

MORNINGTON PENINSULA JUNIOR FOOTBALL LEAGUE INCORPORATED

RULES.

1. NAME

1.1. The name of the Association shall be the Mornington Peninsula Junior Football League Incorporated.

1.2. Its registered address shall be 10 Wallis Drive, Hastings Vic 3915.

“the League”

2. PURPOSES OF THE LEAGUE

2.1. To promote and encourage the Australian National Game of Football, in accordance with the Statement of Purposes, Rules and Regulations of AFL Victoria Country.

2.2. To provide a healthy and safe environment for players, parents and spectators to enjoy Australian Rules Football on the Mornington Peninsula.

2.3. To develop League players to the highest level in Australian Rules Football and to give them the best possible pathway to mature into young adults.

2.4. To arrange all Official matches played by clubs of the League.

2.5. To arrange terms and conditions with affiliated clubs and the proprietors or trustees of any ovals or playing grounds.

2.6. The selection of all-representative League teams.

2.7. The leasing or acquiring of any oval or ground.

2.8. The arrangement and delineation of districts and boundaries thereof and alteration and amendment thereof.

2.9. The consideration and decision of all disputes and matters in which the League or any clubs thereof shall be concerned in any matter whatsoever.

2.10. The acquiring of money from any of the League clubs. The assets and income of the league shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the league except as genuine compensation for services rendered or expenses incurred on behalf of the league.

2.11. The provision and enforcement of any of the penalties provided in the Rules and By-Laws of the League and Rules and Regulations of AFL Victoria Country.

2.12. To borrow, lend or deal in money or property real or personal and to operate bank accounts and/or deal in cash.

2.13. To do all such acts and things as may be considered necessary to achieve the purposes of the League.

3. MEMBERSHIP OF THE LEAGUE

3.1. Members of the League shall be those clubs or associations, which from time to time shall be admitted to the League and each Club member shall nominate two delegates in writing prior to the first General Meeting.

3.2. The registry of members will be kept and maintained by the League Secretary in which shall be entered the full details, address and date of entry of each club member.

3.3. The Nominated Officers of the League shall be:

- 3.3.1. A President;
- 3.3.2. A Senior Vice President
- 3.3.3. Three Vice Presidents
- 3.3.5. A Secretary; and
- 3.3.6. A Treasurer

“the League Executive”

3.4. The Appointed Officers of the League shall be:

- 3.4.1. An Administration Officer which shall be a 1 Year Appointment; and
- 3.4.2. A Bookkeeper which shall be a 1 Year Appointment.

“the Appointed Officers”

- 3.5. No member of the League Executive shall hold an Executive position with a member Club during his or her term of office on the League Executive. No member of the League Executive shall be a club delegate.
- 3.6. The election of all nominated Officers shall be held in each year at the Annual General Meeting, nominated officers shall hold office for 1 year and at the Annual General Meeting all nominated officers positions will be declared vacant. Nominated Officers may be re-elected.
- 3.7. Appointed Officers of the League shall be appointed by the League Executive for specified terms of appointment. At the conclusion of the term the incumbent maybe re-appointed by the League Executive.
- 3.8. Nominations for office bearers shall be called for and such nominations shall close 14 days prior to the nominated date of the Annual General Meeting. If the position or positions remain unfilled, the Chairperson shall have the power to accept nominations at the Annual General Meeting providing the nominee is in attendance. If more than one person is nominated, a ballot must be conducted in accordance with the *Associations Incorporation Reform Act* (Vic) 2012. Elected nominated officers shall take office immediately on election.

4. DUTIES OF NOMINATED AND APPOINTED OFFICERS

- 4.1. The specific duties of the Nominated Officers shall be as follows;
 - 4.1.1. President. Whenever possible the President shall preside as Chairperson at all meetings of the League and League Executive and shall see that the business is conducted in a proper manner and shall also be a co-signatory along with the Senior Vice President and a Vice President.
 - 4.1.2. Senior Vice President. In the absence of the President from any meeting the Senior Vice President shall reside as Chairperson and conduct the business in a proper manner. The Senior Vice President shall also be a co-signatory along with the President and a Vice President.
 - 4.1.3. Vice Presidents In the absence of the President or Senior Vice President from any meeting, a Vice President shall reside as Chairperson and conduct the business in a proper manner. A Vice President shall also be a co-signatory as required with the President and a Vice President.
 - 4.1.5. Secretary. Be responsible for all the Football Administration and Operations. The Secretary shall ensure that accurate minutes are taken of each meeting. The Secretary will maintain and keep a detailed electronic register of all minutes, member Clubs and Club Delegates.
 - 4.1.6. Treasurer. The Treasurer shall be responsible for the collection and receipt of all monies received by the League and issue receipts for those moneys in the name of the League. The Treasurer shall ensure that all monies received are paid into the account of the League within 5 working days of receipt and make any payments as authorised by the League Executive and that all cheques are signed by at least two members of the League Executive. The Treasurer shall ensure that the financial records of the League are kept in accordance with *Associations Incorporation Reform Act* (Vic) 2012 and shall coordinate the preparation of the financial statements of the League and their certification by the League Executive prior to their submission to the Annual General Meeting of the League.

4.2. The specific duties of the Appointed Officers shall be as follows;

- 4.2.1. Bookkeeper. The Bookkeeper shall keep and maintain all financial records of monies received by the League and maintain proper books of account in accordance with the *Associations Incorporation Reform Act* (Vic) 2012. The Bookkeeper shall also assist in the preparation of the Annual Financial Statement setting out the receipts and expenditure in the previous year of the League in reasonable detail along with a statement of Assets and Liabilities of the League as at the date of the Annual General Meeting each year.
- 4.2.2. Administrator. The Administrator will perform general administrative duties as directed by the Secretary.
- 4.2.3. Football Operations Manager. The Football Operations Manager will perform both the duties of Secretary and Administrator combined when separate Secretary and Administrator positions are not filled.

5. General Duties/Meetings of the League Executive

- 5.1. The duties of the League Executive shall be to conduct the business and affairs of the League and to consider and report to the members of the League on any matter requiring its attention at any time.
- 5.2. The League Executive may, subject to these Rules, By Laws and the *Associations Incorporation Reform Act* (Vic) 2012, exercise all such powers and functions as may be exercised by the League other than those powers and functions that are required by the League Rules and By Laws to be exercised by general meetings of the members of the League.
- 5.3. The League Executive may, subject to these Rules, By Laws and the *Associations Incorporation Reform Act* (Vic) 2012, shall have power to perform all such things as appear to the League Executive to be essential for the proper management of the business and affairs of the League.
- 5.4. As soon as practicable after being elected or appointed to the League Executive become familiar with these Rules and the *Associations Incorporation Reform Act* (Vic) 2012.
- 5.5. Exercise their powers and discharge their duties with reasonable care and diligence, in good faith in the best interest of the League and will not make improper use of their position or information acquired by virtue of holding their position
- 5.6. The League Executive may from time to time appoint Sub-Committees for any reason deemed necessary by the League Executive.
- 5.7. The League Executive may appoint an Investigation Officer for any reason deemed necessary by the League Executive.
- 5.8. The League Executive must meet at least 4 times in each year at the dates and times as they shall determine and on any other occasion as deemed necessary.
- 5.9. Notice and general nature of each meeting of the League Executive must be given to each member no later than 7 days before each meeting unless such meeting is considered urgent which can be held without notice.
- 5.10. The only business to be conducted at any meeting of the League Executive is the business for which the meeting is convened.
- 5.11. No business may be conducted at a League Executive meeting unless a quorum is present, such quorum being a majority of members holding office and any member not physically present may participate in the meeting by use of telephone.
- 5.12. On any question arising at a meeting of the League Executive, each member has one vote and a motion is carried if a majority of members vote in favour of the motion and if votes are divided equally on a question the Chairperson has a second or casting vote.

6. Removal of a Nominated Officer

6.1. A general meeting of the League may;

6.1.1. by special resolution remove a nominated officer from office;

6.1.2. elect an eligible member of the League to fill the vacant position in accordance with Rule 8.1.9.

6.1.3. A nominated officer who is the subject of a proposed special resolution under sub rule 6.1.1. may make representations in writing to the Secretary or President of the League within 7 days and may request that the representations be provided to the members of the League.

6.1.4. The Secretary or President may give a copy of the representations to each member of the League or, if they are not so given, the nominated officer may require that they be read out at the meeting at which the special resolution was proposed.

7. Resignation of a Nominated Officer

7.1. A nominated officer may resign by notice in writing to the Secretary of the League.

7.2. A nominated officer is taken to have resigned if the officer fails to attend 3 consecutive meetings of the League Executive without approved leave of absence.

7.3. A nominated officer is taken to have resigned if the Secretary has made a written request to the nominated officer that the officer wishes to remain a nominated officer and that nominated officer has not within 14 days confirmed that the officer wishes to remain as a nominated officer.

8. Vacancy on the League Executive

8.1. For the purposes of these Rules, the office of a nominated officer of the League Executive becomes vacant if the officer;

8.1.1. becomes bankrupt or under administration within the meaning of the *Corporations Act* 2001(Cth).

8.1.2. resigns his or her office by notice in writing given to the secretary as per Rule 7.1.

8.1.3. holds any office of profit with the League provided that an honorarium, salary or refund of expenses paid to the officer shall not disqualify said officer.

8.1.4. becomes prohibited from being a Director of a Company by reason of an Order made under provision of the *Corporations Act* 2001(Cth).

8.1.5. becomes of unsound mind.

8.1.6. is sentenced to imprisonment by a Court.

8.1.7. does not advise the League Executive of any pecuniary interest in any contract with the League.

8.1.8. becomes a represented person under the *Guardianship and Administration Act* 1986(Vic).

8.1.9. If any office shall become vacant for any reason at any time an election shall be held at the next general meeting of the League to fill the vacancy and the nominated officer then elected shall hold office for the remainder of the term.

9. Delegates/Voting

9.1. The two delegates nominated by each member Club shall have only one vote at each League meeting.

9.2. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.

9.3. If any delegate fails to attend 3 consecutive meetings of the League without first having obtained leave of absence from the League Executive, his or her position shall become vacant and such delegate shall not be eligible for re-election during the current term of the League. His or her club shall be notified in writing forthwith and shall appoint another delegate but such delegate shall not be eligible to act as such until notice of his or her appointment shall have been received in writing by the Secretary of the League.

9.4. All clubs must be represented by a delegate at all League Meetings.

10. Proxy Delegate

10.1. A Proxy delegate may take the place of either delegate from his or her own club at any meeting of the League provided the Secretary is advised not less than 24 hours prior to the meeting that a proxy will be in attendance.

10.2. A delegate who has attended a meeting for any length of time in the course of such meeting shall be deemed to have attended such meeting.

10.3. Any adjourned meeting shall be deemed to be another meeting when recording the attendance of delegates.

11. Quorum

11.1. The quorum for any meetings of the League shall be 2 officers of the League Executive and 75% attendance of league delegates from each of the affiliated clubs.

11.1.1. No business may be conducted unless a quorum is present.

11.2.1. If within half an hour of the time appointed for the meeting a quorum is not present.

- (i). In the case of a special meeting – the meeting lapses
- (ii). In any other case – the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (iii). The Chairperson at which a quorum is present may with the consent of the meeting, adjourn the meeting from time to time, but no business shall be transacted at an adjournment other than the business left unfinished at the meeting at which the adjournment took place.

12. Notice of General Meetings

12.1. The Secretary shall give at least 72 hours' notice of all general meetings of the League to each member thereof (save and except as provided in Rule.13.2) and shall provide a copy of the Minutes of the previous General Meeting to each member delegate.

13. Other Meetings of the League

13.1. The League shall meet at such other times as the League Executive may determine.

13.2. Emergency meetings may be called by the Secretary or President at any time provided that the only business that may be conducted is the business for which the meeting is convened.

13.3. Special General Meetings of the League shall be called by the Secretary upon the receipt of a written motion signed by not less than five (5) members and setting forth the objects of such motion and the business to be transacted at such special general meeting. Such meetings shall be held within at least 7 days after the receipt of the motion and only the business thereon shall be transacted at the special general meeting. In the event of any motion that is to be passed by special resolution, members will be given at least 21 days' notice and such notice will include the date, time and place of the meeting, the full proposed resolution and a statement of the intention that the motion be proposed as a special resolution.

13.4. Any meeting of the League may be adjourned from time to time and for such time as may be determined at the original meeting or any adjournment thereof.

13.5. All meetings shall be held at such places as the League Executive may determine.

14. Annual General Meeting

14.1. The Annual General Meeting of the League shall be held not later than the last Wednesday in December each year and on such day and time as the League Executive determines at which meeting business shall be transacted as follows:

14.1.1. To confirm the minutes of the preceding Annual General Meeting and of any general meeting held since that meeting.

14.1.2. To receive the Annual Report and Balance Sheet for the past year as audited.

14.1.3. Election of Nominated Officers.

14.1.4 To consider any other matter of business affecting the welfare or interests of the League.

14.1.5. To receive and consider the statement submitted by the League in accordance with the *Associations Incorporation Reform Act* (Vic) 2012.

14.1.4. The Annual General Meeting shall be an Open Meeting.

14.1.5. A notice in writing which shall specify the time and place of such Annual General Meeting and business to be transacted shall be given to the members of the League and to the Secretaries of the League Clubs. Such notice shall be given at least 21 days prior to the date for the holding of such meeting.

14.1.6. The Annual General Meeting may transact any other business of which notice is given in accordance with these Rules.

14.1.7. The remuneration to be paid to Umpires engaged by the League shall be determined. Provided however that in special cases the League Executive at its discretion may fix a special rate of remuneration to be paid to Umpires.

15. Order of Business/Procedure/Order of Debate at Meetings

15.1. Order of Business

15.1.1 At the Annual General Meeting of the League the order of Business shall be as follows:

- (i) Minutes
- (ii) Annual Report and Balance Sheet
- (iii) Election of Nominated officers
- (iv) Statement
- (v) Consideration of General Business

15.1.2. At the general and special meetings of the League the order of business shall be as follows:

- (i) Minutes
- (ii) Correspondence
- (iii) Financial Statement
- (iv) Reports
- (v) Motions on Notice
- (vi) General Business
- (vii) Notices of Motion

15.2. At any other meeting the order of business shall be as determined by the League Executive.

15.4. Procedure

- 15.4.1. So as to maintain good order and to facilitate the business of meetings the following rules shall be observed:-
- 15.4.2. A member giving notice of motion shall give a copy thereof to the Secretary of the League at least seven (7) days before the meeting at which it is intended such motion shall be moved.
- 15.4.3. No motion entered on the notice paper shall be proceeded with unless the member who has given such notice or some person authorised by him or her is present when the business is called. Notices not so proceeded shall be stuck out.
- 15.4.4. Any motion not seconded shall not be further debated but shall lapse.
- 15.4.5. As soon as the debate on a question is concluded the Chairperson shall put the question to the meeting in a distinct and audible manner.
- 15.4.6. The question being put shall be resolved in the affirmative or the negative on a show of hands; but if so required by two members the question shall be decided by a division.
- 15.4.7. A motion having been proposed may be amended by leaving out, substituting or adding words, and such amendments shall be resolved by a majority of votes.
- 15.4.8. When an amendment is declared carried, it shall take the place of the original motion, when a further amendment can be proposed until the question is finally decided.
- 15.4.9. No resolution passed at any meeting of the League shall be rescinded or varied except by a resolution carried by a two-thirds majority of the total number of members at a subsequent meeting of the League.
- 15.4.10. It shall be lawful for seven clubs present at any meeting to suspend the above procedure.

15.5. Order of Debate

- 15.5.1. Any member desiring to propose a motion or amendment or to discuss any matter under consideration must rise and address the Chairperson.
- 15.5.2. No member when speaking shall be interrupted unless called to order when he shall sit down and member so calling order shall be heard in preference to any other speaker and the Chairperson shall decide without discussion upon the point of order before the discussion is resumed or any other subject matter entered upon. No member may speak to any motion after the same has been put by the Chairperson and has been voted upon.
- 15.5.3. When two or more member's rise to speak the Chairperson shall call upon the member who is in his opinion rose first in his place. The member and seconder except a seconder pro forma of any motion or amendment shall be held to have spoken to the same.
- 15.5.4. In the discussion no member shall be allowed to speak more than once except strictly in explanation except the mover of the original motion that shall have the right to reply.
- 15.5.5. No member shall converse aloud or make any noise or disturbance whilst a member is speaking or any matter is being considered; and in case of such noise or disturbance being persisted in after the Chairperson has called to order, the Chairperson shall call upon the member making such disturbance by name, and the League may thereupon pass a resolution concurring such member pursuant to the League By – Laws.
- 15.5.6. When a question is being put to the vote, or when the Chairperson is speaking, or a member is addressing the Chair, no member shall walk out of or cross the room so as to interrupt him or her, nor shall a member interrupt another whilst speaking except;

- (i) To request that any words used by he or she and objected to be taken down;
- (ii) To call attention to a point of order; or
- (iii) To call attention to the want of a quorum.
- (iv) A member who is not in his or her seat shall not be permitted to vote on any question.
- (v) A member feeling dissatisfied with the decision of the Chairperson on any point of order may appeal to the members present provided the appeal is seconded. In case of appeal from the ruling of the Chairperson, a temporary Chairperson shall be appointed and the question shall be as follows:
"Shall the decision of the Chairperson stand as the judgment of the meeting?"
and this question will be decided without debate.
- (vi) If after two speakers have spoken successively, on the same side of the question, no speaker follows on the other side, the Chairperson shall submit the motion of amendment to the meeting after affording the mover the right to reply.
- (vii) Unless a motion be carried to the contrary, reports and correspondence shall be taken as received immediately after being read.

16. Financial Year and Football Season

- 16.1. The financial year of the League shall commence from 1st October in any year to 30th September in the following year, and the football season shall commence upon such date and continue for such period as the League Executive shall from time to time determine.

17. Affiliation

- 17.1. The affiliation fee to be paid by clubs admitted to the League shall be fixed annually by the League and shall be paid in instalments as designated by the League. Failure to pay the prescribed fee shall render the defaulting Club ineligible to earn match points until the fee is paid.
- 17.2. If any loss shall arise in any transaction of the League and the funds after providing for the current expenditure of the League shall not be sufficient to make good the same, such loss shall be borne and paid by the Clubs admitted to the League under these rules in equal shares.
- 17.3. If at any time the funds of the League shall not be sufficient to meet the expenditure of the League, the League may by resolution carried by the majority of the League order a call to be made upon the Clubs. Notice in writing that such call has been ordered and specifying the amount thereof shall be sent to the said clubs by the Secretary, and each club so notified shall pay the amount in equal shares of such call into the funds of the League within 14 days after such notice shall have been sent.
- 17.4. All monies received for or on behalf of the League shall be paid to the credit of the League into such bank or banks as the League Executive shall from time to time direct, and all monies paid by or on behalf of the League shall be paid by cheques drawn against the funds of the League on such bank or banks and shall be signed by any two of three officers, and (save and except any advance account established for expedience for use by the Secretary which may be authorised by the League) all payments must be paid out of the funds of the League and be first passed for payment by the League.
- 17.5. The League may at any time and from time to time create any special fund for any special purpose and may subscribe the means by which such funds shall be maintained and at any time thereafter may order that such special fund shall be closed and prescribe the manner in which all monies remaining therein shall be used or applied.
- 17.6. Any football club which shall desire to become a member of the League under these Rules shall send an application in writing to the Secretary prior to the Annual General Meeting together with a list of Office Bearers. Such application shall be signed by the Secretary of the Club and shall state the name proposed to be used by such club. This Rule shall not apply to or affect clubs which are already affiliated with the League.
- 17.7. Such application shall be dealt with at the next Annual General Meeting of the League and if the club is admitted as a member of the League, such club and all its members thereof shall in all respects be bound by and conform to these Rules.

- 17.8. The League may at a special meeting called for the purpose review the position of any club in the League and may by a special resolution carried by 75% majority of those present and eligible to vote at a general meeting of the League, expel or exclude such club from the League.

18. Funds

- 18.1. The Treasurer of the League must collect and receive all monies due to the League and make all payments authorised by the League and maintain correct accounts and books showing the financial affairs of the League with full details of all receipts and expenditure connected with the activities of the League.
- 18.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the League Executive.
- 18.3. The funds of the League shall be derived from joining fees, annual subscriptions, donations, fund raising activities, grants, interest and such other sources as the League Executive determines.

19. Custody and inspection Of Books and Records

- 19.1. Except as otherwise provided in these rules, the Secretary must keep in his or her custody or under his or her control all minutes, records, books, documents and securities of the League. All minutes, records, financial statements, accounts, books, securities and any other relevant documents of the League must be available for inspection by any member upon request. A member may make a copy of any minutes, records, accounts, books, securities and any other relevant documents of the League free of charge.
- 19.2. The League Executive may refuse to permit a member to inspect records of the League that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the League.

20. Accounts and Auditors

- 20.1. The League Executive shall cause true accounts to be kept:
- 20.1.1. Of the sums of money received and expended by the League and the matters in respect of which such receipts and expenditure took place;
- 20.1.2. Of the assets and liabilities of the League;
- 20.1.3. The League Executive shall appoint a qualified auditor to inspect and report on the accounts;
- 20.1.4. The audited statement of Income and Expenditure and a Balance Sheet shall be made out up to the end of the financial year preceding the Annual General Meeting in every year and such accounts shall be laid before the League at its next Annual General Meeting;
- 20.1.5. The auditors shall have free access at all reasonable times to the books and accounts of the League and may require of the Secretary or other officers of the League Executive any explanations and information the auditor may deem necessary;
- 20.1.6. The auditor shall not be a League delegate;
- 20.1.7. Any retiring Auditor shall be eligible for re-appointment;
- 20.1.8. If a vacancy occurs in the office of the auditor, the League shall at its next General Meeting fill the vacancy.

21. Default of Clubs

- 21.1. If any club shall fail to pay any annual subscription, contribution, call fine or other payment for which such club is liable under these Rules within the time specified for payment of the same, such club shall lose its representation in the League until it shall have made such payment.

21.2. If a resolution were carried by a majority of the League in favour of expulsion pursuant to Rule 17.8 such club may also be expelled from the League unless a satisfactory explanation of such default is given to the League.

21.3. Any club expelled from the League shall lose and forfeit to the League all interest and benefit of such club in the League and in the funds and property of the League as from the date of such expulsion.

22. Service of Notices

22.1. Notices to members, Clubs and players of the League shall be deemed to be sufficient notice when such notice has been posted/emailed or faxed by the Secretary of the League to the Secretary of the Club and in the case of a member or player to his or her registered address as per his or her registration.

23. Alteration of Rules

23.1. These rules shall not be altered, repealed or added to except upon a special resolution carried by 75% majority of those present and eligible to vote at a general meeting of the League.

23.2. At least 21 days' notice must be given to each member, together with a copy of the proposed alteration, amendment or new rule.

23.3. At any meeting at which a special resolution is submitted, a declaration by the chairperson that the resolution has been carried is conclusive proof of the fact unless a ballot is demanded.

23.4. If in the opinion of Consumer Affairs Victoria, it is not practicable for a resolution to be passed in the manner specified in sub section 23.1. the resolution may be passed in a manner specified by Consumer Affairs Victoria.

23.5. The League Executive may apply to Consumer Affairs Victoria for approval to pass a special resolution otherwise than in the manner specified in sub section 23.1.

24. Officials to Ascertain if any Reports

24.1. An official from each competing club shall wait upon the Field Umpire at the close of the match and ascertain if any reports are to be made, and also the nature of the reports, if any.

24.2. If an official does not wait upon the Umpire as required by Clause 24.1. the Umpire shall forward the form of the defaulting club to the Secretary of the League with his or her own report, and shall be required to attend the meeting of the Independent Tribunal to prefer the charge. The copy handed to each club shall be the official notice of meeting of the Independent Tribunal.

25. Disciplinary Action

25.1. The League may take disciplinary action in any case of misbehaviour at any match of the league (not being an offence determined as a Tribunal Offence which will proceed by way of Independent Tribunal Hearing) and/or including a failure to comply with these Rules, failure to support the purposes of the League or engaging in conduct prejudicial to the League by a Player, Official, member and/or Club and shall be first considered by the League Executive and determination given as to appropriate action by way of either a Disciplinary Sub Committee, Investigation Officer or Independent Tribunal Hearing.

25.2. The League Executive, Disciplinary Sub-Committee, Investigation Officer or Independent Tribunal shall have the power to summon Umpires or any member of any Club to appear before it to give evidence.

25.3. Any person failing to appear before it to give evidence, or giving false evidence, shall be dealt with as the League Executive, Disciplinary Sub-Committee, Investigation Officer or Independent Tribunal thinks fit.

- 25.4. Persons called upon to attend any meeting of the League Executive, Disciplinary Sub-Committee, Investigation Officer or Independent Tribunal shall receive not less than 48 hours' notice from the Secretary.
- 25.5. Club and/or players concerned in any matter taken by the League Executive shall be entitled to appear and be presented by a representative provided that such representative shall not be a legal practitioner.
- 25.6. If any party in any disciplinary matter fails to appear at the hearing thereof after due notice of such hearing has been duly sent to such party in accordance with these rules then the League Executive may as it deems fit proceed with the hearing and deal finally with the matter notwithstanding the absence of such party.

26. Disciplinary Sub-Committee

- 26.1. If the League Executive is satisfied that there are sufficient grounds for taking disciplinary action, the League Executive may if it thinks fit appoint a disciplinary sub-committee to hear the matter and determine what action, if any, to take against the person, official, member and/or Club concerned.
- 26.2. The members of the disciplinary sub-committee may be League Executive members, members of the League or anyone else but must not be biased against, or in favour of the person, official, member and/or Club concerned.
- 26.3. Before disciplinary action is taken against a person, official, member and/or Club concerned, the Secretary must give written notice to the person and/or Club and must;
 - 26.3.1. state that the League proposes to take disciplinary action against the person, official, member and/or Club concerned; and
 - 26.3.2. state the grounds for the proposed disciplinary action; and
 - 26.3.3. specify the date, place and time of the meeting at which the disciplinary sub-committee intends to consider the disciplinary action at the disciplinary meeting; and
 - 26.3.4. advise the person, official, member and/or Club concerned that he or she or it may do one of or both of the following;
 - (i) attend the disciplinary meeting and address and address the disciplinary sub-committee at that meeting;
 - (ii) give a written statement to the disciplinary sub-committee at any time before the disciplinary subcommittee at any time before the disciplinary meeting; and
 - 27.3.5. setting out the appeal rights under Rule 29 of the person, official, member and/or Club.
- 27.4. The notice must be given at least 14 days before the disciplinary meeting is held.

28. Decision of Disciplinary Sub-committee

- 28.1. At the disciplinary meeting, the disciplinary sub-committee must give the person, official, member and/or Club concerned and opportunity to be heard and consider any written statement so produced;
- 28.2. After complying with rule 28.1, the disciplinary sub-committee may as it deems fit;
 - (i) take no further action;
 - (ii) reprimand the person, official, member and/or Club concerned; or
 - (iii) suspend the playing and/or membership rights for a specified period; or
 - (iv) expel the person, official, member and/or Club concerned from the League; or

29 Appeal Rights

- 29.1. A written appeal may be lodged with the Secretary against any decision of the League Executive or the disciplinary sub-committee, provided such appeal is received by the Secretary not more than 72 hours after such decision is notified to the person, official, member and/or Club concerned. Any such appeal shall be accompanied by a deposit as per the League By – Laws, which shall be forfeited to the League should the appeal be deemed to be frivolous.
- 29.2. The appeal must include full details of any evidence not previously presented, together with valid reasons for such evidence not having been submitted prior to the relevant decision being made.
- 29.3. A disciplinary appeal meeting which shall consist of not less than three members must be convened by the League Executive as soon as practicable, but in any event no less than 21 days after the notice is received.
- 29.4. Notice of the disciplinary appeal meeting must be given to each member of the League who is entitled to vote as soon as practicable and such notice must include the date, time and place of the meeting and state;
- (i) the name of the person, official, member and/or Club concerned against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members must vote on whether the decision to suspend or expel the person, official, member and/or Club concerned should be upheld or revoked
- 29.5 At a disciplinary appeal meeting;
- (i) no business other than the question of the appeal may be conducted; and
 - (ii) the grounds for suspending or expelling the person, official, member and/or Club concerned must be stated; and
 - (iii) the person, official, member and/or Club concerned whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
 - (iv) The members present shall then vote by secret ballot whether the decision to suspend or expel should be upheld or revoked and the decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision

30. Investigation Officer

- 30.1. The League Executive may as it deems necessary appoint an Investigation Officer from time to time.
- 30.2. The Investigation Officer shall investigate matters as referred by the League Executive and is authorised to interview all registered players, Club Officials and Club members, inspect books, records and minutes relating to the matter or incident that is the subject of referral.
- 30.3. The Secretary of the League shall advise the Club(s) concerned as soon as practicable that a certain matter has been referred to the Investigation Officer detailing the matter or incident that is the subject of referral and the requirements of the Investigation officer, inform the Club(s) of their responsibility to ensure the availability of any person(s) within 48 hours at a mutually agreed time, or at a time otherwise agreed by the Club(s) and the Investigation Officer.
- 30.4. The Investigation officer may recommend to the League Executive that if a Club member or their official or player fails to co-operate and provide all information as requested as set out in this Rule that the matter be referred to the Independent Tribunal.
- 30.5. The Investigation officer shall report any findings and/or recommendations to the next meeting of the League Executive for its consideration.

31. Independent Tribunal

- 31.1. The Umpire shall notify the Secretary or such other person as a representative of the League Executive of any report against players or officials not later than 7.00 pm on the day of the match.
- 31.2. The League or Emergency Umpires and Officials shall be provided by the League Executive with four (4) forms which shall be entered details of any charge or charges made against players/officials/spectators. Upon completion the second and third copies respectively shall be handed to an official of each club, the original to be retained and handed to an official of the home club together with the Team Sheets and the fourth copy to be retained by the Umpire or Official.
- 31.3. The Independent Tribunal shall deal with any charge(s) brought by Umpires against players, office bearers, officials/spectators under the laws of the game, and all protests and other matters referred to it by the League Executive. It shall have full power to deal with all matters brought before it and to make decisions, impose penalties, and record findings as it thinks fit. Its decision shall be final and binding on all clubs of the League subject to Rule 31.7.
- 31.4. The Independent Tribunal may call for additional evidence and adjourn its meetings if deemed necessary.
- 31.5. The Independent Tribunal may deal with any witness whom in its opinion gives unsatisfactory evidence or fails to appear when summoned, without reasonable excuse.
- 31.6. No appeal of any Independent Tribunal decision shall be allowed except where provided for under the Rules of AFL Victoria Country.

32. General

- 32.1. When any matter concerning a Club in the League is being considered by any Sub-Committee, any member of such Sub-Committee who is connected with the Club shall not be permitted to be present while such matter is being considered.

33. Matches

- 33.1. No club in the League shall play any official match without the sanction of the League.
- 33.2. Any club not ready to commence the game at the time set down for such commencement shall be fined such sum as the League thinks fit.
- 33.3. Any club not ready to commence a match within 20 minutes after the time set down for such commencement shall forfeit the match and shall be otherwise dealt with as the League may think fit.

34. Colours

- 34.1. Every club upon admission to the League shall apply for and obtain the permission of the League to use the colour uniform and design under which the club proposes to play and the same when approved shall be registered by the Secretary of the League.

35. AFL Victoria Country

- 35.1. In all League competitions the Laws of the Australian National Game of Football as adopted by AFL Victoria Country and or such other rules as may be determined from time to time by the League shall be complied with by the clubs playing in such competitions.

36. Agreement with other Leagues.

- 36.1. The League may from time to time by special resolution carried by 75% majority of those present and eligible to vote at a general meeting of the League enter into any contract agreement or other arrangement with any other League, or Association formed for the purpose of encouraging the Australian National Game of Football and may by resolution cancel or determine any such contract agreement or other arrangement.

37. Grievance Procedure- Disputes and Mediation

- 37.1. The grievance procedure set out in this Rule applies to disputes under these Rules between a member and another member; a member and the League Executive or a member and the League.
- 37.2. A member cannot initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.
- 37.3. The parties to the dispute must meet and discuss the matter in dispute, and if possible resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- 37.4. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must within 10 days hold a meeting in the presence of a mediator.
- (i) The mediator must be a person chosen by agreement between the parties or
- (ii) in the absence of agreement (a) in the case of a dispute between a member and another member, a person appointed by the League Executive or (b) in the case of a dispute between a member and the League Executive a person who is a mediator appointed or employed by the Dispute Settlement Centre Of Victoria -
- 37.5. A member of the League can be a mediator.
- 37.6. The mediator cannot be a member who is a party to the dispute.
- 37.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 37.8. The mediator in conducting the mediation must –
- (i) give the parties to the mediation process every opportunity to be heard and allow due consideration by all parties of any written statement submitted by any party; and
- (ii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 37.9. The mediator must not determine the dispute.
- 37.10. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the *Associations Incorporation Reform Act* (Vic) 2012 or otherwise at law.

38. Winding Up and Dissolution of the League

- 38.1. The League may be wound up voluntarily by special resolution.
- 38.2. In the event of the winding up or the cancellation of the Incorporation of the League, the surplus assets of the League must not be distributed to any members or former members of the League.
- 38.3. In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.
- 38.4. The body to which the surplus assets are to be given must be decided by special resolution.

39. Common Seal

- 39.1. There is no common seal.

40. By –Laws

40.1. League By–Laws shall not be altered, repealed or added to except upon a special resolution carried by 75% majority of those present and eligible to vote at a general meeting of the League.

41. Life Members

41.1. To be nominated for Life Membership of the Mornington Peninsula Junior Football League the following criteria must be fulfilled –

- i. The nominee must have given a minimum of 7 full years' service to junior football.
- ii. In the 7 years the nominee must have served a minimum of 4 years on the League Executive, League Official, or Interleague Teams.
- iii. The nominee must have held more than 1 official position in 7 years.

41.2. Any nomination that does not fulfil the criteria will not be considered and the nominator will be advised in writing. If a nomination meets the criteria the following procedure will take place.

- i. A written application for life membership detailing the nominee and their history must be submitted to the MPJFL by the 31st July. The application must be signed by the nominator with contact details and it must be signed by a seconder.
- ii. The MPJFL Executive shall review the application. The Executives shall vote on the application, the application will be approved if there is a majority vote in favour of the nomination. The nominator shall be notified in writing within 14 days of the outcome.
- iii. Life membership shall be presented to the recipient within the current calendar year at either the annual MPJFL Presentation evening or at the MPJFL Annual General Meeting.
- iv. An unsuccessful nomination cannot be appealed. A resubmission must be received by the application closing date. Any applications or resubmissions not received by the 31st July will be held over to the next calendar year.