
- Prior to the match conduct a safety and risk audit of the venue and determine whether playing conditions are safe and suitable. If in doubt, contact Vicki Fitzgerald on **0404 109 188**.
- Ensure that the venue is set up in a manner appropriate for play.
- Ensure that ice packs and a first aid kit are available at the venue.
- Should an accident occur during the game, implement the procedure outlined in the Conveners' Handbook. In brief this involves:
  1. reassuring the injured girl
  2. seeking help – staff member, team manager, parent
  3. assessing injury – if serious call ambulance and ensure injured girl is accompanied
  4. complete detailed **accident report** and submit with weekly game sheet.
- Complete Venue Conveners' Declaration, Risk Assessment Inspection Checklist for AHIGS Sporting Venues and weekly summary sheet and email, fax or mail to the AHIGS office immediately following the game; at the latest, Monday morning.
- Complete the convener's game sheet each week with details of referees and game times.
- Check that all referees have signed their contract, completed the statement by supplier and electronic funds transfer forms (they cannot referee until these have been completed). Once they have completed all the forms, distribute the referees' cards and sign them weekly.
- Sight and verify refereeing qualifications of all referees. These details are to be noted on each card to ensure correct payment during and at the end of the season.
- Pack away the venue after play has finished.
- Collect the completed referee cards at the completion of the season and forward them to the AHIGS office along with the completed convener's game sheet for reconciliation and payment processing.



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### AHIGS Convener – Acceptance of Offer

\_\_\_\_\_ **Touch Convener at** \_\_\_\_\_  
Name *Please Print Clearly* Venue

My **Working with Children (WWC)** number is: \_\_\_\_\_

I confirm that I have had the opportunity to consider and discuss the letter of offer of engagement dated 25 September 2017.

I acknowledge that sporting activities are dangerous and may result in personal injury, illness, permanent disability or death and resultant economic loss or property damage. I am participating as a convener voluntarily and at my own risk.

I release AHIGS from liability for any personal injury, disability, or loss or damage to property I suffer arising from my participation in the sporting activity as a convener.

I accept the offer of engagement on the conditions set out in the letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate which conveners' seminar on Tuesday 10 October 2017 you will be attending by either sending an email to [jwalton@ahigs.nsw.edu.au](mailto:jwalton@ahigs.nsw.edu.au) or by placing a tick in the box below indicating your intention to attend the seminar.

I will be attending the seminar at the AHIGS office on 10 October 2017 at 10.30 am

I will be attending the seminar at the AHIGS office on 18 July 2017 at 6 pm

I have already attended a seminar **this year**  term 1 or  term 2 or  term 3 *(please tick)*

If you do not already have one, please advise your size for the official IGSSA polo OR hoodie. *(Circle style & size)*

Polo	10	12	14	16	M	L	XL	XXL
<b>OR</b> Hoodie		12	14	16	S	M	L	



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# Statement by a supplier

(reason for not quoting an ABN to an enterprise)

## PURPOSE

This fact sheet provides guidance on:

- pay as you go (PAYG) withholding from payments for supplies, and
- the requirements for quoting an Australian business number (ABN).

When you pay suppliers who provide goods or services to your business, those suppliers generally need to quote an ABN. They can quote their ABN on an invoice or some other document that relates to the goods and/or services they provide. If any supplier does not provide their ABN, you may need to withhold an amount from the payment for that supply. This is sometimes referred to as 'No ABN withholding'.

## WITHHOLDING FROM PAYMENTS

Generally, you must withhold 46.5% of the total payment for a supply unless:

- you have an invoice or some other document relating to the supply on which the supplier's ABN is quoted
- the ABN of the supplier's agent is quoted (if the supply is made through the agent), or
- one of the exceptions to withholding applies or the supplier is not entitled to an ABN.

You may also be required to withhold 46.5% from the payment if you have reasonable grounds to believe that the ABN quoted is invalid (for example, it belongs to another entity).

## QUOTING AN ABN

A supplier must quote their ABN by the time the payment is made to prevent 46.5% of that payment being withheld. A supplier may quote their ABN on an invoice or other document relating to the supply.

Documents on which an ABN may be quoted include:

- invoices
- quotes
- renewal notices (such as for insurance or subscriptions)

- order forms
- receipts
- contracts or lease documents
- letterheads, emails or internet records (web pages)
- records of over-the-phone quotation of an ABN and/or
- catalogues (and other promotional documents) the supplier produces.

You must keep this information with other records relating to the supply.

◆ You do not have to check whether the ABN is valid. However, if you suspect that the ABN quoted does not belong to the supplier or the supplier's agent; you can check it by either visiting [www.abr.business.gov.au](http://www.abr.business.gov.au) or phoning the Tax Office on **13 72 26**, 24 hours a day, seven days a week.

## WHEN WITHHOLDING IS NOT REQUIRED

You do not have to withhold an amount from a payment if:

- the payer is not making the payment in the course of carrying on an enterprise in Australia
- the payment is \$75 or less, excluding any goods and services tax (GST)
- the supply that the payment relates to is wholly input-taxed, or
- the supplier is an individual and has given you a written statement which says:
  - the supply relates to a private recreational pursuit or hobby, or
  - the supply is wholly of a private or domestic nature for that supplier.

However, you should withhold if you have reasonable grounds to believe that this statement is false or misleading.

- The supplier is an individual aged under 18 years and the payment does not exceed \$120 a week.

You also should not withhold an amount from a payment if you are satisfied that:

- the supply is made by an individual or partnership without a reasonable expectation of profit or gain
- the supplier is not entitled to an ABN as they are not carrying on a business or enterprise in Australia, or
- the whole of the payment is exempt income for the supplier.

**!** If a supplier has applied for an ABN, they may ask you to hold back payment until the ABN has been obtained and quoted. This is a matter for you and the supplier to work out. However, unless one of the above exceptions applies, you must withhold 46.5% of the payment if it is made before an ABN is quoted. If you do not withhold from the payment, you may have to pay a penalty equal to the amount you should have withheld.

### INFORMING THE PAYER IF NO WITHHOLDING APPLIES

As the payer, you may request a written statement from the supplier to justify not withholding if the supply:

- relates to a private recreational pursuit or hobby
  - For example, a hobby artist receives a prize of \$100 in a shopping centre art show.
- or
- is wholly of a private or domestic nature for the supplier.
  - For example, a home owner sells some personal furniture to a second hand store.

As a minimum, the statement should contain:

- the supplier's name and address
- why it was not necessary to withhold, **and**
- the supplier's signature.

The Tax Office has developed a form, *Statement by a supplier*, which is attached to this fact sheet and can be used for this purpose.

If you do not withhold because an exception applies, you should keep sufficient records to:

- identify the supply and the supplier, and
- justify the reason for not withholding.

You may choose to obtain a signed statement from the supplier containing the required information or use our form. If we conduct a review and find that the statement was incorrect, you won't be penalised if we believe it was reasonable for you to rely on the supplier's signed statement.

### IF YOU ARE REQUIRED TO WITHHOLD

If you are required to withhold an amount, you must:

- be registered for PAYG withholding. This can be done by phoning 13 28 66 between 8.00am and 6.00pm Monday to Friday. You may already be registered if you are withholding from other payments, such as wages to employees.
- withhold 46.5% of the payment unless an exception applies.
- report and pay the withheld amounts to the Tax Office using your activity statement.
- complete a *PAYG payment summary – withholding where ABN not quoted* (NAT 3283), providing a copy to the supplier at the time of payment or as soon as possible afterwards. Suppliers can use the payment summary to claim a credit in their income tax return for the amount withheld.
- keep a copy of the payment summary with your records.
- complete a *PAYG withholding where ABN not quoted – annual report* (NAT 3448).

### IF YOU DO NOT WITHHOLD WHEN REQUIRED

You may be subject to penalties if you do not withhold an amount when required. The penalty will be equal to the amount that should have been withheld. It is an offence not to withhold and the payer may be prosecuted in appropriate cases.

### MORE INFORMATION

If you need more information about ABNs, you can:

- visit [www.ato.gov.au](http://www.ato.gov.au)
- phone the Tax Office on 13 28 66 between 8.00am and 6.00pm Monday to Friday, or
- speak to your tax adviser.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

# Statement by a Supplier

Complete this statement if you:

- are an individual or a business
- have supplied goods or services to another enterprise (the payer), and
- are not required to quote an Australia business number (ABN).

Payers must withhold 46.5% of the total payment it makes to you for a supply that you make as part of your enterprise you carry on in Australia, unless an

ABN has been quoted or there is no need to quote an ABN.

## HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.

S M I T H   S T

- Place  in ALL applicable boxes

## Please complete Sections A & B

### Section A: Supplier details

1. **Your name?** (Please clearly print your name)

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2. **Your address?** (Please clearly print your residential address)

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Suburb/town \_\_\_\_\_ State/Territory \_\_\_\_\_ Postcode \_\_\_\_\_

3. **Your reason/s for not quoting an ABN?** Place  in the appropriate box/es.

- The payer is not making the payment in the course of carrying on an enterprise in Australia.
- The supplier is an individual aged under 18 years and the payment does not exceed \$120 a week.
- The payment does not exceed \$75, excluding any goods and services tax (GST).
- The supply that the payment relates to is wholly input taxed.

The supplier is an individual and has given the payer a written statement to the effect that the supply:

- is made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- is wholly of a private or domestic nature (from the supplier's perspective).
- The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- The whole of the payment is exempt income for the supplier.

### Section B: Declaration

Please note **YOU** must complete this section

Under pay as you go (PAYG) legislation and guidelines administered by the Tax Office, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

**Name of supplier (or authorised person)** (Please clearly print your name)

Signature of supplier (or authorised person)

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Daytime phone number

Date

**Penalties apply for deliberately making a false or misleading statement.**

**Do not send this statement to the Tax Office.** Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for

Payers can check ABN records of suppliers by visiting [www.abr.business.gov.au](http://www.abr.business.gov.au) or phoning **13 72 26 24** hours a day, 7 days a week.





Association of Heads of Independent Girls' Schools

ABN 81 660 358 175

### Contractor Details Form

AHIGS will make payment for your services via Electronic Funds Transfer (EFT) to your nominated bank account. Payment **may take up to 4 weeks** after all paperwork including this form, the signed referee cards and convener sheets have been received and reconciled.

Please complete this form (noting that it is your responsibility to provide us with your correct bank information) & return it by either via mail, fax (9888 9277) or email to [accounts@ahigs.nsw.edu.au](mailto:accounts@ahigs.nsw.edu.au).

Name			
Date of Birth		Gender	
Contact Phone Number			
Residential Address			
Suburb		Postcode	
Email			
Superannuation Fund			
Super Fund Member No.			

#### BANK ACCOUNT INFORMATION (if not already provided this calendar year)



Please use bank & remittance email details previously provided this year (*tick box*)

Bank Account Holder			
Bank / Institution			
BSB (6 Digits)		Account No. (Max 9 Digits)	

**NEXT OF KIN\*\*\*We are required to maintain a list of next of kin of all our independent contractors.** This is held in a secure location that only AHIGS - IGSSA personnel are able to access. Please provide the following details:

Emergency Contact \_\_\_\_\_

Relationship to you \_\_\_\_\_

Their Contact Number \_\_\_\_\_ or \_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_



From the  
AHIGS  
Sporting  
Committee  
(IGSSA)

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