

# By-laws of the Campbelltown Cobras



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## **1- Name and Status**

1.1 The name of the Club shall be the Campbelltown Cobras Soccer Club Incorporated and for the purposes of this document will be referred to as the “Club”

1.2 This Constitution and these Rules shall render null and void any Constitution or Rules of the Club issued prior to these by-laws and shall be printed in full and made available to Ordinary and Life Members, Coaches and Managers, any financial member of the Club

## **2 - Objectives**

2.1 The Club's primary objective is to encourage and develop football and to foster good citizenship and sportsmanship by its members.

## **3 - Affiliation**

3.0 The Club shall be affiliated with the Macarthur District Soccer Football Association Inc., hereinafter referred to as the “MDSFA”

## **4 - Club Colours, Uniform and Dress**

4.1 The Club colours will at times be primarily navy blue with yellow and white.

4.2 The alternate or “Away” strip shall be primarily white with navy blue and yellow

4.3 Any changes to the design of the clubs uniform shall be made by submission to the Committee for consideration. Any variation to the uniform used at the time shall be submitted to the MDSFA for authorisation prior to changing or ordering of uniforms.

4.4 No team shall have a uniform that differs or varies from the uniform endorsed by the committee and the MDSFA from time to time.

## **5 - Membership**

5.1 Members of the Club shall be classified in the following categories:-

1. Playing Member
2. Life Member
3. Club Member
4. Club Life Member

5.2 A Playing Member must be a registered player, coach or manager with the MDSFA. Playing members over the age of 18 years shall have voting rights at all meetings.

5.3 A Life Member shall be determined as per by-law 6. A Life Member shall have voting rights at all meetings including Executive Committee meetings.

5.4 A Club Member is a non-playing member. A Club Member shall be parents or guardians of an under 18 year old playing member and Supporters of any team of the club. A Club member shall have voting rights at all meetings if they are a parent or guardian of an under 18 year old playing member. Club members may only cast one vote per registered player.

5.5 A Club Life Member shall be determined as per Rule 6. A Club Life Member shall have voting rights at all public meetings. A Club Life Member shall not have voting rights at Executive Committee meetings.

## **6 - Election of Life Members**

6.1 Nominations for candidates for Life Membership must be forwarded to the Secretary in writing, 28 days prior to the Annual General Meeting stating reasons for nomination. Nominees must have been actively involved with the Club and must be endorsed by the Management Committee prior to the Annual General Meeting at which the nomination is proposed. The vote shall be by secret ballot and must be agreed upon by no less than 75% of members present.

Playing life members will receive free registration fee for each season but still be required to pay match fees and pay for uniforms

## **8 - Fees, Subscriptions etc.**

### **8.1 Registration Fee**

Playing Members shall pay an annual registration fee as determined by the Management Committee after taking into account fees to be paid to the MDSFA.

Failure to complete registration payments by this time may result in suspension of playing privileges.

Playing life members will receive free registration fee for each season but still be required to pay match fees and pay for uniforms

### **8.2 Competition Fees**

Playing Members and playing Life Members shall pay competition fees as determined by the Management Committee. Players, who have not paid competition fees, 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.

## **9 - Election of Office Bearers**

9.1 Office bearers of the Club shall be elected annually at the Annual General Meeting.

9.2 These office bearers will become "officers elect" and their term of office will commence at the conclusion of the Annual General Meeting.

9.3 The Secretary shall advise Club members (see by-law 16) of the date and place of the Annual General Meeting. 9.4 Nominations of candidates for election of office bearers of the Club shall where possible be in writing and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination)

9.5 Nominations shall be delivered to the Secretary of the Club not less than 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.

9.6 If insufficient written nominations are received to fill all vacancies on the Committee, further nominations shall be received at the Annual General Meeting.

9.7 Should there still be insufficient nominations, any vacant positions remaining on the Committee shall be deemed to be casual vacancies. These vacancies shall be filled following receipt of nomination and elected by financial members at a subsequent General Meeting.

9.8 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

9.9 If the number of nominations received exceeds the number of vacancies to be filled, a ballot of members shall be held.

9.10 The ballot of members for the election of office bearers of the Committee shall be conducted at the Annual General Meeting. A show of hands shall be the method of voting with a 51% of votes being the majority vote either for or against.

9.11 An 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 Executive Committee until the position is filled.

## **10 - Executive Committee**

10.1 The Club's Executive Committee shall consist of the following office bearers:

- President
- Vice President
- Secretary
- Treasurer

10.2 The Clubs Management Committee shall consist of a further 6 persons (minimum)

10.3 Two members from either the Executive Committee or Management Committee shall be the nominated delegates to the MDSFA.

10.4 All members of the Management Committee shall be delegated tasks and responsibilities as the Executive Committee sees fit and or as determined between the Executive and Management Committees from time to time.

## **11 - Duties and Authority of Office Bearers**

### **11.1 President**

The President shall be Chairperson of all meetings except where otherwise specified within this Constitution. He/she will conduct meetings in accordance with Club Rules and Parliamentary procedures. The Chairperson of any Club meetings will not lodge a deliberate vote but will have the casting vote where voting is tied.

The President will represent the Club at all social functions and shall speak on behalf of the Club but he/she may nominate a member of the Executive or Management Committee to carry out these tasks from time to time.

### **11.2 Vice President**

In the absence of the President the Vice President will act as Chairperson in accordance with rule 11.1 He/she will be Chairperson of the Appeals and Disciplinary Committee.

### **11.3 Secretary**

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.

Club correspondence will be handled by the Secretary who may also accept any money due to the Club on behalf of the Treasurer.

The Secretary will prepare the Annual Report.

The Secretary shall establish and maintain a register of members of the Club specifying name and address of each person who is a member of the Club with the date on which the person became member. He/she shall keep a record of attendances at all Club meetings.

The Secretary shall be the Public Officer of the Club.

In the absence of the President and Vice President the Secretary will act in accordance with rule 11.1

### **11.4 Treasurer**

The Treasurer will receive all money for and on behalf of the Club and issue official receipts. He/she 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.

Bank statements and account books will be in the custody of the Treasurer and will be made available at each meeting as required.

The Treasurer will promptly pay all accounts passed for payment and recorded in Club minutes. He/she will present a financial statement at each meeting.

An audited Annual Financial Statement will be prepared for presentation to the Annual General Meeting.

**The Management Committee shall carry out, but not be limited to the following positions and tasks-**

### **11.5 Registrar**

A member of the Management Committee will be elected to carry out the duties and responsibilities of a Registrar. The Registrar will be responsible for the registration of all members of the club with the MDSFA.

The Registrar will be responsible for maintaining all players' records and personal information and will not divulge any information to any other party unless directed to do so by the Executive Committee.

### **11.6 Grounds person**

He/she will be responsible for ensuring that ground control and ground marking is carried out.

He/she will organise training times for all teams.

He/she will supervise all club property needed for the oval and report the necessity for replacement or repair.

### **11.7 Social and Fundraising Secretary**

The Social Secretary will be responsible for the organisation of all social functions of the Club.

The Social Secretary will be responsible for the organisation of the Club's Presentation functions and any fundraising ventures or social activities specifically designed by the Management Committee.

The Social Secretary will be responsible for organising team photos each year.

### **11.8 Equipment Officer**

The Equipment Officer will control the sale and purchase of all club uniforms and report the necessity of replacement of stock.

He/she will also supervise the purchase and issuance of all training aids etc. authorised by the Management Committee.

He/she will request the signature of a responsible person for all equipment issued.

### **11.9 Webmaster/Publicity Officer**

The Webmaster/Publicity Officer will organise the Club's webpage during the pre-season and will attend to any special amendment/additions authorised by the Executive Committee.

All contents of the webpage relating to match comments and news items will be controlled by the Webmaster/Publicity Officer unless specifically directed by the Executive Committee.

### **11.10 Canteen Supervisor**

The Canteen Supervisor shall be responsible for the operations of the canteen.

The Canteen Supervisor will be responsible for supervising the Canteen Operations each Saturday. The Canteen Supervisor will supervise the Canteen Operations for games played on a Sunday as required in consultation with the Executive Committee.

### **11.11 Competition Secretary**

The Competition Secretary will be responsible for the preparation of the weekly list of competition fixtures and will ensure that MDSFA Inc. match cards are prepared for all home fixtures. He/she will arrange match cards to be lodged as required.



He/she will check official scores and points tables supplied by the MDSFA.

He/she will notify teams and players of any alterations or amendments to the draw.

He/she will advise team and players of suspensions handed down by the MDSFA

#### **11.12 Senior Coordinator**

He/she will be responsible for liaising with all Senior Teams of the club. The Senior Coordinator will be the first point of contact for all senior players for any Club related matters.

He/she will be responsible for the handing out of ground control responsibilities to teams throughout the season including, but not limited to, set-up, pack-up, canteen, etc.

#### **11.13 Junior Coordinator**

He/she will be responsible for liaising with all Junior Teams of the club. The Junior Coordinator will be the first point of contact for all junior players for any Club related matters.

He/she will be responsible for the handing out of ground control responsibilities to teams throughout the season including, but not limited to, set-up, pack-up, canteen, etc.

#### **11.14 Mini /SSG Coordinator**

He/she will be responsible for liaising with all Mini/SSG Teams of the club. The Mini/SSG Coordinator will be the first point of contact for all junior players for any Club related matters.

He/she will be responsible for the handing out of ground control responsibilities to teams throughout the season including, but not limited to, set-up, pack-up, canteen, etc.

## **12 - Meetings of the Executive and Management Committee**

12.1 The affairs of the Club shall be administered by the Executive Committee. All major decisions of Executive Meetings will be reported to General Meetings and may only be rejected by a majority of at least 75% of voting members present at the said meeting. Certain information which may be known by the Executive Committee will not be divulged at General Meetings. Page **10** of **20**

12.2 The Management Committee will meet regularly, the quorum being five, two of whom must be Executive. If any meetings lapse for want of a quorum, those present shall set 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 or over five shall form a quorum.

12.3 A member of the Management Committee must be a member of any special sub-committee set up from time to time.

12.4 Special meetings of the Management Committee may be called by the President, or by any four members of the Executive Committee. Such special meetings require 24 hours notice to all members of the Management Committee.

12.5 Any committee member absenting himself/herself from three consecutive meetings without reasonable excuse (to be decided by the Executive Committee) shall be deemed to have vacated his/her office.

## **13 - Executive Committee**

An urgent decision can be made by a meeting of no less than four 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 Secretary. The Secretary shall endeavour to contact all Executive Members stating the object, time and place of the meeting. Any decision, must be reported in writing to the next Management Committee Meeting for endorsement.

## **14 - Sub-Committees**

14.1 The Management Committee, General Meeting or subsidiary groups may set up sub-committees to deal with special matters. Such sub-committees shall be not less than three members and are limited in their power to the bounds established in their formation. The Chairperson of each sub-committee will present a report of plans and decisions to the next meeting of the Management Committee after plans and decisions are made.

No action may be taken by any sub-committee on any matter whatsoever without prior approval of the Management Committee. Should urgent action be warranted, the Chairperson of the sub-committee must contact the President and/or the Secretary who may act within By-law 13.

## **15 - Grading Panel**

A grading panel will ideally consist of a minimum of four (4) persons, all of whom shall be Club members.

The grading panel shall assess each players suitability for the relevant grade of the team. The panel shall liaise with the Registrar prior to making any grading decisions.

The grading panel will not advise any persons outside of the clubs Executive and Management Committees of their decision or reasons for such decisions.

## **16 - Protests, Disputes and Judiciary Committee**

16.1 The Executive Committee shall appoint a minimum panel of three members to form a protests, disputes and Judiciary Committee, hereinafter called the Appeals and Disciplinary Committee or ADC. The Vice President shall be the Chairperson of such committee.

16.2 All protest, disputes and complaints must be made in writing to the Executive Committee who will in turn refer the matter to the ADC

16.3 The Executive Committee (through the ADC) shall have complete power (except where such power rests with the MDSFA) with reference to:

(i) Protests and/or disputes and/or matters of the Club.

(ii) Apportioning costs, 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.

16.4 The ADC may require any member (Playing or Ordinary), coach or manager to appear before the ADC to answer any charge of misconduct or breach of Rules. Should any such person fail to appear, the matter will be determined in his/her absence.

16.5 Decisions of the ADC may be appealed against in writing within 7 days, to be heard at the next scheduled General Meeting.

## **17 - Disciplining of Members**

17.1 If any member shall wilfully refuse or neglect to comply with the provisions of the Rules of the Club or shall be guilty of any conduct which, in the opinion of the Committee, is unbecoming of a member or prejudicial to the interest of the Club, the Committee shall have the power to reprimand and apportion costs and suspend and expel such a member from the Club.

17.2 Disciplining of a member can only be carried out provided that at least 7 days before the meeting of the Committee at which a resolution to reprimand and/or apportion costs and/or suspend and/or expel such member or any combination thereof is put, the member shall have had notice in writing of such meeting and, before the passing of such resolution, have had an opportunity of giving orally or in writing any explanation or defence he/she may think fit

17.3 No member shall be expelled from the Club unless the resolution for his/her expulsion is passed by a majority of two-thirds of those Committee Members present and voting.

17.4 In the event of the expelled/suspended person being the sole parent or sole guardian of a playing member under the age of 18 years, those Playing Members will retain their status if an adult member, approved by the Committee, advises acceptance of the responsibility for the under 18 year old Playing Members. Written acceptance of this responsibility is to be submitted to the Secretary within 14 days of the person's expulsion/suspension.

## **18 - Right of Appeal of Disciplined Member**

18.1 A member may appeal to the Club at a Management Meeting against a resolution of the ADC which is passed under Rule 17.4 within 14 days after notice of the resolution is served on the member by lodging with the Secretary a notice to that effect. Should the member elect to use legal representation it must be indicated in writing.

18.2 Upon receipt of a notice from a member under clause 17.4, the Secretary shall convene a Special Management Meeting within 14 days after the date on which the Secretary receives the notice.

18.3 At a Special Management Meeting of the Club under clause (f):

no business other than the question of the appeal shall be transacted;

the ADC and the member shall be put forward their respective cases orally, in writing or both;

the members present shall vote on the question of whether the resolution should be confirmed, revoked or varied;

voting shall be conducted by ordinary majority, on a show of hands, unless the Meeting resolves by ordinary majority to conduct a secret ballot; and

Management Committee Members who sat on the ADC shall not be entitled to vote on the resolution.

18.4 If a member wishes to use legal representation then he/she shall cover such costs as well as the Club's corresponding representation.

## **19 - General Meetings of the Club**

19.1 The Annual General Meeting of the Club shall be held at a suitable time during the junior presentation each year.

19.2 In addition to the Annual General Meeting, monthly meetings are to be conducted on the second Monday of each month. These meetings shall be conducted from January through to September each year.

19.3 The consideration of additions, deletions and amendments to the statement of Objects, Constitution and Rules of the Club will take place at the August General Meeting.

19.4 A Special General Meeting may be called at any time by the Secretary at the discretion of the Executive Committee

## **20 - Notice**

20.1 Notice of a General Meeting need only be given where the meeting is scheduled for a time and date outside of the scheduled meetings outlined in 19.2.

Where such notice is required to be given, the Secretary shall, at least 7 days before the date fixed for the holding of the General Meeting, give notice to all Ordinary and Life Members. The notice shall state clearly the new date, time and venue for the meeting.

The requirement of notice in writing can be satisfied by the publishing of a notice on the clubs website at least 7 days prior.

20.2 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 placing such notice on the clubs website at least 21 days prior to the General Meeting.

## **21 - Rules of General Meeting**

21.1 The quorum at any General Meeting (special or otherwise) shall be 5 members. This number is not to include the person chairing the meeting. If any meeting lapses for the want of a quorum, those present may appoint a date for a deferred meeting to be held.

21.2 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.

21.3 A member is not entitled to vote, introduce new business, move or second a motion at any General Meeting unless all money due and payable by the member of the Club has been paid.

21.4 Any person invited to a meeting shall not introduce new business, move or second any motion, nor may he/she vote on any matter. He/she may not speak on any matter without the consent of the Chairperson. Notwithstanding, the mover of a motion has the final right of reply and by so speaking closes the debate.

21.5 No person shall speak twice on any one question unless by way of explanation and only with permission of the Chairperson. Notwithstanding, the mover of a motion has the final right of reply and by so speaking closes the debate.

21.6 No person shall accept or second minutes of a previous meeting if such person did not attend such meeting or part thereof.

## **22 - Alteration to By-laws and Rules**

**The statement of By-laws and rules of the Club may be altered, rescinded or added to only by a special resolution of the Club and as follows:-**

22.1 For the Annual General Meeting in each year, any proposed alteration to the Constitution and Rules of the Club must be submitted to the Secretary as a resolution, not less than 21 days prior to the final General Meeting and specifying the intention to propose the resolution as a special resolution.

22.2 Provision is made for altering the Constitution and Rules of the Club, other than the Annual General Meeting in each year, by the receipt of a resolution for a proposed alteration signed by not less than twenty five 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 21 days prior to a General Meeting.

## **23 - Club Communications**

23.1 Any communications on behalf of the Club shall be made only by the Secretary or his/her deputy. 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.

23.2 If a person, in entering any such communications, brings discredit to the Club they may be cited to appear before the ADC to be dealt with in any way deemed fit by that Committee.

23.3 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.

## **24 - Funding**

24.1 The funding of the Club shall be derived from members fees, canteen profits and such other sources as the Executive Committee determines.

24.2 All monies received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank accounts.

24.3 The Club shall, as soon as possible after receiving the money, issue an appropriate receipt.

24.4 The Club is to apply its profits and other income to the promotion and development of the club and is prohibited from paying dividends or distributing its profits or income to its members.

## **25 - Funds Management**

25.1 The Treasurer shall have overall control of all funds and accounts of the Club. All funds and accounts controlled by the Treasurer shall be operative on signatures of any two of the President, Secretary or Treasurer.

25.2 The Executive Committee is empowered to invest excess funds in accounts bearing interest.

25.3 All creditors' accounts shall be paid by cheque, subject to them being passed for payment and recorded in the minutes of Executive Committee or General Meetings.

25.4 No member or committee of the Club shall donate or lend any money belonging to Club.

25.5 Officers of the Club shall be reimbursed for the necessary actual expenses incurred in the performance of their office. Requests for reimbursement will be considered by the Executive Committee

25.6 At the conclusion of a season, the committee shall retain an amount in the clubs working account equivalent to \$300 x the number of teams for that season (i.e. 24 teams x \$300 = \$7,200)

## **26 - Members' Liabilities**

26.1 The liability of a member of the Club to contribute towards the payment of 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 in 8.1 and 8.2

## **27 - Common Seal**

27.1 The common seal of the Club shall be kept in the custody of the Secretary.

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

## **28 - Custody of Records**

28.1 Except as otherwise provided by these Rules, the Secretary shall keep in his/her custody or under his/her control all records, books and other documents relating to the Club.

## **29 - Inspection of Records**

29.1 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 general meeting with seven days prior written notice.

## **30 - Claims for Accident Expenses**

30.1 The club will at no time reimburse any registered player for any expenses incurred as a result of an accident. Registered players of the Club may submit a claim under the MDSFA and Football NSW insurance scheme. The club Secretary shall provide the relevant information to such players wishing to make such a claim.

30.2 The club may consider providing financial assistance to an injured player. In this regards, the Executive Committee can approve an Ex gratia payment up to a maximum amount of \$200 per accident after taking into account benefits paid or payable by any medical benefits organization.

30.3 No claim for hospitalisation cost shall be approved.

30.4 All claims shall be held in the strictest confidence by the Executive Committee and any decisions reached shall not create a precedent for any similar claims.

## **31 - Registrations**

31.1 The Club registration days shall be as decided by the General and Executive Committee.

31.2 If applicable, applicants shall provide proof of identity as required by the MDSFA and Football NSW

31.3 If a player transfers or deregisters from the Club prior to June 30, then that players fees, shall be refunded full, minus any outstanding amounts owed to the club or the MDSFA

31.4 After set registration dates players will only be registered subject to availability of teams.

## **32 - Membership of other Clubs**

32.1 Ordinary and Life Members may be members of another football club in any capacity.

## **33 - Teams and Players**

33.1 All players registered with the Club shall play in teams as directed by the Grading Panel in accordance with Clubs Rules.

33.2 As far as possible no player should play for a team more than two years above his/her proper age division.

33.3 Any player not presenting himself/herself for five (5) consecutive matches shall be considered to have left the Club unless extenuating circumstances are shown. In this instance, where the player has outstanding registration fees, the Registrar will deregister this person prior to 30 June of that year to avoid being charged the applicable fee by the association.

33.4 Prior to deregistering the player, the club must make every endeavour to contact the player prior to doing so.

## **34 - Grading**

34.1 The Grading Panel shall grade all players into teams.

34.2 Where it becomes necessary to upgrade a player to a higher age group the Grading Panel will take account of ability when selecting a player.

34.3 The Head Coach (or Coaching Coordinator) will hear any complaints on grading and his/her decision shall be final. In the case where complaints are associated to the team the Head Coach is coaching the complaints are to be raised with the Executive Committee

## **35 - Coaches and Managers**

35.1 Coaches will be allocated to teams by the Executive Committee and or the Head Coach. Such appointments will take into account previous Club coaching service, ability, training and any playing experience. Coaches will be expected to meet minimum coaching accreditation as per the rules of the MDSFA and Football NSW.

35.2 Coaching applicants may appeal against a Head Coach's decision on allocation to teams, giving reason for appeal.

35.3 As far as possible the Head Coach shall appoint a coach to a team of his/her choice.

35.4 Coaches and managers will be recognised 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 MDSFA in accordance with their Rules.

35.5 On application to coach or manage a team the applicant should supply any details of coaching experience, qualifications and/or playing experience.

35.6 Coaches, managers and players (of appropriate age) are expected to know and comply with the Constitution and Rules of the Club and of the MDSFA. Contravention of such Rules may cause suspension.

35.7 Coaches and Managers are appointed until 31st December each year and are responsible for the return of all Club property to the Equipment Officer.

35.8 One of the aims of the Club is to ensure that, irrespective of football ability, each player should receive an equitable share of games. For semi-finals, finals and grand finals team selection is to be at the discretion of the coach.

35.9 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/her that the player has been cleared to play for the Club by the MDSFA in accordance with their Rules.

35.10 Managers are responsible for keeping their teams informed of all Club meetings, rulings and requirements. They shall be the team social organiser. Managers will arrange for parents and players to carry out scheduled duties such as ground marking and canteen duties. On match days he/she will distribute correspondence and notices and submit results and match reports of each game as requested by the Club.



## **36 - Borrowing of Players**

36.1 Coaches must ensure that the borrowing and substitution of players is done strictly in accordance with the Rules of the MDSFA and the Rules of the Club.

36.2 Substitution in Finals-All Coaches and Managers should be aware of the MDSFA rules for borrowing players in finals series. Any queries over these rules should be directed to the Executive Committee for clarification.

## **37 - Injuries**

37.1 In the event a player suffers injury, Coaches and or Managers, 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.

37.2 The Coach and or Manager, shall at their first opportunity (but no later than 24 hours after the event), shall notify the Club Secretary. In the absence of the Secretary an Executive Member should be advised.

37.3 The Coach and or Manager shall then complete and submit an accident notification form to the Secretary either by email or by handing the notification in. The relevant accident notification document is located on the MDSFA website for downloading.

## **38 - Coaches' Responsibility for Players**

38.1 Coaches and managers shall ensure that all players wear the uniform of the Club in competition matches.

38.2 Coaches have complete authority in instruction, coaching and control at training and at matches.

38.3 Players must be under the control of the team's coach or manager or the coach's deputy for the duration of training time.

## **39 - Ground Control and Canteen Duty**

39.1 Each week teams will be nominated to undertake various duties on behalf of the Club. Details will appear on the clubs website advising the date set for such duties.

39.2 Team managers (or coach where no manager is appointed) shall be responsible for organising players or parents to carry out scheduled duties.

39.3 Teams which do not provide an adequate number of players and/or parents to undertake the scheduled duties may be nominated again.

## **40 - Annual Presentation Functions**

40.1 Presentations will be as set by the Executive Committee.

## **41 – CLUB PRESENTATION AWARDS**

41.1 All awards and presentations are to be left to the discretion of the Executive Committee. The committee will however observe the following guidelines when allocating awards-

All junior players are to receive a trophy

All junior teams should receive a minimum of 2 team awards and senior teams receive 4 team awards

All junior teams are to receive equal team awards. Under no circumstances will one team be given more team awards than another

41.2 Recipients of perpetual trophy awards, will be decided by the Executive Committee

41.3 To be eligible to receive an award a player must be financial

41.4 Where a team wishes to give additional trophies, that team coach or manager must make application to the Executive Committee in writing stating the reasons why. If permission is granted by the committee then these awards will be at the expense of the person making such application. Where possible this should be discouraged due to the inequality it may create between teams and players within the club

## **42 - Long Service Awards**

42.1 The Executive Committee will provide a suitable award for (5) years unbroken playing service with the Club; and for each multiple of five (5) years a suitable award with the years of service.

## **43- Borrowed Players**

43.1 In the event of any team not being up to full strength and borrowing players for their finals, such players shall receive an award in appreciation of their efforts. This award will not necessarily be the award received by the team in which the player played.

## **44 - Club Name and Badge**

44.1 No person shall use the Club name and/or badge without prior approval of the Management Committee.

## **45 - Bullying and Harassment**

45.1 The club through its policies and procedures will endeavour to provide to all its members, their families and friends, an environment which is free of bullying and harassment.

45.2 All club members, their families and friends, will abide by the club's bullying and harassment policies. By registering with the club, a member is deemed to accept and adhere to these policies.

**45.3 Any form of Bullying or Harassment, will not be tolerated under any circumstances.** Any member, their family or friends, who engage in such activity will be referred directly to the ADC.

45.4 In addition to any demonstrated bullying or harassment, the club also has jurisdiction on Bullying or Harassment conducted on any or all social media forums.

45.5 Any person found posting inappropriate comments on any social media site, which relates to the club, a member and or their family or friends, will be referred directly to the ADC.

**The Club has a zero tolerance for bullying and harassment! Any person found guilty of such behaviour will be dealt with accordingly.**

## **46 – Sponsorship**

46.1 Where possible, sponsorship of the club should be sought to benefit the running and development of the club as well as forging good relationships and partnerships within the greater community

46.2 The cost of sponsorship and sponsorship packages shall be determined by the Executive Committee prior to the start of each season

46.3 Individual team sponsorship is permitted so long as the sponsorship package is managed by or through the Executive Committee

46.4 No teams or individuals are permitted to have private sponsorship arrangements. This includes private arrangements to fund raise for any individual team under the banner of the club. Any such agreements will be addressed by the Executive Committee at the first instance.

46.5 Under any sponsorship agreement, no team will receive any more advantage than any other teams through any sponsorship arrangements or agreements unless the team is representing the club or the association outside of the normal MDSFA competition

## **47 – Nominating Club Perpetual Awards (*Addition added from AGM 2018*)**

47.1 As per 41.2 Executive Committee have final say over perpetual award winners.

47.2 All Committee and registered team officials can nominate for perpetual awards each year as to why the nominee meets the criteria

47.2 – All Committee members are blocked from voting rights from any team or person they are affiliated to as a family, parent, player or team official member to the team or persons nominated

47.3 Where a team or persons are nominated for multiple awards in the given year the executive committee will have final say over the award recipient winners for the given year as per 47.6

47.4 Where possible the same team and or persons are not to receive or be eligible for nomination is 2 consecutive years

47.5 Nominations from committee and team official members sent to Secretary by 1<sup>st</sup> August each year

47.6 Criteria created for nominations and votes for committee

- Criteria needs to be created and clear for all committee members for each award and nominations must meet a minimum in the criteria set.
- Where a nomination does not meet criteria the nomination will be voided. Unless it is only the nomination for that perpetual, then it will be discussed and voted on between executives with a minimum of 3 out 4 votes required to be accepted as a nomination
- Committee persons can nominate team or people they are affiliated with but not allowed to vote for any team or person in such affiliation
- Where the final votes for a nomination show a clear favourite to 1 team for multiple awards or tie in voting score, executive committee will make a decision on behalf of all committee. However, if executive committee have an affiliation to a nominated party they must be excused from the decision and meeting involving that team.
- In the instance that there is not a minimum of 3 executives to make the decision due to be excused, the Competition Secretary or Registrar or a Life Member can be allowed to input and assist.
- In the instance where no executive is able to decide with clear decision, the President can overrule or include a minimum 2 life members to assist in decision based on criteria for why nomination was raised
- If no decision is still clearly able to be achieved, the award is to be voided for the year and no recipient nominated
- The meeting to discuss the nominations for perpetuals will take place the second week of August for committee to vote so trophies can be arranged and the results are not based on competition results alone
- Executives will bring forth the nominations to the committee meeting for voting once criteria is met

47.6 The Perpetual Awards are as follows

- COACH OF THE YEAR
- MANAGER OF THE YEAR
- JULIE CLAPSON JUNIOR TEAM OF THE YEAR ( 5-17 YEARS)
- COBRAS SUPPORTER TROPHY ( Can be 1 person or family)
- KAY BALLARD SENIOR AWARD ( Can be individual player or person affiliated to club or Senior team)
- LYNDALL BROWN JUNIOR CLUB PERSON ( Can be player or volunteer 5-17 years)
- PRESIDENT SHIELD ( President to nominate person or team)
- GOAL KEEPER OF THE YEAR (*Addition added from AGM 2018*)

47.7 Criteria to be adhered to for nominations to be valid

- Person nominated must be financial to be nominated in the season
- Person/s or Teams nominated must have represented the club and club badge in good sportsmanship all season eg No formal complaints received from other clubs or Macarthur about behaviour/ No special judiciary hearing held for person/team in the season
- Where possible the team/persons have volunteered to assist the club when required outside of normal duties eg Not including field and canteen duty nominated for a team
- Demonstrated to club officials a positive attitude towards the club and represents the values of the club
- Winners will not be decided based on being premiers or grand final winners but on their representation of the club and their participation to give their time to the club in a positive manner