

***Bradbury Ambarvale
Football Club
Incorporated***



Club By-Laws

Club By-Laws

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Revision Record

In order for the Club to best reflect the change necessary to exist in our current environment, and to keep abreast of regulatory change, the Clubs' By-Laws shall be amended as necessary. A record of this change shall be kept, and identified within this document by a vertical bar in the left column of the page. The revision reference shall take the form of month / year eg 04/02 and be included on each page of the document.

Each copy of the Clubs' By-Laws shall be archived for future reference by the Clubs' Librarian, who shall incorporate into the library of Club articles.

Revision	By-Laws Affected
05/05	Total rewrite of 04/02
08/08	1.1, 1.2, 1.5, 1.7, 3.1, 3.2 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15 5.5, 5.6, 6.2, 7.3, 7.4, 7.5, 8.3, 8.4, 9.1, 11.1 12.1, 14.1, 16.5, 16.8, 17.3
08/09	2.4, 4.9, 5.5, 5.7, 5.8, 7.6, 8.2 14.1, 14.3
02/11	8.4(a), 11.1
08/12	3.1, 3.2, 3.3, 3.4, 10.1(a/c), 16.1(a) to 16.1(g)
08/13	1.2, 1.4, 1.5, 4.1(d/e/f), 4.2(d), 4.3(h/i), 4.4(a), 4.6(a/g/h/i/j), 4.10(b), 4.15(a), 6.3(a/b/c), 7.4(c/g), 8.2(g), 11.1, 12.1, 14.3, 14.4, 14.5, 14.6, 15.12, 15.13, 16.7, 16.8(c)
07/14	4.14(a), 6.2(b), 7.6(a), 8.2(g), 14.4, 15.1, 15.14, 16.1
09/15	4.5(e)

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SECTION 1 - THE CLUB

- 1.1 The name of the Club shall be:
BRADBURY AMBARVALE FOOTBALL CLUB INCORPORATED.
(hereafter called the club).
- 1.2 The object of the Club shall be to foster the game of soccer football within the local district. The Club shall organise teams for minis, juniors and seniors from under 6 to All Age, and enter such teams organised and managed by the Club into available competitions arranged by the controlling football body (Macarthur Football Association, hereafter called MFA.)
- 1.3 The official colours of the Club shall be Maroon, Blue and White.
- 1.4 The Club playing strip must be registered with the MFA, and any change to the playing strip must be approved prior to that change.
- 1.5 The Club and its' members agree to abide by the Rules and By-Laws of the MFA. The club shall do all such things necessary to implement and enforce any decision of the MFA relating to any player, official, person or Club, who is a member of the Club or seeks to be a member of the Club.
- 1.6 The Club's financial year shall be from 1st July to the 30th June.
- 1.7 The official logo for the Club is described as the round image, two-toned with the black bear face, as used on the cover page of this document.

SECTION 2 - ALTERATIONS TO THE BY-LAWS

- 2.1 The Management Committee shall have the right to apply for a variation, alteration or amendment to the Club's By-Laws.
- 2.2 Any such application shall be made in writing to a General Meeting and shall be heard and determined at the following General Meeting or at a Special General Meeting specifically called for this purpose.
- 2.3 The By-Laws shall only be varied by a vote 'of a two third majority' of persons present and entitled to vote.

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- 2.4 Notwithstanding the provisions of By-Law 2.2 above, alterations to the By-Laws may be determined at an Annual General Meeting providing the application is made in writing prior to the previous months General Meeting.

SECTION 3 - OFFICIALS OF THE CLUB

- 3.1 The officials of the Club shall be:

Executive Committee	President Vice President Secretary Treasurer
Management Committee	Registrar Assistant Registrar Assistant Secretary Assistant Treasurer Competition Secretary Minutes Secretary Equipment Officer Librarian Sponsorship/Publicity Coordinator Member Protection Officer
Other	Sub-Committees Coaches Managers

- 3.2 All committee officials of the Club shall be elected at the Annual General Meeting each year. Should a position not be filled at the AGM the Management Committee should endeavour to find a suitable candidate for that position(s) as soon as possible. The candidate(s) shall have their nomination tabled at either of the following forums:
- The following General Meeting for acceptance by the members.
 - Any Management Committee Meeting consisting of a member majority.
- 3.3 No person shall hold more than one of the above positions with the exception of 'Other' at the same time, unless in a care taker situation where a position has not been filled at the Annual General Meeting and a suitable candidate has not yet been identified to fill the position.
- 3.4 All Officials of the Club are volunteers and accordingly are unpaid. However, individual members of the Management Committee may present an account for expenses incurred whilst conducting business on the Club's behalf, for reimbursement. This may include

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phone calls and or printing costs done on their home printer. No major expenses may be incurred by officials without first obtaining approval of the Management Committee.

SECTION 4 - DUTIES AND FUNCTIONS OF OFFICIALS

4.1 The President shall:

- a) Be the Chairperson at all meetings and conduct such meetings in accordance with the Rules and By-Laws of the Club. The President shall have a casting vote only at meetings.
- b) Prepare the annual report.
- c) Help prepare an audited financial statement and submit it to the Annual General Meeting.
- d) Be a delegate to the MFA, attend meetings and keep the Club up to date with the proceedings of those meetings.
- e) Ensure that each Coach, Manager and Club Official has executed a "Working With Children Check" to be passed onto the Registrar for lodgement with the MFA with their application for registration, if no 'M.P.O.' is elected.
- f) Compile and maintain a Child Protection register of Coaches, Managers and Club Officials, once advised by MFA that an applicant has been accepted, if no 'M.P.O.' is elected.
- g) Assist all committees and Officers where necessary, with the performance of their duties.
- h) Prepare a written report for presentation at each meeting ie. Management, General and Annual General Meeting

4.2 The Vice President shall:

- a) Assist or stand in for the President whenever necessary.
- b) Chair meetings in the absence of the President.

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- c) Prepare the annual report in conjunction with the President.
- d) Be a delegate to the MFA when the President is unable to attend.
- e) Be responsible for the organisation of trial games if no Competition Coordinator is elected.
- f) Assist the Registrar with registrations as required.
- g) Prepare a written report for presentation at each meeting ie Management, General and Annual General Meeting.

4.3 The Secretary shall:

- a) Attend to the business of the Club.
- b) Hold the official stamp of the Club.
- c) Oversee the acceptance of any monies due and issuance of receipts for those monies.
- d) Record any action taken by the Executive Committee between meetings.
- e) Ensure the Treasurer collects and processes (banks) all monies received.
- f) Attend to all correspondence concerning Club business under advice to the Management Committee.
- g) Undertake any other duties required by the President as being necessary to carry out the above functions.
- h) Be a Delegate to the MFA, attend meetings and keep the Club up to date with the minutes of those meetings.
- i) Be responsible for all Mini, Junior and Senior teams as agreed by the Registrar and the MFA.
- j) Prepare a written report for presentation at each meeting ie Management, General and Annual General Meeting.
- k) Arrange appropriate insurance cover in respect of the Club's property and liabilities.
- l) Act as Public Officer for the Club.

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- m) Complete and lodge all necessary paperwork with the Department of Fair Trading prior to the due date.
- n) Ensure that the Club is run in accordance with its Rules of Incorporation and By-Laws.

4.4 The Assistant Secretary shall:

- a) Be responsible for all Mini, Junior and Senior teams as agreed by the Registrar and the MFA.
- b) Undertake any other duties required by the Secretary or in the absence thereof.
- c) Prepare a written report for presentation at each meeting ie Management, General and Annual General Meeting.

4.5 The Treasurer shall:

- a) Receive all monies, issuing an official receipt in return and bank said money in the Club's bank account.
- b) Have charge of the Club's financial books and produce the said books or a "Statement of Accounts" at each meeting ie Management, General and Annual General Meeting. The Accounts as submitted in writing to the respective meetings shall reflect the Club's financial position as at the conclusion of the previous month to coincide with Institution statements.
- c) Pay all accounts after verification that they are correct and due. All accounts are to be tabled at either the Management Committee Meeting or General Meeting for confirmation.
- d) Prepare a financial statement for each Management Committee Meeting and General Meeting.
- e) Prepare a reviewed financial statement and submit it to the Annual General Meeting.
- f) Prepare, in conjunction with the Management Committee, a budget for the forthcoming competition year, for submission to the Members of the Club at the first General Meeting of the Competition year.

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- g) Following the Annual General Meeting, provide to any / all major Club sponsors a copy of the Reviewed Financial Statement if required.
- h) Arrange the renewal of delegated authorised signatories with the current banking institution.
- i) Make available within seven (7) days of written request from any current or Life Member, the Clubs financial records.

4.6 The Registrar shall:

- a) Attend to the registration of all Players, Coaches and Managers with the MFA.
- b) In consultation with the Management Committee, determine the number of teams anticipated for each age group for the upcoming season.
- c) Accept registration applications on the dates specified and advertised by the Club.
- d) Accept any applications for player registration received after the advertised registration dates, provided a vacancy exists in a team.
- e) Record all players names and addresses and other relevant information, as required from time to time, on the Club's database.
- f) Provide to the Chairperson of the Grading Sub-Committee a list of all registered players eligible to be graded and therefore eligible for inclusion in a team. Also provide a summary of all valid grading requests presented for consideration,
EG: Johnny wants to play with Billy.
- g) In consultation with the Management Committee and Chairperson of the Grading Sub-Committee, submit to MFA the appropriate Team Nomination forms.
- h) In consultation with the Management Committee and Chairperson of the Grading Sub-Committee, prepare and submit to MFA any appeals for team nominations where the original nominated division was not approved.
- i) Ensure that all players selected for teams are registered with MFA and are therefore eligible to play in the local competition.

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- j) If any player has been inadvertently registered in the incorrect team, ensure that a re-grade application is lodged with MFA as soon as possible after the first game of the competition season.
- k) Provide reports to the Management Committee as requested, detailing Club membership.
- l) Prepare a written report for presentation at each meeting ie Management, General and Annual General Meeting.

4.7 The Minutes Secretary shall:

- a) Keep a record of attendance at all meetings by means of an official attendance book or register.
- b) Keep true minutes of all meetings.
- c) Keep an up to date membership record.
- d) Carry out all the duties of the Secretary when that person is absent. ?????
- e) Distribute recorded minutes to eligible club members

4.8 The Publicity Officer(s) shall: publicity officer these days is sponsorship coordinator

- a) Publicise the activities of the Club.
- b) Prepare for distribution to each team a newsletter in a format as approved by the Management Committee. The newsletter shall be produced at least monthly during the competition season. Havent had a newsletter for years only reintroducing in 2017 not done by the above
- c) Prepare approved editorial statements on the Club's behalf to selected media outlets.
- d) Prepare a written report for presentation at each meeting ie Management, General and Annual General Meeting.

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4.9 The Equipment Officer shall:

- a) Purchase on behalf of the Club all equipment required. Management Committee approval must be provided prior to the purchase of equipment.
- b) Where ever practical at least two (2) competitive quotations are to be sought from suppliers.
- c) Keep a register of the Club's equipment along with a separate register of stock purchased for sale to members of the Club (excluding Canteen Stock).
- d) Submit to the Management Committee at the completion of the competition year, a detailed report listing stock available for sale to the Clubs' members, and its future net worth based on the saleable price applicable at the time.
- e) Produce a register of Clubs' assets. As assets are purchased or disposed of, the register shall be amended accordingly. When an asset is purchased, its price and expected 'service life' shall be entered in the register.
- f) Prepare a written report for presentation at each meeting ie Management, General and Annual General Meeting.
- g) Complete a full stock take of Club assets prior to the end of the financial year, or whenever requested by the Executive Committee.
- h) Coordinate storage of Club equipment during the off season in the Clubs storage facility

4.10 The Working with Children Coordinator shall:

- a) Ensure the Club abides by all State legislation pertaining to the current Prohibited Employment Act, and all regulation as decreed by the governing body of this sport.
- b) Ensure that each Coach, Manager and Club person has executed a "WWC check" to be passed onto the Registrar for lodgement with the MFA with their application for registration.

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4.11 The Assistant Treasurer shall:

- a) Support the Treasurer in any way that is negotiated between the two people and endorsed by the Management Committee.

4.12 The Assistant Registrar shall:

- a) Support the Registrar in any way that is negotiated between the two people and endorsed by the Management Committee.

4:13 The Librarian Shall:

- a) Attend to the management and maintenance of the Club Library.
- b) Prepare a written report for presentation at each meeting ie: Management, General and Annual Meeting.
- c) Archive the Club library to preserve current document revisions at a time to coincide with lodging Club By-Laws to the department of Fair Trading.

4:14 The Sponsorship Coordinator shall:

- a) Ensure that all the Club's sponsors receive a copy of the monthly update.
- b) Liaise with the sponsors on the Club's behalf.
- c) Prepare a written report for presentation at each meeting ie management, General and Annual Meeting.
- d) Actively seek appropriate sponsors for the Club
- e) Compile and maintain a portfolio of Club sponsors, including contact details, terms of sponsorship and validity periods.

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4.15 The Competition Secretary shall:

- a) Ensure that all mini, junior and senior team officials receive a copy of the current season fixtures draw, and any amendments that may ensue, as described by the MFA.
- b) Prepare a written report for presentation at each meeting ie Management, General and Annual Meeting.
- c) Act as a contact for all coaches and managers.
- d) Contribute the points table to the Club's newsletter
- e) Assist the Vice President with the organisation of trial matches.

SECTION 5 - FINANCIAL

- 5.1 An auditor shall be appointed at the Annual General Meeting each year.
- 5.2 The Club shall bank with any banker as the Committee shall from time to time in writing or resolution, appoint.
- 5.3 Cheques or other negotiable instruments paid to the Club's bankers for collection and requiring the endorsement of the Club may be endorsed on it's behalf in such manner, as the Committee may from time to time direct.
- 5.4 All cheques or orders for payment shall be signed on behalf of the Club by the President, Vice President, Secretary or Treasurer, or as the Committee may from time to time direct.
- 5.5 All cheques drawn by the Club are to be signed by two (2) currently designated signatories, and shall not be from the same family or household.
- 5.6 All vendor accounts payable are to be discharged using Club cheques, or by electronic payment tools.
- 5.7 The use of private telephones (fixed or mobile) used to conduct official business on behalf of the Club is to be kept to minimum costs. Calls are to be made by the most cost effective method or the contact is to be made in person.
- 5.8 All monies collected on behalf of the Club (canteen takings, match fees, registrations, sponsorships etc) are to be banked within 7 days of receipt of such monies.

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SECTION 6 – COMMITTEES

6.1 The Executive Committee

- a) The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer. They shall control the management of the Club's finances and shall be empowered to deal with all matters of urgency in the interest of the Club. They shall report their actions to the next *General Meeting* or *Committee Meeting*, whichever occurs first.
- b) The Executive Committee shall be empowered to appoint financial and Life Members of the Club to a Disciplinary Sub Committee (DSC) specifically to deal with issues arising from inappropriate behaviour of any of its Club members.
- c) The Executive Committee may call before it or the DSC any person who it considers to be in breach of By-Law 12.1, or any player and or Team Official who brings the game into disrepute.
- d) The Executive Committee or DSC shall be empowered to expel, suspend, penalise or fine any person who is found to be in breach of By-Law 12.1, or any player, Team or Team Official who brings the Club or game into disrepute. Any player, Team or Team Official who is considered by the Executive Committee or DSC to be a persistent offender in this regard, can be suspended, penalised or Deregistered or fined as the Executive Committee or DSC deem fit.
- e) The Executive Committee, upon the receipt of correspondence marked 'confidential' shall, at its discretion, have the power to deny access to the said correspondence by any other person. Where the Executive considers it necessary to allow the DSC access to this correspondence, the members of the DSC shall be bound to the same confidentially. Should the Executive consider it necessary to invoke this power, all future Executives and Committees will be bound by that decision, unless they would be in contravention of an order from a State or Federal Court or other official instrument.

6.2 The Management Committee

- a) The Management Committee shall consist of the Executive Committee, the Registrar, Assistant Treasurer, Assistant Registrar, Assistant Secretary, Minutes Secretary, Publicity Officer(s), Equipment Officer, Sponsorship Coordinator, Librarian, Competition Secretary and Member Protection Officer.

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- b) The Management Committee shall meet during the second week of each month on a day and time suitable to the members of the said Committee as required, to address matters associated with the Club's efficient function.
- c) A special Management Committee Meeting may be called by the Secretary, or any member of the Management Committee by giving where possible, 48 hours notice to the Committee members.
- d) The order of business at any Management Committee Meeting shall be the same as the order of business for a General Meeting.
- e) The duties and functions of the Management Committee shall be the admission or rejection of applications by persons for registration as Players, Coaches or Managers.
- f) Approval or rejection of Players', Coaches' and Managers' application for transfer.
- g) Terminate the Coaching Administrator appointment, with a 'two third majority' of people eligible to vote at a general Meeting.
- h) Responsibility for the control and management of all competitions and matches conducted by the Club.
- i) Coaches for the respective age groups / divisions will be appointed by the Management Committee.
- j) A canteen Manager shall be appointed by the Management Committee, at or as soon as possible after the Annual General Meeting.

6.3 The Delegates

- a) Club delegates are responsible for attending MFA meetings and reporting the minutes of these meetings to the Management Committee.
- b) If a delegate is unable to fulfil their duties as delegate, they should request a replacement under advice to MFA.
- c) Where there is business on notice for an MFA meeting requiring a vote, the Management Committee shall discuss the matters and relay the Clubs standing to the delegates. Matters arising at an MFA meeting without prior notice may be voted on freely by the Delegates provided the vote supports the policies of this Club.

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6.4 Other Committees

- a) Other Committees may be elected at a *General Meeting* as required for each purpose and period as considered necessary.
- b) If at the *Annual General Meeting* of the Club, the number of *Executive Committee* or *Management Committee* elected is insufficient as to form a quorum to allow the future business of the Club to be conducted, the following shall be implemented:
 - i) An '*Interim Committee*' shall be formed from those present and / or nominated at the *Annual General Meeting*, consisting of, as a minimum, the *President*, the *Treasurer* and the *Secretary*, and shall also include those members elected to the *Committee*. The '*Interim Committee*' can if so desire, invite those members of the Club they see fit, to act in an advisory capacity to the *Committee*. The invited members shall not have voting rights pursuant to the management of the Club's business. The '*Interim Committee*' shall be empowered to conduct the business of the Club pending the outcome of the *Special General Meeting*, at which time its duties shall cease.
 - ii) The '*Interim Committee*' shall, within three months from the date of the *Annual General Meeting* call a *Special General Meeting* of the Club's members for the purpose of electing members to the committee positions deemed to be casual vacancies as at the *Annual General Meeting*. If at the *Special General Meeting* the members present and eligible to vote are unable to have the casual vacancies filled so as to form a quorum of the *Executive Committee*, a resolution shall be put to the members present to implement *By Law 13.1*

SECTION 7 - OTHER CLUB POSITIONS

7.1 The Canteen Manager shall:

- a) Ensure that the canteen is operated each day that games are being played at our home ground, or at the request of the *Management Committee*.
- b) Be responsible for the organisation of canteen purchases and sales.
- c) Be responsible for arranging adequate assistance to act as servers in the canteen, provided that those assisting are at least 14 years of age or have shown competency in the duties which are to be performed, or approved by the *Executive*.

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- d) (This to be added) To ensure all start of days takings are correct into the till and ensure all monies at the end of the days takings are correct in accordance with the daily paperwork. Hand any monies collected on behalf of the Club to the Treasurer.
- e) Assist Ground Officials by collecting Match fees and Referee fees when necessary.

7.2 The Grounds Coordinator shall:

- a) Coordinate the construction of all field markings prior to the start of the season.
- b) Be responsible for the markings, and general playing surface on all fields during the competition season.
- c) Be responsible for the maintenance and upkeep of the equipment and supplies necessary to maintain our grounds throughout the season.
- d) Liase with the Management Committee on all matters that require a higher level of authority or decision pertaining to the aforementioned.

7.3 The Coaching Administrator shall:

- a) Be appointed to the role by the Executive Committee.
- b) Have the appointment terminated at the discretion of the Executive Committee.
- c) Or may resign by giving written notice to the Secretary.
- d) Be appointed, unless terminated by the Executive Committee or themself, until the next succeeding Annual General Meeting.
- e) Be automatically appointed as Chairperson of the Grading Sub-Committee (GSC).
- f) Schedule such grading sessions as soon as practical after completion of the Clubs' registration sessions, in consultation with the Management Committee.
- g) Conduct said grading sessions in accordance with the Policies set down by the Club.
- h) With the assistance of the GSC, review the grading results and assess the performance of graded players during the first rounds or trial games to identify any incorrect grading of a player or players.

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- i) Liaise with the Club Registrar and Secretary should any incorrect grading need to be rectified.

7.4 The Team Coach shall:

- a) Coach their team in accordance with the requirements of the FIFA laws, the Management Committee and the Club Rules and By-Laws.
- b) Where no Team Manager is appointed, the Team Coach will be responsible for carrying out the allocated duties of the Team Manager.
- c) Be familiar with this Club's Rules and By-Laws and the MFA Rules and By-Laws.
- d) The Team Coach in conjunction with Team Manager is responsible for the discipline of the squad whilst it is under his/her control. That is, training, travelling to and from Club fixtures (add) if required and whenever the squad is wearing the Club strip.
- e) Each Coach may form part of the Grading Sub-Committee. Their role will be governed by the Club's Grading Policy. This does not apply to Coaches of mini teams.
- f) The Team Coach shall abide by By-Law 8.2 (part g)
- g) Hold a current recognised coaching certificate, or be prepared to acquire one.

7.5 The Team Manager shall:

- a) Ensure that the squad is fully aware of its commitments at all times.
- b) Ensure that all injuries are reported to the Management Committee within 24 hours of the incident and the appropriate injury form is completed and forwarded to the Club Secretary for transmission to the current insurer.
- c) Ensure that the team selected to play in any fixture is ready to take the field on time and that they are wearing the approved strip provided by the Club.
- d) Ensure that transport arrangements are fully understood by all members of the squad.
- e) Ensure that the team sheet or the player identification system is in order prior to each match.

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- f) Ensure all match fees, along with the match and incident report are returned to the Club's canteen at the completion of each game. Should it not be practical to do so, due to the team playing away from our home ground, then the fees and match report should be returned to our Club's canteen no later than the following Saturday (Mini or Junior teams) or Sunday (Senior teams).
- g) Ensure that match balls are available for each competition match played at home and that they are only used for competition play. (no longer required)
- h) Ensure that the practice footballs are available for all training sessions.
- i) Be familiar with this Club's Policies and By-Laws and MFA Rules and By-Laws.
- j) Keep a register of games played and training sessions attended by players to ensure equal opportunities for all players. This shall be compiled on the provided Club form (what form?)
- k) Be responsible in conjunction with the Team Coach, for the discipline of the squad whilst it is under his/her control. That is, training, travelling to and from Club fixtures and whenever the squad is wearing the Club strip.
- l) Be responsible for advising match results to the Secretary within such time restraints as stipulated by the Secretary. (no longer required)
- m) Ensure uniform shirts are to be collected after each match, not distributed singularly to individual players. This equipment will remain the property of the Club.
- n) Arrange for players and / or parents to have the nets and corner flags erected if your team is the first to play on a home field or to be removed if your team is the last to play on a home field for the day.
- o) The Team Manager shall abide by By-Law 8.2 (part g)

SECTION 8 - MEETINGS

8.1 Meeting Start Times

- a) All Committee meetings shall commence at a time suitable to those entitled to attend the said meetings.

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- b) *Annual General Meetings, Special General Meetings and General Meetings shall commence at a time determined by the current Management Committee but must commence no later than 8:00pm and finish no later than 10:30pm*

8.2 General Meetings

- a) *General Meetings shall be open to all Life Members of the Club, all Financial Members of the Club and invited guests of the Committee. Life Members and Financial Members will have voting rights.*
- b) *A General Meeting will be held during the third week of each month during the Football season. The Management Committee shall advise the scheduled day.*
- c) *At all General Meetings a quorum shall consist of twelve (12) members including a minimum of four (4) Committee members under By-Law 3.1.*
- d) *General Meetings shall lapse if there is no quorum by 30 minutes subsequent to the time set down for the meeting.*
- e) *The order of business at a General Meeting shall be:*
 - i) *Accepting the minutes from the previous meeting.*
 - ii) *Business arising from the previous minutes.*
 - iii) *Correspondence in and out.*
 - iv) *Presenting a Financial Statement.*
 - v) *Reports by officials.*
 - vi) *Motions on notice.*
 - vii) *Open for General Business.*
 - viii) *Alterations to the By-Laws (if required)*
- f) *At all General Meetings, the accepted rules of debate shall apply.*

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- g) Each team from this Club registered with the MFA shall ensure that at least two (never happens)representatives, be they the team Manager, Coach or such other financial member of that team, attend the Club's monthly *General Meeting*. They shall also ensure at least one representative attend any *Special General Meeting*, *Annual General Meeting* or any other such meeting as notified by the Club's Management Committee.

Members serving on the Management Committee shall be deemed as neutral and shall not represent any Club team for Club meetings.

8.3 Special General Meetings

- a) *Special General Meetings* shall comprise all persons entitled to be present at a *General Meeting*, and the Secretary shall give at least seven (7) days notice to all such persons, either by personal letter to each Club member, notice in a local newspaper, email or web notice. Notices shall state the business to be considered and no other business other than that for which the meeting has been called shall be considered. *Special General Meetings* shall only be convened as follows:
- b) By a resolution carried at a *General Meeting*.
- c) By a decision made by a majority of the Executive Committee.
- d) By a requisition to the Secretary in writing from at least eight (8) persons entitled to be present at a *General meeting*.
- e) A quorum for a *Special General Meeting* shall be the same as a *General Meeting* By-Law 8.2 (part c)
- f) *Special General Meetings* shall lapse if there is no quorum by 30 minutes subsequent to the time set down for the meeting.
- g) At all *Special Meetings* the accepted rules of debate shall apply.

8.4 The Annual General Meeting

- a) The *Annual General Meeting* shall be held no later than the 11th day(change to 'September') of September each year and at least seven (7) days notice of such

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meeting shall be given in a local newspaper(s)(no longer use papers), or via sms, or via email.

- b) The order of business at the Annual General Meeting shall be:
 - i) Reading of the minutes from the previous AGM, if requested.
 - ii) Presentation for adoption of the Annual Report and reviewed financial statement.
 - iii) Alterations to the By-Laws.
 - iv) Declaration that all Offices are vacant.
 - v) Appoint an interim Chairperson, who shall also act as a Returning Officer on behalf of the Members.
 - vi) Election of Officials.
 - vii) General Business.
- c) Each Financial Member and Life Member of the Club shall be entitled to one (1) vote.
- d) At the Annual General Meeting the accepted rules of debate shall apply.
- e) The Management committee shall accept nominations for Coaches, Managers and other official roles at the Annual General Meeting. Nominations will be for a preferred age group. As teams have not been selected at this time, it will be assumed that the nominee will wish to be involved with their own child's team.
- f) Annual Membership fees for members shall be determined at each Annual General Meeting.
- g) Should dissolution be invoked, a registered charity must be nominated and agreed to at the Annual General Meeting.

SECTION 9 - MEMBERSHIP

- 9.1 Membership of the Club is open to all members of the public over the age of 18 years, who are interested in the code of Football. Membership is compulsory for the parents /guardians of all registered Mini and Junior players.
- 9.2 The Management Committee reserves the right to deny membership to any person. Such denial must be in writing advising him/her of their rights of appeal.
- 9.3 Annual membership fees for members will be determined at each Annual General Meeting. The membership fee shall be included in the registration fee for the upcoming season.

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SECTION 10 - LIFE MEMBERSHIP

10.1 To recognise the contribution made by an individual(s) to the Club, Life Membership may be granted. To be eligible for Life Membership an individual(s) must satisfy one or more of the following criteria.

- a) Has served the Club in an official capacity for a minimum of ten (10) years either continuously or broken years of service.
- b) If in the opinion of the members, an individual(s) has contributed such service to the Club as to warrant consideration of Life Membership.

Only financial or Life members of the Club can submit to the Management Committee an application nominating an individual(s) for Life Membership. In terms of a) and b) above, the application for Life Membership must be lodged with the Management Committee at least one calendar month prior to a general meeting. The Management Committee upon receipt of the application shall at its next meeting consider that the individual(s) satisfies the criteria, with the criteria met, they shall submit the application to a meeting of the members at the next General Meeting.

Any Member will be permitted, within twenty one (21) days, to submit in writing to the Management Committee any objections they have with the application. The Management Committee must allow the member the opportunity to meet with the said Committee to discuss the objection with the view to resolve the objection. The Management Committee shall at its next scheduled General Meeting (subject to the review of any objection), present to those Members in attendance any objections received, allow the person(s) submitting the objection to speak in opposition to the applicant. Two thirds of the members present and entitled to vote at the General Meeting shall, by a show of hands, either reject or approve the application for Life Membership.

A person(s) having been awarded Life Membership shall not be required to pay any further annual membership fee.

A suitably inscribed medallion, plaque or badge shall be presented to the recipient(s) of Life Membership, at either the Annual General Meeting or the Clubs Annual Presentation Events.

SECTION 11 - TEN YEAR SERVICE

11.1 To recognise an individual who has served the club for a minimum of ten (10) years as either a player, coach, manager, committee or other official role shall be entitled to a Ten Year Service award in recognition of such service. The award shall be in the form

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of a suitably inscribed plaque / medallion or badge and shall be presented to the recipient(s) at either the Annual General Meeting or the Club's Annual Presentation Event. Service awards shall also be presented every 5 years thereafter, at the discretion of the Management Committee. (doesn't happen even 10 yr awards)

Notwithstanding the foregoing a player shall be entitled to a certificate in recognition of the number of games played for the Club. To be eligible for a certificate a player must have played 25, 50, 75, 100, 125, 150, 175, 200, 225, 250, 275 or 300 (or more in lots of 25) games for the Club. All Mini (non competition), Junior and Senior competition games, inclusive of cup or Champion of Champion games, as defined by the MFA shall count towards the number of games played for the Club. (no longer happens)

- 11.2 By-Law 10.1 and 11.1 shall take effect from the date of its acceptance by the Members at the 1999 Annual General Meeting. All rights and privileges afforded Life Members prior to the introduction of the aforesaid By-Laws shall not be prejudiced.(the above will affect this)

SECTION 12 - MEMBERS CODE OF CONDUCT

- 12.1 All parents, players, team officials, committee members and Club members shall conduct themselves in such a manner as to not bring themselves into disrepute with the Club's Articles and Memorandum of Association, By-Laws or Policies, or those of the MFA.

The Club expects all those involved with the Club not to, (without limiting the foregoing):

- a) Use foul or abusive language at or near; (in seniors this happens all the time)
 - i) Referees and Linesmen
 - ii) Opposing team officials
 - iii) Opposing team players
 - iv) Parents or relatives of the opposing team
 - v) Own team officials, players' parents or relatives
 - vi) Spectators
 - vii) Club Officials, Delegates and Association Officials

- b) act in a threatening or aggressive manner or cause others to act in a threatening or aggressive manner towards those as outlined in (a) i) to vi) inclusive.

The requirements of this By-Law shall apply at all training sessions, organised trial matches, Association matches, gala days in which our Club participates or organises, or such social events as may occur from time to time.

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Any person found to have breached this By-Law by the Executive Committee or DSC shall have the right of appeal to the members of the Club, said appeal to be heard at the next general meeting of the Club. Those members in attendance at that meeting shall be able to dismiss or uphold the appeal, or if they see fit amend the decision of the Executive Committee or DSC with regards to any expulsion, suspension, penalty or fine imposed. Each team shall be entitled to two (2) votes at said appeal, provided two (2) team representatives are in attendance. A vote by the members shall be either by way of a show of hands or secret vote.

Any appeal with regards to this By-Law must be lodged in writing with the Secretary within forty-eight (48) hours of the handing down of the Executive Committee or DSC decision.

SECTION 13 - DISSOLUTION

13.1 If at a Special General Meeting of the Club, the members present vote in favour of dissolving the Club, the assets of the Club are to be liquidated. All debts and liabilities of the Club are to be repaid. The remaining cash assets are then to be distributed in either of the following ways:-

- 1) Utilised for the purpose of promoting / developing local competition Football within the Macarthur Football Association MFA OR
- 2) Donated to one or more registered charities.
N.B. - The nominated registered charity to be determined at each Annual General Meeting.

In any event, all Life Members of the Club shall be invited to form a committee to oversee and supervise the distribution of the assets of the Club.

Following completion of the distribution of the assets, the Club will cease to exist.

SECTION 14 - REGISTRATIONS

14.1 Any new player wishing to register for an Under 6 team, must attain the age of 5 before December 31st of that competition year to be eligible to play.

14.2 No application for registration of a player will be accepted after June 15th each year.

14.3 Application for registration of a player must be accompanied by full payment of the annual registration fee as determined by the Management Committee, except where application has been made to and approved by the Executive Committee, for the fee to

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be paid by instalments. Applications for instalments must be received and approved by the Executive Committee before the commencement of the MFA Local Competition Season.

- 14.4 Registration for players will be withheld from the MFA Registrar until full payment of the annual fee has been received by the Club Treasurer and notification of such receipt has been given to Club Registrar.
- 14.5 Notwithstanding By-Law 14.3 and 14.4 above, outstanding payments must be finalised prior to the commencement of the MFA Local Competition season.
- 14.6 Applications for registration of a player received after the commencement of the MFA Local Competition season must be accompanied by the full payment of the annual registration fee.

SECTION 15 - GRADING AND ASSESSMENTS

- 15.1 The Management Committee shall schedule a minimum of two (2) grading sessions for each age group for junior and senior players. (These days we only grade if more than one team in an age group and we don't grade seniors) Where more grading sessions are required, the Grading Sub-Committee shall schedule these on a 'need-to-have' basis.
- 15.2 It is a requirement that all players being graded attend the grading sessions scheduled for their age group. Should this not be possible, forty eight (48) hours notification should be given to the Club secretary.
- 15.3 Grading sessions shall be conducted in accordance with Club Policy. The Management Committee shall have overall responsibility for ensuring that this policy is adhered to, and that the Club's By-Laws are complied with.
- 15.4 A least one (1) member of the Management Committee shall be in attendance at all times whilst grading sessions are being conducted at the Clubs playing fields.
- 15.5 A list of players, along with copies of the previous years Player Assessment Forms will be provided to the Grading Sub-Committee by the Management Committee.
- 15.6 A Grading Sub-Committee shall be formed each year for the purpose of grading players and shall have the authority to conduct grading sessions, assess players abilities and nominate each player for a specific age group division, in accordance with the Clubs Grading Policy and By-Laws.

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15.7 The Grading Sub-Committee shall consist of a minimum of six (6) people who meet the criteria of By-Law 15.8. They will be selected by invitation of the Management Committee each year and must include the Head Coach. The Club's Head Coach will automatically be appointed as the chairperson of the Sub-Committee.

15.8 To be considered for selection, an individual would need to satisfy the following minimum criteria:

- a) Hold, or to have previously held, at least a Level 1 coaching certificate.
- b) Have at least three (3) years coaching experience of junior teams, or two (2) years coaching experience All-Age teams, or have coached representative teams at Association level or above.
- c) Is able to demonstrate a good understanding of the skills required for the specific age groups of players being graded.

The Management Committee shall be able to select a person for the grading of players if the person is considered by them to be appropriate. That person, while not satisfying the above criteria, has such an understanding of the game of soccer/football and the necessary interpersonal skills, that the Members of the Club would accept the selection of that person as part of the Sub-Committee.

The decision of the Management Committee as to the worthiness of an individual to be a member of the Sub-Committee shall be final.

15.9 The chairperson of the Grading Sub-Committee shall provide to the Management Committee at the completion of the player grading, a listing of those players graded into their respective teams, along with proposed team divisions.

15.10 The Club shall provide to the coach of each team, Under 8's (now U11 to U16) to All Age (excluding Over- 35's) a "Player Assessment Form" at the completion of the first round of competition games(now season). In the case of the Under 8 teams at the completion of half of their nominated non competition games.

15.11 Coaches shall submit to the Management Committee, prior to the third last round of the normal competition, a 'Player Assessment Form', for each player. Assess and mark in the appropriate box the category A to D inclusive, 'A' being the highest and 'D' being the lowest rating for the player. The rating shall be based on:

- a) basic soccer skills.
- b) attitude and discipline displayed at each game they participate in.
- c) attitude and discipline displayed at each training session.
- d) enhanced soccer skills.
- e) ability to play a specific position within the team.

In addition to the above, the coach may add any relevant comments which they deem necessary to enhance the assessment of the player. The said form shall be used in the

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process of grading the respective players for the next competition year. For U9 (U11) to (U17) All-Age inclusive, the said form shall also include recommendations for:

- a) consideration for elevation to a higher division.
- b) remaining in the current division.
- c) consideration for placement in a lower division

15.12 If a team is promoted to a higher division because of its results from the previous competition year as defined by the requirements of the MFA By-Laws, thus resulting in two teams being eligible to play in the same age group division, grading shall still apply. If the abilities of players from both teams are of a similar standard, then the Club shall nominate both teams in that age groups division.

15.13 If a team is relegated to a lower division because of its results from the previous competition year as defined by the requirements of the MFA By-Laws, thus resulting in two teams being eligible to play in the same age group division, grading shall still apply. If the abilities of players from both teams are of a similar standard, then the Club shall nominate both teams in that age groups division.

15.14 A preliminary grading of the current U11 players shall be undertaken as soon as possible at the completion of the mini roo's season. The preliminary grading of all other players respective age groups can take place after their competition games have been completed for the year, given that such grading will be organised with the consultation of the respective teams Coaches, Grading Sub-Committee, and Management Committee.

The scheduled times for the preliminary grading sessions shall be made known to players taking part in the said sessions. No player shall be prejudiced should they be unable to attend such preliminary grading sessions.

15.15 Once the initial pre-season grading of players has been completed, the Management Committee shall as soon as practical advise the coaches with a list of the names of the proposed players who will be in the respective teams. This list may not be final, and may be altered at the discretion of the Management Committee or Sub-Committee up until the commencement of the fifth round of the normal competition.

15.16 All player assessment forms used during the grading process are the property of the Club and shall be returned to the Management Committee, who shall be responsible for there safe storage/filing for the forthcoming soccer season.

SECTION 16 – TEAM FORMATION

16.1 The minimum number of players placed in a team shall be:

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- | | | |
|----|---------------------|------------------------------|
| a) | Under 6 and 7's | - Teams of 6 players. |
| b) | Under 8's and 9's | - Teams of 10 players. |
| c) | Under 10's and 11's | - Teams of 12 players. |
| d) | Under 12's to 17's | - Teams of 14 players. |
| e) | Under 17's to 18's | - Teams of 16 players |
| e) | All Age/ICU | - Teams of 18 players |
| f) | OVER 35's | - Teams of up to 20 players. |
| g) | M League | - Squad of 16 to 35 players. |

The maximum number of players registered in a team may be varied with the approval of the Management Committee and the Team's Coach, notwithstanding the requirements of By-Law 16.2 being adhered to.

- 16.2 All players shall be given reasonable and equitable playing time during the season, given that the playing time afforded each player shall be at the Team Officials reasonable discretion. Records must be kept on playing times for each player for each game
- 16.3 Should there be insufficient players registered for an age division, the Management Committee shall consult with the coaches of that age and one age above. This consultation may determine the placement of those players into alternate teams. This placement shall only proceed, should it be feasible to do so and the interests of the player(s) are not prejudiced.
- 16.4 Once grading has been completed and the teams announced, no player shall be forced or encouraged to drop to a lower division team or to leave the Club, to allow a player of a higher proficiency in the skills of soccer to join a team.
- 16.5 Any new player who registers with the Club for the forthcoming season after the grading period shall be placed in the lowest division of the age group. This player will be assessed, and if necessary placed into a higher division should a position be available. If however, a returning player(s) (defined as having played with the Club previously, not necessarily just last season) is eligible for placement into the same higher division team, and limited vacancies exist, then preference shall be given to the returning player. The coach of the team may exercise their right in accordance with By-Law 16.1, 16.3 and subject to By-Law 16.6, thus allowing the inclusion of the new player.
- 16.6 A higher division team shall not have more than 1 additional player than that of a lower division team. This requirement shall be waived if the Team Officials from that age group agree to allow more than 1 additional player. Should circumstances as outlined in the last paragraph of By-Law 16.3 arise then this guideline shall not be applied.

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- 16.7 If a vacancy exists in a team prior to the commencement of the MFA competition, Officials of that team can, via the Management Committee, approach any player (or parent if a junior player), of a lower division team within that age group and offer that player a position within the higher division team. This offer is based upon the results of the grading process and subject to the provisions of By-Law 16.6 above.
- 16.8 Premier League Squad (Men's and Ladies)
- a) All adult members of the club are eligible to trial for the Premier League squad. If a player under 18 years of age has exceptional talent, appropriate physique and maturity, they may apply for special concession to the Management Committee for Premier League squad consideration.
 - b) The trials will commence in January and continue into February.
 - c) The core of the Premier League squad will be selected during the Club's normal grading days by the GSC in preparation for team nominations to MFA.
 - d) The final composition of the Premier League squad may not be finalised until after the trial matches
 - e) The appeal process for non-selection to the Premier League squad is outlined in Section 17 of the Club's By-Laws
 - f) The Premier League squad will comply with the Management Committee's Premier League Squad Code of Conduct or risk being stood down from the Premier League Squad. The player may appeal to the Management Committee if this occurs. After being stood down by the Coach, the appeal must be lodged within 48 hours, in writing, and must include detailed reasons regarding the basis of the appeal. The Management Committee will meet to discuss the validity of the appeal and render a decision, in writing, within 14 days of receipt of the appeal.
 - g) If a vacancy becomes available in the Squad, the Coach, in consultation with the Management Committee, may invite another player, from inside the Club, to trial for inclusion in the Squad. The player will be assessed by at least two members of the Grading Sub-Committee.

SECTION 17 - APPEALS

- 17.1 A parent or player may appeal to the Management Committee should they be dissatisfied with the grading sessions or the outcome of the grading process.
- 17.2 Any appeal in this regard can be submitted verbally to the Club President within 24 hours of being notified of the grading results, however, the appeal must be confirmed in writing to the Club Secretary within 48 hours of the said notification.

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17.3 The President together with the Registrar and one other member of the Executive Committee, in consultation with the Coaching Administrator, and if deemed necessary the representatives of the Grading Sub-Committee involved with the particular age group, shall hear the appeal. The results of which shall be conveyed verbally at the conclusion of the hearing. If a decision can not be provided at that time, the decision must be made and the parent or player advised within 48 hours. The decision of the Management Committee is final.

Updated for review

President Duties:

1. Be the Chairperson at all meetings and conduct such meetings in accordance with the Rules and By-Laws of the Club.
2. Be a delegate to the MFA, attend meetings and keep the Club up to date with the proceedings of those meetings.

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3. Assist all committees and Officers where necessary, with the performance of their duties.
4. Prepare a written report for presentation at each meeting ie. Management, General and Annual General Meeting

The Vice President shall:

- a) Assist or stand in for the President whenever necessary.
 - b) Chair meetings in the absence of the President.
 - d) Be a delegate to the MFA when the President is unable to attend.
5. Assist all committees and Officers where necessary, with the performance of their duties.

4.3 The Secretary shall:

- a) Attend to the business of the Club.
- d) Record any action taken by the Executive Committee between meetings.
- f) Attend to all correspondence concerning Club business under advice to the Management Committee.
- g) Undertake any other duties required by the President as being necessary to carry out the above functions.
- h) Be a Delegate to the MFA, attend meetings and keep the Club up to date with the minutes of those meetings.
- k) Arrange appropriate insurance cover in respect of the Club's property and liabilities.
- l) Act as Public Officer for the Club.
- m) Complete and lodge all necessary paperwork with the Department of Fair Trading prior to the due date.
- n) Ensure that the Club is run in accordance with its Rules of Incorporation and By-Laws.

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4.4 The Assistant Secretary shall:

- b) Undertake any other duties required by the Secretary or in the absence thereof.

4.5 The Treasurer shall:

- a) Receive all monies, issuing an official receipt in return and bank said money in the Club's bank account.
- b) Have charge of the Club's financial books and produce the said books or a "Statement of Accounts" at each meeting ie Management, General and Annual General Meeting. The Accounts as submitted in writing to the respective meetings shall reflect the Club's financial position as at the conclusion of the previous month to coincide with Institution statements.
- c) Pay all accounts after verification that they are correct and due. All accounts are to be tabled at either the Management Committee Meeting or General Meeting for confirmation.
- d) Prepare a financial statement for each Management Committee Meeting and General Meeting.
- e) Prepare an audited financial statement and submit it to the Annual General Meeting.
- j) Arrange the renewal of delegated authorised signatories with the current banking institution.
- k) Make available within seven (7) days of written request from any current of Life Member, the Clubs financial records.

4.6 The Registrar shall:

- a) Attend to the registration of all Players, Coaches and Managers with the MFA.
- c) Accept registration applications on the dates specified and advertised by the Club.
- d) Accept any applications for player registration received after the advertised registration dates, provided a vacancy exists in a team.

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- e) Record all players names and addresses and other relevant information, as required from time to time, on the Club's database.
- f) Provide to the Chairperson of the Grading Sub-Committee a list of all registered players eligible to be graded and therefore eligible for inclusion in a team. Also provide a summary of all valid grading requests presented for consideration, ie Johnny wants to play with Billy.
- g) In consultation with the Management Committee and Chairperson of the Grading Sub-Committee, submit to MFA the appropriate Team Nomination forms.
- h) In consultation with the Management Committee and Chairperson of the Grading Sub-Committee, prepare and submit to MFA any appeals for team nominations where the original nominated division was not approved.
- i) Ensure that all players selected for teams are registered with MFA and are therefore eligible to play in the local competition.

4.7 The Minutes Secretary shall:

- a) Keep a record of attendance at all meetings by means of an official attendance book or register.
- b) Keep true minutes of all meetings.
- c) Keep an up to date membership record.
- d) Carry out all the duties of the Secretary when that person is absent.
- e) Distribute recorded minutes to eligible club members

4.8 The Publicity Officer(s) shall:

- a) Publicise the activities of the Club.
- b) Help with sponsorship along side the sponsorship co ordinator

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4.9 The Equipment Officer shall:

- a) Purchase on behalf of the Club all equipment required. Management Committee approval must be provided prior to the purchase of equipment.
- c) Keep a register of the Club's equipment along with a separate register of stock purchased for sale to members of the Club (excluding Canteen Stock).
- h) Complete a full stock take of Club assets prior to the end of the financial year, or whenever requested by the Executive Committee.
- h) Coordinate storage of Club equipment during the off season in the Clubs storage facility

4.13 The Member Protection Officer shall:

- a) Ensure the Club abides by all State legislation pertaining to the current Prohibited Employment Act, and all regulation as decreed by the governing body of this sport.
- b) Ensure that each Coach, Manager and Club person has executed a "Prohibited Employment Declaration" to be passed onto the Registrar for lodgement with the MFA with their application for registration.

4.14 The Assistant Treasurer shall:

- a) Support the Treasurer in any way that is negotiated between the two people and endorsed by the Management Committee.

4.15 The Assistant Registrar shall:

- a) Support the Registrar in any way that is negotiated between the two people and endorsed by the Management Committee.

4:14 The Sponsorship Coordinator shall:

- a) Ensure that all the Club's sponsors receive a copy of the monthly newsletter.

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- b) Liaise with the sponsors on the Club's behalf.
- c) Prepare a written report for presentation at each meeting ie management, General and Annual Meeting.
- d) Actively seek appropriate sponsors for the Club
- e) Compile and maintain a portfolio of Club sponsors, including contact details, terms of sponsorship and validity periods.

4.16 The Competition Secretary shall:

- b) Ensure that all mini, junior and senior team officials receive a copy of the current season fixtures draw, and any amendments that may ensue,
- c) Act as a contact for all coaches and managers.
- d) Contribute the points table to the Club's newsletter
- e) Organisation of trial matches.