

ENGADINE EAGLES FOOTBALL CLUB INCORPORATED CONSTITUTION

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ENGADINE EAGLES FOOTBALL CLUB – CONSTITUTION

NAME AND STATUS

RULE 1

1. (A) The name of the Club shall be the Engadine Eagles Football Club Incorporated, hereinafter called the Club.
- (B) This constitution and these rules shall render null and void any Constitution or Rules of the Club issued prior to July 2007 and shall be printed in full and distributed to Ordinary and Life Members, Coaches and Managers on request.

OBJECTS

RULE 2

2. The Club's primary object is to encourage and develop soccer football, and to foster good citizenship and sportsmanship by its members. In keeping with the 2018 Strategic Plan.

AFFILIATION

RULE 3

3. The Club may be affiliated with the Sutherland Shire Football Association Inc., hereinafter called the SSFA, or with any such body from time to time deemed desirable in the interest of the Club's Objects.

CLUB COLOURS, UNIFORMS AND DRESS

RULE 4

4. (A) The Club colours shall be royal blue and white vertical striped shirts, royal blue shorts, and royal blue socks.

The colour of Club provided goalkeepers shirts shall be determined by the Management Committee and shall carry standard club embroidery. Goalkeepers may decide to wear their own personal strip as long as it complies with the Laws of the game.

- (B) They may include the club name inscribed. Upon approval by the Management Committee.
- (C) There shall be an alternative strip as recommended by the Management Committee and approved by a General Meeting. This strip may vary.
- (D) The Management Committee will provide appropriate "off field" clothing for sale from time to time.
- (E) Sponsorship may be attached to club strips, as deemed fit by the Management Committee.

MEMBERSHIP

RULE 5

5. (A) Members of the Club shall be classified as follows:
 - (1) Ordinary Members
 - (2) Playing Members

- (3) Life Members
- (4) Honorary Life Members

(B) With the exception of Playing Members, all members shall be over the age of 16 years. Playing members must be registered players with the SSFA or with any such body from time to time deemed desirable in the promotion of the Club's Objects.

(C) As soon as practicable after receiving an application for membership, the Secretary shall refer the application to the Management Committee which will determine whether to approve or reject the application. The Management Committee shall not be required to assign any reason for any rejection of membership.

ELECTION OF LIFE AND HONORARY LIFE MEMBERS

RULE 6

6. (A) The nomination of candidates for Life Membership must be forwarded to the Secretary in writing by 28 days prior to the Annual General Meeting, stating reason for nomination. Nominees must have rendered outstanding service to the Club for at least 10 years and must be endorsed by Management Committee prior to the Annual General Meeting at which the nomination is proposed.

“Players with 25 years playing service may be granted full Life Membership. There will be no restriction on the number of eligible players to be nominated for Life Membership.”

The vote shall be agreed upon by no less than 75% of members present.

- (B) Election of Honorary Life Members shall take place only at a General Meeting. Nominees must be endorsed by Management Committee prior to such General Meeting. Honorary Life Membership is restricted to those persons who are not eligible for membership per Rule 5 (A) (1), (2) or (3), and who have rendered outstanding service to the Club over the previous 10 years. This qualifying period may be altered in extenuating circumstances.

No more than one (1) Honorary Life Member may be elected in any two (2) years. Election will follow the same pattern as set out in Clause (A).

FEES, SUBSCRIPTIONS ETC.

RULE 7

7. Members of the Club shall pay fees and subscriptions as follows:

(A) Membership Subscription

- (1) Playing Members in the U/6 to U/16 age groups shall pay, on behalf of each family, an annual membership subscription of \$1.00 or, where some other amount is determined by the Management Committee, of that other amount. This entitles their parents to full Ordinary Membership of the Club.
- (2) Except as provided by paragraph (1), Playing and Ordinary Members shall pay an annual subscription of \$1.00 or, where some other amount is determined by the Management

Committee, of that other amount. This entitles such Playing Members to full Ordinary Membership of the Club.

- (3) Life and Honorary Life Members shall not pay an annual membership subscription.

(B) Registration Fee

- (1) Playing Members shall pay an annual registration fee as determined by the Management Committee after taking into account fees paid to the SSFA.
- (2) Playing Life Members shall pay a registration fee/administration fee as determined by the management committee and their fees to the SSFA will be paid by the Club.

(C) Match Fees

- (1) Playing Members in junior teams up to and including U/16 age groups shall pay match fees as determined by the Management Committee. Match fees must be paid by the third round of the competition, otherwise the player/s who have not paid will not be permitted to play until such time as the fees are paid or arrangements are made to the satisfaction of the Executive Committee.
- (2) Playing Members in Juniors Teams above 16's and all Senior Teams shall pay match fees as determined by the Management Committee to cover the whole season. Match fees must be paid by the first game of the Competition, otherwise the player/s who have not paid shall not be permitted to play until such time as the fees are paid or arrangements have been made to the satisfaction of the Executive Committee.

(D) Shirt Fee

Playing Members and playing Life Members shall pay an annual shirt fee determined by the Management Committee.

ELECTION OF OFFICE BEARERS

RULE 8

8. (A) Office Bearers of the Club shall be elected annually at the Annual General Meeting.
- (B) The Secretary shall advise Club Members of the date and place of the Annual General Meeting where nominations for the Office Bearers shall be called. Nominations may also be received by way of letter from a club member addressed to the Secretary and received before the Annual General Meeting.
- (C) The term of appointment for all Management Committee Members shall commence immediately following the Annual Awards Presentation function.
- (D) The term of appointment for the Auditor shall commence immediately following the Annual General Meeting.

- (E) Any extraordinary vacancy in the Office Bearers shall be filled at the first General Meeting of the Club held after the vacancy has occurred. Duties of the position vacated shall be undertaken by another member of the Management Committee until the position is filled.

MANAGEMENT COMMITTEE

RULE 9

9. (A) The Club's Management Committee shall consist of the following Office Bearers who are over the age of 18:

President	Property Officer (2) – uniforms & equipment
Vice-President (2 positions)	Chief Coach
Honorary Secretary	Grading Chairman
Honorary Treasurer	Social Game Coordinator
Registrars (2 positions)	Canteen Supervisor
Assistant Secretary	Public Relations Officer
Ground Supervisor	527 Committee Representative
Social Secretary	Women's' Football Coordinator
Competition Secretary	Bar Supervisor
Web Site Manager	Mini Roos Co-ordinator
General Committee	Child Protection Officer

- (B) The President, Vice-Presidents (2), Honorary Secretary, Honorary Treasurer and two (2) Registrars shall form an Executive Committee and shall be ex-officio Members of all the committees of the Club.

Two (2) members of the Executive shall be delegates to General Meetings of the SSFA.

- (C) Junior General Committee Members (3-6 positions) may be elected. Nominations MUST be agreed to by the parents. Nominees must be turning 15-18 in the year of nomination.
- (D) All members of the Management Committee may be rostered for ground supervisory duties. Teams may also be rostered for these duties by the Competition Secretary.

DUTIES AND AUTHORITY OF OFFICE BEARERS

RULE 10

10. (A) President

- (1) The President shall be Chairman of all meetings except where otherwise specified within this Constitution. The President will conduct meetings in accordance with Club Rules and Parliamentary procedures. The Chairman of any Club Meetings will not lodge a deliberate vote but will have the casting vote where voting is tied.
- (2) The President will represent the Club at all social functions and shall speak on behalf of the Club but may nominate a past President or Executive Member to be the Club Representative, priority being given to the Vice-President.

(B) Vice-President (2)

- (1) Two (2) Vice Presidents will be elected, and will be known as the Vice-President (Junior Group) and Vice-President (Senior Group)
- (2) In the absence of the President, the Vice-President will act as Chairman in accordance with Clause (A), paragraph (1).
- (2) The Vice-President will be Chairman of the Protests, Disputes and Judiciary Committee.

(C) Honorary Secretary

- (1) The Secretary will attend to the general business of the Club and perform all clerical work necessary to carry out decisions of the members and/or Management Committee.
- (2) Club correspondence will be handled by the Secretary who may also accept money due to the Club on behalf of the Treasurer.
- (3) The Secretary will be responsible for preparing the Annual Report.
- (4) An honorarium for the Secretary will be decided each year by the Annual General Meeting for the year completed.
- (5) The Secretary shall establish and maintain a register of members of the Club specifying the name and address of such persons who are members of the Club together with the date on which the person became a member. A record shall be also kept of broken periods of membership. A further record should be kept of all Life Members of the Club. The Secretary shall keep a record of attendances at all Club Meetings.
- (6) The Secretary shall be the Public Officer of the Club and will notify the Government Department of any changes in the Club and its financial position. An Annual Statement must be lodged within one (1) month after the date of each Annual General Meeting of the Club (together with the prescribed fee). The Statement is a summary of the year's financial transactions and includes a Certificate of Currency of Public Liability Insurance. The full name, residential address, and date of appointment as Public Officer must be lodged with the Department within 14 days of the appointment.
- (7) In the absence of the President and Vice-President, the Secretary will act as Chairman, in accordance with Clause (A), paragraph (1).

(D) Honorary Treasurer

- (1) The Treasurer will receive all money for and on behalf of the Club and issue receipts and will bank all money into such bank accounts in the name of the Club as may be determined from time to time by the Constitution and Rules or the Management Committee.

- (2) Bank statements and account books will be in the custody of the Treasurer and will be made available at each meeting as required.
- (3) The Treasurer will pay all creditors accounts and will present a financial statement of the accounts at each meeting.
- (4) An audited Annual Financial Statement will be prepared by the Treasurer for presentation to the Annual General Meeting.
- (5) An honorarium for the Treasurer will be decided each year by the Annual General Meeting for the year completed.
- (6) The Treasurer is responsible for filling out the Annual Statement and handing to the Public Officer for lodgement.

(E) Registrars (2)

- (1) Two (2) Registrars will be elected and will be known as the Registrar (Junior Group) and the Registrar (Senior Group).
- (2) The Registrar (Junior Group) will record registrations for all players in the U/6 to U/16 age groups or as determined by the Management Committee.

The Registrar (Senior Group) will record registrations for all other players.

- (3) Each Registrar will maintain player history records for their particular group and will report any irregularity to Management Committee.

They will not divulge, in any circumstances, any information regarding registered players unless directed to do so by the Executive Committee.

- (4) Both Registrars will liaise with the Grading Officer prior to player placement.

(F) Assistant Secretary

- (1) The Assistant Secretary will keep Club minutes in a bound book and distribute copies for every meeting.
- (2) The Assistant Secretary will deputise for the Honorary Secretary if absent.

(G) Ground Supervisor

- (1) The Ground Supervisor will be responsible for ensuring that ground set up and marking, is carried out by the rostered Committee Member in the manner required by the SSFA.
- (2) The Ground Supervisor may be a member of the 527 Ground Committee for Anzac Oval.

(H) Social Secretary

- (1) The Social Secretary will be responsible for the organization of all social functions of the Club.
- (2) The Social Secretary will be responsible for the organization of the Club's Presentation functions and any fund-raising ventures or social activities specifically designated by Management Committee.
- (3) The Social Secretary shall not pay to attend any social function organized in the metropolitan area.
- (4) The Social Secretary will be Chairman of all social and fund-raising Committees, which he shall form when necessary, and will do own correspondence.

(I) Competition Secretary

- (1) The Competition Secretary will be responsible for the preparation of the weekly list of competition fixtures and will ensure that SSFA Match Cards are prepared for all home fixtures. The Competition Secretary will also arrange for match results to be phoned to the SSFA each week, and Match Cards to be lodged as required by the SSFA.
- (2) The Competition Secretary will check official scores and points tables supplied by the SSFA and ensure that they are displayed at the ground.
- (3) The Competition Secretary will keep a record of the points scored in the Club Divisional Championship Divisions per Awards Rule 3, and will prepare a progressive points table on a weekly basis for display at the ground.
- (4) The Competition Secretary shall be responsible for rostering Management Committee Members and/or teams for Ground Control and, rostering teams for Ground Marking, and Canteen.
- (5) The Competition Secretary will ensure all amendments to advertised draw are advised to Team Managers.

(J) Web Site Manager

- (1) The Web Site Manager will organize any match reports received, publish these reports on the website, and manage the club website.
- (2) All contents of the website relating to match comments and news items will be controlled by the website manager, unless specifically directed by Management Committee.

(K) Property Officers

- (1) The Property Officer will be responsible for all Club property and will report to the Management Committee the necessity for its replacement or repair.
- (2) The Property Officer will request the signature of a responsible person for any property issued.

- (3) The Property Officer will organize ordering and supply of Club Jackets, Tracksuits, other Club Clothing, Players Uniforms and Equipment.

(L) Chief Coach

The Chief Coach will endeavor to raise the standard of football throughout the Club and will be responsible particularly for:

- (1) Nominating Club Coaches for the season and such nominations to be referred to Management Committee for consideration and appointment.
- (2) Maintaining contact with and supervising Club Coaches.
- (3) Organising such training notes, courses and training procedures as the Club may consider desirable to attain a higher standard of soccer.
- (4) Arranging a pre-season Coaches' and Managers' Meeting.
- (5) Liaising with the Registrars.
- (6) Assisting the Grading Chairman with the grading of players into teams.

(M) Grading Officer

- (1) The Grading Officer shall appoint a four (4) member Grading Committee, subject to Management Committee approval, all of whom shall be Club members.
- (2) The Grading Officer shall appoint age controllers, subject to Management Committee approval.
- (3) The Grading Officer shall be responsible for the issuing and collection of Player Assessment Forms.
- (4) The Grading Officer shall liaise with both Registrars.
- (5) The Grading Officer will arrange social games. Management Committee approval is required prior to finalization of arrangements for social games.

(N) Canteen Supervisor

- (1) The Canteen Supervisor shall be responsible for ordering for the canteen. The Canteen Supervisor may appoint an assistant, subject to Management Committee approval.
- (2) An honorarium for the Canteen Supervisor will be decided each year by the Management Committee for the year completed.
- (3) In the absence of the Canteen Supervisor and/or Assistant the rostered Committee Member should be notified.

- (4) The Canteen Supervisor and/or Assistant shall ensure that rostered teams carry out cleaning to comply with NSW Health Regulations.

(O) Public Relations Officer

- (1) The Public Relations Officer will seek to obtain sponsors for the Club and will offer such incentives as authorized by Management Committee.
- (2) The Public Relations Officer will sell advertising at rates authorized by Management Committee.
- (3) The Public Relations Officer will seek to place Club news items in the media to the best advantage of the Club, in cooperation with the Website Manager.

(P) Social Game Coordinator

The Social Game Coordinator shall be responsible for organizing trial matches at the beginning of the season and gala days if run.

(Q) Women's Football Coordinator

Duties include but are not restricted to all matters relating to women in football.

(R) General Committee

General Committee will not be allocated specific duties, but shall be called upon, where necessary, to assist other members of the Management Committee with their duties. It may be possible to delegate some of the following duties to those members of the General Committee who wish to undertake additional tasks:

Managers Co-ordinator
Suspensions and Judiciary Officer
Referees Co-ordinator
Age Controller Manager
Team Development Officer
Pre-Season Trials Co-ordinator
Gala Day Co-ordinator
Club Photos Co-ordinator
Club Photographer
Year Book Editor
Trophies Officer
Player Development Officer

(S) Junior General Committee (3-6)

Junior General Committee will not be allocated specific duties but may be called upon to assist other committee members in certain circumstance as deemed appropriate by Management Committee. Additional duties may include assisting with Saturday Morning

ground supervision, liaising with Coaches and Managers, Age coordinators & players. Primary duties are to be involved in the running of grading days.

(T) Auditor

An Auditor will be appointed by the Club and may suggest the implementation of systems to ensure more adequate control of Club funds.

The Auditor may assist and advise the Treasurer during the year and will conduct an annual audit for presentation to the Annual General Meeting.

MEETINGS OF MANAGEMENT COMMITTEE

RULE 11

11. (A) The affairs of the Club shall be administered by the Management Committee. Major decisions of Management Committee will be reported at General Meetings and may be rejected by members through a majority vote. Information of a personal nature which may be known to Management Committee will not be divulged at General Meetings if so, ruled by the Executive, and there will be a right of appeal against such rulings.
- (B) The Management Committee will meet regularly, the quorum being five (5). If any meeting lapse for the want of a quorum, those present shall appoint a date for a deferred meeting to be held no sooner than 5, nor later than 10 days afterwards. Such meeting to be advised to all members of the Management Committee and at this deferred meeting, those present over 5 shall form a quorum.
- (C) A member of Management Committee must be a member of any special sub-committee.
- (D) Special meetings of the Management Committee may be called by the President, or by any three (3) members of the Committee requesting a meeting of the President and/or Secretary. Such special meetings require 24 hours notice to all members of the Management Committee.
- (E) Any Committee Member absenting themselves from three (3) consecutive meetings without reasonable excuse (to be decided by Management Committee) shall be deemed to have vacated their office.

EXECUTIVE COMMITTEE

RULE 12

12. An urgent decision can be made by a meeting of not less than four (4) members of the Executive Committee on any matter provided the decision is not contrary to the Club's Constitution and Rules. One of the four in attendance must be the President or the Secretary. The Secretary shall endeavor to contact all Executive members stating the object, time and place of the meeting. Any decision to be reported in writing to the next Management Committee Meeting for endorsement.

SUB-COMMITTEES**RULE 13**

13. (A) The Management Committee, General Meeting or subsidiary groups may set up sub-committees to deal with special matters / key areas. Such sub-committees shall not be less than three (3) members and are limited in their power to the bounds established in their formation. The Chairman of each sub-committee will present a report of plans and decisions to the next meeting of the parent body after plans and decisions are made. No action may be taken by any sub-committee on any matter whatsoever without prior approval of the parent body. Should urgent action be warranted, the Chairman of the sub-committee must contact the President and/or Secretary who may act within Rule 12.

(B) The Club's nominees for the Anzac Oval Grounds 527 Committee shall be Ground Supervisor and two (2) other members of the Management Committee.

**PROTESTS, DISPUTES AND
JUDICIARY COMMITTEE****RULE 14**

14. (A) There shall be a Protests, Disputes and Judiciary Committee, hereinafter called the PD&JC, which shall be a sub-committee of Management Committee. The convenor of this committee will be the Honorary Secretary and it will consist of the Vice-President, two (2) other members of Management Committee (appointed by the Executive) and two (2) Ordinary Members. The Annual General Meeting shall elect four (4) members (other than Management Committee Members) who will be eligible for appointment by the Executive to any meeting of the PD&JC of which the Vice-President shall be Chairman.

(B) The Management Committee shall have complete power (except where such power rests with the SSFA or any other body referred to in Rule 3) with reference to:

(1) Protests and/or disputes arising from disputes between Players, Coaches and/or Managers of the Club.

(2) Fining, suspending or other disciplining of any Players, Coaches or Managers of the Club cited for misconduct and found guilty of a breach of Rules on or off the field of play.

(C) The Management Committee may require any member (Playing or Ordinary), Coach or Manager to appear before the PD&JC to answer any charge of misconduct or breach of Rules. Should any such person fail to appear, the matter may be determined in their absence.

(S) (1) All protests, disputes and complaints must be made in writing to the Management Committee. Except where the power to deal with these protests, disputes and complaints rests with the Management Committee as per clause (B), paragraphs (1) and (2), these matters will be heard by the PD&JC who will report their decision to the Management Committee.

(2) Decisions of Management Committee may be appealed against in writing within 7 days, to be heard at the next scheduled General Meeting and must accompany a bond of \$10, which may be forfeited if the appeal is found to be frivolous.

- (T) Any decision of the PD&JC may be appealed against in writing within 7 days of such meeting or decision. The Management Committee shall deal with any such appeal at their next meeting, and their decision shall be final.

GENERAL MEETINGS OF THE CLUB

RULE 15

15. (A) The Annual General Meeting of the Club shall be held between 1st July and 31st October and will be held before the season finishes or will coincide with the Clubs Junior Picnic
- (B) In addition to the Annual General Meeting in July, general Meetings of the Club will be convened a minimum of three (3) times per year.
- (C) In each year, the Annual General Meeting will consider additions, deletions and amendments to the Statement of Objects, Constitution and Rules of the Club.
- (D) A Special General Meeting may be called at any time by the Secretary at the discretion of the Management Committee.
- (E) A Special General Meeting shall be called by the Secretary within 7 days of the receipt of a request signed by at least twentyfive (25) financial Ordinary Members.

NOTICE

RULE 16

16. (A) Except where the nature of business proposed to be dealt with at a General or Special General Meeting requires a special resolution of the Club, the Secretary shall, at least 7 days before the date fixed for the holding of the General or Special General Meeting, give notice in writing to all Ordinary and Life Members and if the meeting is a Special General Meeting, shall state the reason for such meeting.

The requirement of notice in writing can be satisfied by the publishing of the notice, in either the Club newsletter, on the club Web Site or in a local newspaper at least 7 days prior to the General or Special General Meeting.

- (B) Where the nature of business proposed to be dealt with at a General Meeting requires a special resolution of the Club, the Secretary shall at least 21 days before the date fixed for the holding of the General Meeting give notice in writing to all Ordinary and Life Members specifying the intention to propose the resolution as a special resolution.

The requirement of notice in writing can be satisfied by the publishing of the notice, in either the Club newsletter on the club Web Site or in a local newspaper, at least 21 days prior to the General Meeting.

RULES OF GENERAL MEETINGS

RULE 17

17. (A) The quorum at any General Meeting (Special or otherwise) shall be five (5) members excluding the Executive. This five to include no more than one (1) Life Member. If any meeting lapse for the want of a quorum, those present shall appoint a date for a deferred meeting to be held no sooner than 5, nor later than 15 days afterwards. Such meeting to

be advised to all members and at this deferred meeting those present over five (5) shall form a quorum.

- (B) Only financial Ordinary and Life Members are entitled to vote at a General Meeting. All votes shall be given personally and there shall be no voting by proxy.
- (C) Except as provided by Clause (D), a member shall be able to vote on any Club business at a General Meeting regardless of the number of meetings he has attended.
- (D) Provided a member has attended one General Meeting or Management Committee Meeting of the Club during the year, excluding the Annual General Meeting, the member may vote in the election of Officers at the Annual General Meeting.
- (E) Only Ordinary or Life Members may move or second motions or introduce any new business at a General Meeting of the Club. Any new member must have been financial at the previous meeting and have attended a meeting in the previous six months before able to introduce new business or move or second a motion.
- (F) (1) Any person invited to a meeting shall not introduce new business, move or second any motion, nor may they vote on any matter. They may not speak on any matter without the consent of the Chairman, unless such is decided by the majority of members present.
 - (2) No person shall speak twice on any one question unless by way of explanation, and only then with the permission of the Chairman. Notwithstanding, the mover of a motion has the final right of reply and by so speaking closes the debate.
 - (3) No person shall speak upon any motion or amendment for longer than five (5) minutes without the consent of the meeting.
 - (4) No person shall accept or second minutes of a previous meeting if such person did not attend such meeting or part thereof.

ALTERATION OF OBJECTS AND RULES

RULE 18

- 18. The statement of Objects, Constitution and Rules of the Club may be altered, rescinded or added to only by a special resolution of the Club, and as follows:
 - (A) For the Annual General Meeting in each year, any proposed alteration to the Statement of Objects, Constitution and Rules of the Club must be submitted to the Secretary as a resolution, not less than 28 days prior to the General Meeting, and specifying the intention to propose the resolution as a special resolution.
 - (B) Provision is made for altering the Statement of Objects, Constitution and Rules of the Club, other than at the Annual General Meeting in each year of odd date, by the receipt of a resolution for a proposed alteration signed by not less than twenty five (25) financial Ordinary Members and specifying the intention to propose the resolution as a special resolution. Such resolution must be delivered to the Secretary at least 35 days prior to a General Meeting.

SPECIAL RESOLUTIONS**RULE 19**

19. A resolution of the Club is a special resolution if it is passed by a majority which comprises not less than 75% of such members of the Club as, being entitled under these Rules so to do, vote in person at a General Meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.

CLUB COMMUNICATIONS**RULE 20**

20. Any communications on behalf of the Club shall be made only by the Secretary. Should any person, Coach, Manager, member or other enter into such communications they do so on a purely individual basis, and the Club in no way will be held responsible for such action. If a person in entering into any such communication brings discredit to the Club, they may be cited to appear before the PD&JC to be dealt with in any way deemed fit by that committee.

It is inherent within this Constitution that certain elected Officers of the Club, in the course of their duties, may have to enter into communications on behalf of the Club. Such Officers are exempted whilst keeping within the bounds of their office.

FUNDS-SOURCE**RULE 21**

21. (A) The funds of the Club shall be derived from fees and annual subscriptions of members, canteen profits and such other sources as the Management Committee determines.
- (B) All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank accounts.
- (C) The Club shall, as soon as possible after receiving any money, issue an appropriate receipt.

FUNDS-MANAGEMENT**RULE 22**

22. (A) The Treasurer shall have control of all funds and accounts of the Club. All funds and accounts shall be operative on the signature of any two (2) of the President, Secretary and Treasurer. Provided the members are not related.
- (B) The Management Committee is empowered to invest excess funds in accounts bearing interest.
- (C) All Creditors accounts shall be promptly paid by cheque, subject to them being passed for payment and recorded in the minutes of Management Committee or General Meetings. Should the interval between Management Committee or General Meetings exceed three (3) weeks, the Executive Committee may pass accounts for payments.

(D) No member or Committee of the Club shall donate or lend money belonging to the Club, unless agreed upon by no less than 75% of members present at a General Meeting or a Management Committee Meeting.

(E) Officers of the Club shall be reimbursed for necessary actual expenses incurred in the performance of their office. Requests for reimbursement will be considered by the Management Committee.

MEMBERS LIABILITIES

RULE 23

23. The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by Rule 7.

COMMON SEAL

RULE 24

24. (A) The common seal of the Club shall be kept in the custody of the Secretary.

(B) The common seal shall not be affixed to any instrument except by the authority of the Management Committee and the affixing of the common seal shall be attested by the signatures of the Secretary and of one member of the Management Committee.

CUSTODY OF BOOKS ETC.

RULE 25

25. Except as otherwise provided by these Rules, the Secretary shall keep custody of or under control all records, books and other documents relating to the Club.

INSPECTION OF BOOKS ETC.

RULE 26

26. The records, books and other documents of the Club shall be open to inspection, free of charge, by a member of the Club at any reasonable hour.

GENERAL

REGISTRATIONS

RULE 1

1. (A) The Club registration days shall be as decided by Management Committee.

(B) As far as possible the Club shall give preference to previously registered players when registering.

(C) If applicable, applicants shall provide proof of birth date. Where SSFA Rules require private accident cover, applicants must supply evidence of same.

(D) New applicants shall be registered subject to ability and team vacancy.

- (E) If a player leaves the Club, fees shall not be refunded, except in extenuating circumstances.
- (F) After set registration dates players will only be registered subject to availability of teams, whether they be previously registered players or not.
- (G) After the final set registration day (excluding any extra registration days), the Management Committee shall determine the number of teams to be fielded in each age group and new registrations shall only be accepted to enable incomplete teams to be filled. Once filled, additional registrations in the particular age group shall only be accepted to fill vacancies resulting from resignations, transfers or default of match fee payments.
- (H) The rejection of the application for registration of any player is the absolute discretion of the Management Committee, which shall not be required to assign any reason for such rejection.
- (I) On the payment of registration fees and the player's compliance with SSFA requirements, the player shall be regarded as provisionally registered for a period of 28 days. Thereafter, in the event that the Management Committee exercises its power under Rule 1 (H) in respect of any player, such players shall thereafter be an unregistered player and any registration fee paid in respect of such player shall be refunded.

MEMBERSHIP OF OTHER CLUBS

RULE 2

- 2. (A) Ordinary and Life Members may be members of another soccer club in any capacity.
- (B) Playing Members must seek SSFA permission (through the Club) in order to be playing members of another soccer club.

TEAMS AND PLAYERS

RULE 3

- 3. (A) All players registered with the Club shall play in teams as directed by Management Committee in accordance with Club Rules.
- (B) (1) With exception of the top graded team in any age division, priority shall be given to previously registered players in the final selection of a squad.

The Management Committee may waive this clause where substantial cases of "bad sportsmanship or clubmanship" are applicable.
- (2) Previously registered players shall include a previous player who has returned to the Club within one (1) year after an absence due to his parents or guardians moving away.
- (C) (1) As far as practicable; teams in the Small Sided Football age groups shall contain a maximum as per the SSF rule book; and the competition age groups a maximum of players allowed under the SSFA rules.

(2) As far as practicable, teams in the Amateur League, Women's and Over 35's age groups to have the maximum number of players allowed to be used under the SSFA rules. A higher number will be allowed, if agreed between the team and the Management Committee.

(D) Any player not presenting himself for five (5) consecutive matches shall be considered to have left the Club unless extenuating circumstances are shown.

(E) If a player is not included in either a playing or reserve squad, his fees shall be refunded.

GRADING

RULE 4

The Grading Committee Members will be formed by invitation from the Grading Chairman & Chief Coach. Members will need to as a minimum: -

- (1) Be on the Executive Committee
- (2) Life or Honorary Member
- (3) Registered Coach
- (4) Held Previous Coaching positions
- (5) Hold the position of Grading Chairman
- (6) Hold the position of Chief Coach
- (7) OR As deemed by the Management Committee taking into account ability, training and any playing experience.

4. (A) The Grading Committee shall grade all players into teams. Each age division is to have at least two hours grading time where possible.

(B) The Age Controller shall watch games throughout the playing season to assist with grading in the following season. They will be aided by Player Assessment Forms which Team Coaches will be required to complete during the season. The duties of Age Controllers will be to assist Coaches, Registrars and Parents, and to provide a liaison with Management Committee. Their duties will be from March 1 each year.

(C) If the Grading Committee considers that two (2) or more players are of equal ability, they will give priority to previously registered players.

(D) Where it becomes necessary to upgrade a player to a higher age group, the Grading Committee will take account of ability when selecting a player.

(E) The Management Committee will hear any complaints on grading and their decision shall be final.

(F) No player will be graded until his registration fees have been paid.

(G) Any player registering after grading is completed, must be referred to the grading committee for team placement.

COACHES AND MANAGERS**RULE 5**

5. (A) (1) Coaches will be allocated to teams by Management Committee. They will take into account previous Club coaching service, ability, training and any playing experience.
- (2) Coaching applicants may appeal a Management Committee decision on allocation to teams, giving reason for appeal.
- (3) As far as possible the Management Committee shall appoint a coach to the team of his/her choice.
- (B) (1) Coaches and Managers will be recognized by the Club after they have submitted their name, address, and telephone number (if any) to the Secretary. These details will be submitted to the SSFA in accordance with their Rules.
- (2) On application to Coach or Manage a team, the applicant should supply any details of coaching experience, qualifications and/or playing experience.
- (3) On appointment, Coaches and Managers will be deemed to be Financial Ordinary Members of the Club unless they are already financial.
- (4) Coaches, Managers, and players (of appropriate age) are expected to know and comply with the Constitution and Rules of the Club and of the SSFA. Contravention of such Rules may cause a loss of team points in the Club Championship or suspension, or both.
- (5) Coaches are appointed until December 31 each year and are responsible for the return of all Club property to the Property Officer.
- (C) One of the aims of the Club is to ensure that irrespective of football ability, each player should receive an equitable share of games, except where provided below. In selecting the team for each game, the Coach should follow the ensuing rules.
- (1) In social games, each player shall have at least half a game and a player who plays any part of the game as goalkeeper, shall not be stood down at all during the game.
- (2) In competition games; the coach shall stand down players at his discretion when necessary to reduce the team to eleven players, providing that except for disciplinary reasons, no player should be stood down twice until every player has been stood down once, providing further that the regular goalkeeper of a team need not be stood down at all.
- Due consideration will be given to absences on account of illness, injury and parents' annual holidays. The Coach and Manager shall agree at the beginning of the season how this consideration is to be applied, and it shall then be applied equally to all members of the team for the whole of the season.
- (3) For Semi Finals, Finals and Grand Finals; team selection is to be at the discretion of the coach.

(4) Should a complaint in accordance with Constitutional Rule 14 (D) be received from a member (or member's parent), the Management Committee shall consider the complaint and decide whether the player has had an equitable share of games. If this appears not to be the case, they may cite the Coach or Manager to appear and explain. Any decision of the PD&JC may be appealed against in accordance with Constitutional Rule 14 (E).

(D) Prior to the first competition game, Coaches will be provided with the names and addresses of all players graded into their team. When the competition commences no Coach shall play a player unless the Registrar advises him that the player has been cleared to play for the Club by the SSFA in accordance with their Rules.

(E) Managers Duties

Managers are responsible for keeping their teams informed of all Club Meetings, Rulings and requirements. They shall be team social organizer. Managers will arrange for parents and players to carry out scheduled duties such as ground marking and canteen duties. On match days the Manager will report results of each game as requested by the Club.

SUBSTITUTES

RULE 6

6. (A) Coaches must ensure that borrowing and substitution of players is done strictly in accordance with the Rules of the SSFA and with the Rules of the Club.
- (B) If a player is borrowed by another team, the Managers of both the borrowing team and the lending team shall keep a record of the number of times each player is borrowed and once a player has been borrowed by any one team three times will contact the Club Secretary if the player in question wishes to become a member of that team.
- (C) In Semi Finals, Finals or Grand Finals, coaches may borrow players. Such borrowed players may only be used as substitutes in these matches and only in accordance with SSFA Rules. However, at the discretion of Management Committee this Rule may be varied in extenuating circumstances.

INJURIES

RULE 7

7. Coaches shall ensure that the Ground Controller of the ground where the match is played is advised of any injury to players in any competition match. In addition, the Coach or Manager shall notify the Club Secretary within 36 hours of the injury being sustained. In the absence of the Secretary, an Executive Member should be advised.

COACHES RESPONSIBILITY FOR PLAYERS

RULE 8

8. (A) Coaches are responsible for ensuring that adequate time is allowed for travel to matches away from home.
- (B) Coaches and Managers shall ensure that all players wear the uniform of the club in competition matches. Contravention may result in the imposition of a fine on the player concerned.

- (C) Coaches are encouraged to ensure that young players go straight home after training or matches.
- (D) A coach must not prevent or withhold a player from trialing with or joining a Representative Squad.
- (E) Coaches or their deputies have complete authority in instructions, coaching and discipline at training or at matches. They must not contravene the Rules of the Code, SSFA or Club Rules, and must attend training sessions to the best of their ability unless reasons are given on application for their position.
- (F) Players must be under the control of the team Coach or Manager, or the Coaches' deputy for the duration of training time.

GROUND CONTROL, CANTEEN DUTIES

RULE 9

9. (A) Each week teams will be nominated to undertake various duties on behalf of the Club. Details will appear on the website prior to the date set for such duties.
- (B) Team Managers (or coach where no Manager is appointed) shall be responsible for organizing players or parents to carry out scheduled duties.
- (C) Teams which do not provide adequate number of players and/or parents to undertake the scheduled duties will be nominated again for the next available date.

ANNUAL PRESENTATION FUNCTION/S

RULE 10

10. Presentations will be as set by Management Committee.

PATRONS

RULE 11

11. Patrons may be nominated at Annual General Meetings and voted on by those present who are eligible to vote. The period of such patronage shall be until the next Annual General Meeting. A patron may be re-nominated.

AWARDS

CLUB PRESENTATIONS

RULE 1

1. (A) The Club will award each member of a junior team up to and including U/21 participating in a Grand Final, Final or Semi Final, an award commensurate with the team's achievement, and senior teams above U/21 participating in a grand final, or becoming minor premiers also an award commensurate with the team's achievement.

(B) Trophies will be inscribed with the team's division, the year, player's name and whether the team be Premiers, Minor Premiers, Runners-up, Finalists or Semi-Finalists.

(C) When a team wins a perpetual trophy the Management Committee, at its discretion, may award individual trophies to the team members.

(D) Non-Competitive MINI ROOS Football Awards

(1) This division refers to those teams which are not in the official competition of the SSFA.

(2) All players in the Non-Competitive Rooball Division shall receive an Encouragement Award from the Club.

SSFA AWARDS

RULE 2

2. The SSFA may provide trophies to players in teams in various categories. Should the SSFA decide not to provide trophies to players in teams winning their Division, being Runners – Up or Most Improved, then the Club may decide to provide such trophies.

**CLUB CHAMIONSHIP TROPHIES –
SENIOR AND JUNIOR DIVISION**

RULE 3

3. The Club Champions, Senior and Junior Divisions will be awarded to the team in each Division with the greatest number of points as per SSFA point score table. If two teams or more are equal on points the team which has the greatest average of competition goals will be the winner. These are perpetual trophies, and a suitable inscription will be engraved on each Divisional Championship Trophy.

Senior Club Division Trophy is known as the “Keith Mortlock Memorial Trophy”.

Junior Club Division Trophy is known as the “Preston Trophy”.

**JUNIOR AND SENIOR CLUB CHAMPION
GOAL SCORERS TROPHY**

RULE 4

4. (A) The Junior and Senior Club Goal Scorer's trophy is a perpetual trophy and will be awarded to the teams (Junior being competition teams 6 and under including women teams and Senior being ages 17-All Age including women teams) having the greatest positive margin of goals after deducting competition goals against them from competition goals scored for them. Such competition goals to be obtained from the official SSFA final competition point scores.

(B) Where the number of competition games is not the same for all Club teams, the positive margin obtained as in Clause (A) above for each team will be divided by the number of competition games played by it and the trophy awarded to the team with the greatest positive average so determined.

- (C) Should two (2) or more teams have the same greatest positive margin as decided above; the trophy will be awarded to the team which has the greatest average of competition goals scored per game.

JUNIOR AND SENIOR GOLDEN GOALS TROPHY

RULE 5

5. (A) The Junior and Senior Golden Goals Trophy is a perpetual trophy to be awarded each year to the team which scores the most competition goals. Such competition goals to be obtained from the official SSFA final competition point scores.

- (B) Where the number of competition games is not the same for all teams, the number of competition goals scored by each team will be divided by the number of games played by it and the trophy will be awarded to the team with the highest average number of goals scored as so determined.

For the purpose of this Rule, bye games and games won on a forfeit by a team (with goals not to count) will not count as games played by it, whereas games lost on forfeit will be counted.

- (C) Should two (2) or more teams share equally the highest number of goals (or average) scored as determined above, the winner will be decided on a “countback” basis.

JUNIOR AND SENIOR CLUB MOST IMPROVED TROPHY

RULE 6

6. The Club Most Improved Trophy will be awarded to the team Junior competition teams 16 and under (including girl's teams) and Senior 17's – All Age (including women's teams) and Over 35's showing the most improved results in the second part of the SSFA competition. The SSFA method of determination will be adopted.

MORRISON TROPHY

RULE 7

7. The Morrison Trophy will be awarded to the junior team showing the most potential C grade or lower. This is a perpetual type trophy, and the winner will be decided after the following calculations. After playing a team for the second time during the season the goal difference between the two games will be a positive or negative point score. Eg Loss 3-1 in first round Win 3-0 against same team in second round would be plus 5 pts and if a bigger loss than the first-round game the points would be negative. The winner will be the team totaling the most points by the end of the season.

CLUBMAN TROPHY

RULE 8

8. The Clubman Trophy is a perpetual trophy and may be awarded annually by the Management Committee to a member of the Club for their efforts to assist the Club during the season. A member of the General Committee may be eligible for this award. A replica will be awarded to the winner each year.

LONG SERVICE AWARDS**RULE 9**

9. The Management Committee will award a badge for five (5) years unbroken playing service with the Club; and for each multiple of five (5) years thereafter, a suitable award and badge engraved with the years of service.

SUBSTITUTION IN FINALS**RULE 10**

10. In the event of any team not being up to full strength and borrowing players for their finals, such players will be awarded a medallion in appreciation for their efforts.

ADDITIONAL INCLUSIONS TO THE CONSITITUTION**(1) RIGHT OF NON-MEMBERS TO ATTEND GENERAL MEETING**

- a. The chair may invite any person who is not a member to attend and address a general meeting.

(2) REMUNERATION OF EXECUTIVE COMMITTEE

- a. The Management Committee will make decisions on Fee's deemed payable to any member of the Executive Committee.

(3) EXPENSES

- a. In addition to any fees, Executive Committee are entitled to be paid or reimbursed for expenses they properly incur in relation to exercising their powers and performing their duties.

(4) MEETINGS OF MANAGEMENT COMMITTEE IN DIFFERENT PLACES.

- a. With the consent of the Executive Committee notified orally or in writing to the secretary, a general meeting maybe convened at different venues, provided the technology used gives the members at each venue a reasonable opportunity to participate in the meeting.
- b. If there is a failure in the technology which deprives any member of a reasonable opportunity of participating in the meeting, the chair must adjourn the meeting until the failure is rectified. If the failure is not rectified within one hour, the chair must adjourn the meeting.

(5) VOTING BY CIRCULAR

- a. The Management Committee may pass a resolution without holding a meeting. Electronic signing is a valid vote.

(6) CHAIR TO DECLARE PROXIES

- a. Before taking a vote at a general meeting, the chair must inform the meeting Electronic signing is a valid votes have been received and how the proxy votes are to be chaired.

(7) FORM OF PROXY

- a. The Form set out in Schedule A may be used for the appointment of a proxy.

(8) LODGEMENT OF PROXY

- a. A proxy, or other authority to exercise a member's voting rights at a general meeting is not to be treated as valid unless notice of it is received by Secretary (or another place specified in the notice of meeting) at least 48 hours before the time the meeting (or adjourned meeting) at which it is to be exercised is due to commence. The proxy or must be accompanied by authority under which the proxy was signed or a certified copy of the power of attorney. Email documents are acceptable.

(9) RIGHTS OF PROXIES

- a. A proxy or other person appointed to exercise member's voting rights has the same rights as the member to speak and vote at a general meeting. Those rights are suspended while the member is personally present at the meeting.