



## Barossa Light & Gawler Football Association Inc. Women's League Committee Charter

### 1 **NAME**

The name of the sub-committee shall be:  
"The Barossa Light & Gawler Women's League Committee"  
(Hereafter known as the BLGW Committee)

### 2 **ASSOCIATION**

The BLGW is an associated body of the Barossa Light & Gawler Football Association Inc.  
(Hereafter known as the Association)

### 3 **PURPOSE**

The purpose of the BLGW Committee is to act on behalf of the Association to manage the Female Football competition with responsibilities including, but not limited to, those listed in point 10 of this Charter.

### 4 **THE EXECUTIVE**

The Executive of the committee will comprise of a Chairperson, Treasurer, Secretary and a Female Football Coordinator.

- 4.1 The Chairperson and Treasurer will be elected by the BLGW Committee bi-annually (preferably in alternate years).
- 4.2 The Secretary will be appointed by the BLGW Committee annually. If there is no volunteer for the position it shall be filled according to the agreed club rotation system.
- 4.3 The Female Football Coordinator (hereafter known as the FFC) will be appointed by the BLGW Committee annually.

### 5 **MEMBERSHIP**

- 5.1 The BLGW Committee membership will consist of one delegate nominated by each club involved in the BLGW competition.
- 5.2 Each club may nominate a proxy delegate who may attend meetings and vote in the absence of the recognised delegate.
- 5.3 A proxy delegate must be nominated at the commencement of a meeting.
- 5.4 A designated member of the BLGFA Board will attend each meeting if possible but will have no voting rights.
- 5.5 Designated members of the SANFL and the BL&G Umpires Association are invited and encouraged to attend the meetings to provide assistance and guidance but have no voting rights.

### 6 **QUORUM**

- 6.1 A quorum will consist of one more delegate than half of the participating clubs.

### 7 **VOTING**

- 7.1 Each attending club will be entitled to one vote on any motion.
- 7.2 Voting will be by a show of hands unless otherwise agreed.
- 7.3 The Chairperson will have a casting vote only (subject to clause 7.4.1).
- 7.4 The Secretary and Treasurer will have no voting powers (subject to clause 7.4.1).
  - 7.4.1 A Chairperson, Secretary or Treasurer may have an ordinary vote on a motion if they are the sole representatives of their club in attendance at a meeting.
- 7.5 The Female Football Coordinator will have no voting powers.

### 8 **MEETINGS**

- 8.1 Unless otherwise agreed by the BLGW Committee, general meetings will be held on a monthly basis commencing in February with the last meeting in September of each year.
- 8.2 Extra General meetings may be called as agreed by the Committee.
- 8.3 Special meetings will be held at a time and place to be agreed.

- 8.4 The Annual General Meeting will be held in September of every year, on a date to be decided by the Committee.
- 8.5 The financial year shall be between the 1<sup>st</sup> October and the 30<sup>th</sup> September.

## 8 **NON-ATTENDANCE AT MEETINGS**

- 8.1 Any club which fails to have a delegate (or proxy) in attendance at any BLGW meeting will be fined at the following schedule:-  
     First offence in any season - \$25  
     Second and subsequent offences in any season - \$50
- 8.2 Apologies and exceptional circumstances for non-attendance will be considered by the BLGW Executive. A member of the BLGW Executive is to be notified of the apology or exceptional circumstances.
- 8.3 Delegates must attend within 30 minutes of the agreed starting time, or be deemed absent and the club fined.

## 9 **DUTIES**

**Chairperson** The duties of the Chairperson shall include;

1. Presiding as Chairperson at meetings of the BLGW (In his absence the FFC shall preside)
2. Representing the BLGW at BLGFA delegates meetings
3. Calling special meetings of the BLGW
4. Promote the BLGW competition with partners (sponsors)
5. Work with the Female Football Coordinator to engage with the SANFL to and promote the BLGW competition and its players.
6. Ensuring that the objectives of this charter and any resolutions passed at BLGFA committee of management meetings and BLGW meetings are carried out

**Secretary** The duties of the Secretary shall include;

1. Perform the recognised tasks of a secretary with regards to minutes, agendas, correspondence, etc.
2. Forward minutes of all meetings to the BLGFA Secretary
3. Update the BLGW charter as required
4. Prepare an annual BLGW budget for the BLGFA committee of management in consultation with the BLGW President, Treasurer and FFC.

**Treasurer** The duties of the Treasurer shall include;

1. Manage all financial affairs of the BLGW
2. Present current financial statements to all meetings of the BLGW
3. Present an annual financial report to the AGM of the BLGW
4. Present an audited financial report to the BLGFA Finance Officer

**Female Football Coordinator** The duties of the FFC shall include;

1. Implement BLGW policy as agreed
2. Liaise with Club coaches and provide guidance and assistance for their development
3. Identify talented players and assist them with their development pathways
4. Assist with the coordination of BLGW events including finals series arrangements
5. Report to BLGW meetings on issues relevant to women's football in the BLGFA

## 10 **RESPONSIBILITIES OF THE BLGW Committee**

- 10.1 Development of fixtures for the BLGW Competition
- 10.2 Oversee Rules, Regulations and Policies in relation to the BLGW Competition
- 10.3 Arrange allocations of umpires for games through the BL&GFA Umpires Association
- 10.4 Provide an agreed code of conduct document and do all things necessary to ensure compliance
- 10.5 Consider the safety of participants, the integrity of the competition and the image of the Association when making decisions.

## 11 **PLAYING QUALIFICATION**

- 11.1 Under 14 – Under 14 years of age as at 31<sup>st</sup> December of the previous year.  
 (Players listed for Under 14 **must be** at least 11 years of age on 31<sup>st</sup> December of the previous year)
- 11.2 Under 17 – Under 17 years of age as at 31<sup>st</sup> December of the previous year
- 11.3 Seniors – 17 years of age or over as at 1<sup>st</sup> January of the current year. Younger players may play in the adult grade pursuant to the SANFL “Duty of Care Policy” Appendix 16.
- 11.4 To qualify to play in the major round(s), all players must have been registered before ¾ of the season has been played and must have played at least a ¼ of the minor round games.
- 11.5 Dual registration is not permitted.

## 12 **TEAM NOMINATIONS**

All Club delegates are to submit their team nominations to the Secretary prior to 1<sup>st</sup> March each year unless otherwise agreed by the BLGW.

## 13 **PLAYER LISTS**

All Clubs will ensure that all players are registered on the approved database before playing.

## 14 **PLAYING AN UNQUALIFIED PLAYER**

14.1 No club shall play a player who for any reason is unqualified.

14.2 Unqualified will mean any player that no longer meets the required age restrictions.

## 15 **REGISTRATION FEES**

15.1 Player and team registration fees are to be set at the AGM of the BLGW each year.

15.2 Fees are to be paid to the BLGW Treasurer prior to the first match of each season.

## 16 **PROGRAMME**

A member of the BLGW shall liaise with the BLGFA Secretary and the BLGUA Coach regarding the formulation of the upcoming season's program.

## 17 **MATCH DAY OPERATIONS**

Home teams to provide: -

- Match ball
- Goal umpire and flags
- Timekeeper
- Scorecards
- First aid personnel and equipment

Away teams to provide: -

- Goal umpire and flags
- Scorecards

## 18 **TEAM SHEETS**

18.1 Before the commencement of each game, an official team sheet listing player's names and numbers as well as the names of the coaches, manager and runner will be completed in triplicate with a copy submitted to the umpire and the opposition team manager.

## 19 **TEAM NUMBERS**

The number of players in each team shall be equalised before each game.

## 20 **STARTING TIMES**

Starting times will be determined from year to year.

## 21 **LENGTH OF MATCHES**

All grades – four quarters of a maximum of twelve (12) minutes each.

## 22 **PLAYING RULES**

22.1 Under 14 – as per modified BLGFA rules in Appendix A of this Charter.

22.2 Under 17 & Senior – as per modified BLGFA rules in Appendix B of this Charter.

## 23 **DISCIPLINE**

23.1 The BLGW Committee Charter - Code of Conduct (Appendix D) shall apply to Coaches, Players, Parents, Officials and Spectators.

23.2 Players and Officials may be reported by the Field Umpire and dealt with pursuant to the BLGFA Operations Handbook Sections 2 and 3.

## 24 **ALTERATIONS TO CHARTER**

24.1 Alterations to the BLGW Charter may be made by resolution at the JMC AGM each year or by a special meeting called by the BLGW Executive.

24.2 Clubs must be provided with 14 days' notice of any proposed changes.

## 25 **OTHER MATTERS**

25.1 Points of this charter requiring interpretation will be referred to the BLGFA Board of Directors.

25.2 The decision of the BLGFA Board will be binding.