

HAZELBROOK FOOTBALL CLUB INC



BY-LAWS

As Amended

21st September 2008

HAZELBROOK FOOTBALL CLUB INC

BY-LAWS

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HAZELBROOK FOOTBALL CLUB INC.

BY-LAWS

PART 1 PRELIMINARY

1 NAME OF THE CLUB

This is the By-Laws of Hazelbrook Football Club Inc. hereafter known as the Club.

2 INTERPRETATION

In these By-Laws except in so far as the context or subject matter otherwise indicates or requires:

“Associate Member” means a parent, guardian, spouse or partner of a Member, a former Member or a member of the community whom has paid the fee established for this category.

“Club” means Hazelbrook Football Club Inc.

“Committee Member” means a member of the Management Committee of the Club.

“District Association” means Nepean District Soccer Football Association Incorporated.

“Executive” means the Club President, Senior Vice President, Junior Vice President, Secretary, Treasurer and Competition Secretary.

“Financial Member” means a Member who has paid the relevant Membership fee and for whom there are no outstanding fees, levies or fines.

“Junior Member” means a Member who is a real person and who has not attained the age of fifteen (15) years.

“Member” means a person who holds membership under the criteria set down in section nine (9) of the Constitution.

“Management Committee” means the governing body of the Club elected at the Annual General Meeting.

“N.D.S.F.A. Inc.” means Nepean District Soccer Football Association Incorporation.

“Season” means the period from the Club's registration day to the Club's Annual General Meeting.

“Senior Member” means a member who is a real person and who has attained the age of fifteen (15) years.

“Voting Member” shall be Life Members and Members and Associate Members who are Senior Members and Financial Members.

PART 2 MEMBERSHIP

3 MEMBERSHIP FEE

The Club's annual membership fee shall be \$2.00. This shall be waived for Financial Members, parents, guardians, spouse and/or partner of a member, and Life Members.

4 LIFE MEMBERSHIP

- 4.1 A Member shall be elected to Life Membership if they have been a Member for a continuous period of no less than seven (7) years and have rendered exceptional service to the Club.
- 4.2 Nomination in writing for Life Membership, with proposer's and seconder's remarks, will only be accepted by the Secretary up to twenty one (21) days before the Annual General Meeting. The Executive Committee shall select up to two nominations to be proposed for election at that meeting. A member shall be elected as a Life Member by a two thirds majority of members present at the Annual General Meeting.
- 4.3 A Life Member shall be entitled to all privileges as an ordinary member of the Club without paying the Membership fee, the Club's registration fee or any special payment for such Life Membership.

5 REGISTRATION OF PLAYERS

- 5.1 All players representing the Club and participating in matches or competitions by the District Association must be registered with the Association as members of Hazelbrook Football Club Inc.
- 5.2 Players should register with the Club on the official registration dates. This shall be done on the official forms supplied by N.D.S.F.A. Inc and Hazelbrook Football Club Inc.
- 5.3 Late registrations shall be those accepted by the Registrar after the official registration dates. A late fee may apply. A player will be deemed to be properly registered when the application for registration has been officially accepted by the District Association.

6 REGISTRATION FEES

- 6.1 All players shall pay the nominated fee deemed by Hazelbrook Football Club Inc appropriate to their age.
- 6.2 All payments should be completed by the beginning of the competition Season.
- 6.3. The Executive Committee shall give special consideration of an extension of payment to players with genuine financial difficulties.
- 6.4 Unfinancial players who have not been given special consideration shall have their registration cards withdrawn until full payment is received.
- 6.5 Players who wish to deregister must do so prior to the nominated date and abide by the rules set by The District Association. A deregistration fee shall be applied by The Club.

7 CODE OF BEHAVIOUR

- 7.1 All members of the Club shall abide by the guidelines set out in the Code Of Behaviour manual. All players, officials and supporters shall respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- 7.2 No player, official or supporter of the Club shall manhandle, threaten or otherwise intimidate any other person including referees, assistant referees, marshals, team members, opponents or supporters.

8 PROHIBITED PEOPLE

All members acting in an official capacity must complete and submit a Working with Children form to the Management Committee to be held by NDSFA Inc.

PART 3 THE COMMITTEE

9 THE MANAGEMENT COMMITTEE

The Management Committee shall consist of the positions of President, Vice President (Senior Vice President and Junior Vice President), Secretary, Treasurer and Competition Secretary and such other positions as may be determined by the Club's By Laws and deemed appropriate at the Annual General Meeting.

10 ROLES OF EXECUTIVE MEMBERS

10.1 PRESIDENT

Shall be responsible for chairing meetings, public relations, resolving disputes and assisting and directing other Committee Members as necessary. The President shall be the Public Officer for the Club.

10.2 VICE PRESIDENT

Shall be the chairperson at any meeting in the absence of the President. This position may be held jointly as Senior and Junior Vice President.

10.3 SECRETARY

- Responsible for maintaining all Club records except service, financial and competition records.
- Ensure that all relevant people are informed of meetings.
- Ensure that detailed minutes are taken of every meeting held by the Club and copies of the minutes of meetings are distributed to Committee members prior to the next Committee meeting.
- Responsible for keeping a record of attendance at all meetings and report to the chairperson any officials who absent themselves without reasonable excuse from three (3) consecutive meetings.

10.4 TREASURER

- Responsible for the operation of all bank accounts.
- Collection of all fees, sponsorship and canteen funds, sales of equipment and merchandise, fundraising and raffles and the issue of receipts for same.
- Receive all monies for and on behalf of the Club and immediately thereupon pay into such bank or banks as the Executive decides from time to time, to the credit of the accounts in the name of Hazelbrook Football Club Inc.
- Payment of all accounts approved at a Management Committee Meeting.

- Maintaining all financial records including the preparation of a Balance Sheet of all accounts to be tabled at the Management Committee Meeting.
- All cheques issued by the Club shall be signed by any two (2) of the following officials - President, Secretary, Treasurer and Assistant Treasurer.
- Maintain the Club's assets records and identify who is responsible for the location of these assets.
- Make books available for auditing prior to the Annual General Meeting.

10.5 COMPETITION SECRETARY

- Arrange and inform all teams of competitions and fixtures as directed by the N.D.S.F.A. Inc Honourable Competition Secretary.
- The entering of teams in special competitions and tournaments.
- Advise teams on the condition of grounds, including closure of grounds.
- Maintaining competition records.

11 ROLES OF OTHER COMMITTEE MEMBERS

These positions of the Management Committee shall be filled as required.

11.1 REGISTRAR

- Responsible for the registration of all players in the correct age groups and checking of all registration details.
- Maintain a record of all registered players', coaches', managers' and officials' service.
- Junior and Senior registrars may be appointed as required.

11.2 EQUIPMENT OFFICER

- Responsible for ordering, receipt, accounting for, distribution and collection of all equipment supplied by the Club to players, coaches and managers.
- Maintain a register of all equipment and their depreciation value.

11.3 GROUNDS PERSON

- Responsible for maintaining the grounds in a playable condition.
- In consultation with the President, shall decide on the playing conditions of the grounds.

11.4 CANTEEN DIRECTOR

Responsible for the operation and management of all canteen functions.

11.5 DIRECTOR OF COACHING

- Responsible for ensuring that all the Club's coaches maintain a high standard of coaching and development of players.
- Co-ordinate coaching resources.
- Promote and arrange coaching skills development courses and workshops.
- Developing and updating qualifications of all coaches through State Coaches Accreditation schemes.
- Co-ordinate the grading of players and the formation and grading of teams.
- Assist coaches in resolving coaching problems.

11.6 SPONSORSHIP DIRECTOR

- Responsible for attracting sponsorship monies for the Club.
- Maintaining the relationship outlined in the Club's prospectus.

11.7 NEWSLETTER EDITOR

- Responsible for editing, printing, collating and the distribution of the Club's newsletter at regular intervals deemed reasonable by the Committee.
- Edit, collate and distribute a Souvenir Edition at the conclusion of the season.

11.8 FUNDRAISING OFFICER

- Responsible for fundraising activities for the Club from time to time as determined by the Committee.

11.9 SOCIAL DIRECTOR

- Responsible for organising and controlling any social events for the Club from time to time as determined by the Committee.

11.10 PUBLICITY OFFICER

- Responsible for all publicity operations to the Club's activities and achievements.

11.11 WOMENS SOCCER CO-ORDINATOR

- Responsible for co-ordinating women's soccer within the Club.
- Distributing relevant information to the Club's female players.

11.12 COMMITTEE MEMBERS

- Assist other members of the Committee as necessary. There shall be up to three (3) general Committee members as is deemed necessary at the Annual General Meeting.

12 TEMPORARY VACATION OF OFFICE

The office of a member of the Management Committee shall become temporarily vacant if the member is directly or indirectly interested in any matter or has a pecuniary interest in any matter being discussed by the Management Committee. That member shall stand down from their position and the position shall remain temporarily vacant whilst any relevant matters are discussed and voted on. The member may return to office at the conclusion of the matter that was addressed.

PART 4 MEETINGS

13 ATTENDANCE

Members who have been appropriately elected or nominated for a Committee or Sub – committee have the right to attend those meetings.

The Chairperson shall have the power to admit or exclude non-committee members from any meetings.

A record of attendance shall be kept for Executive and Management Committee Meetings.

14 RECORD OF MINUTES

The minutes of Management Committee Meetings, General Meetings and Annual General Meetings shall be minuted and tabled and are available on request by any member.

15 VOTING

All members who are entitled to vote at meetings shall have the right to one (1) vote.

This shall be exercised by a show of hands. If a member requests or the chairperson deems appropriate, a secret ballot may occur. In this case, the chairperson will tally the votes and, if no other appropriate person is present, then the person who proposed the motion shall act as scrutineer.

Except for Life Members and Recision Motions, motions shall be passed by a majority vote. In the event of an equal vote, the chairperson shall have a second or casting vote.

16 RECISION MOTIONS

A Recision Motion shall be submitted in writing with grounds for that recision to the Secretary. Management Committee Members (and other Members at the discretion of the Executive Committee) will be given at least 2 (two) days notice of that Recision Motion being presented.

A Recision Motion shall be passed by a two thirds (2/3) majority at the next meeting.

Once a Recision Motion has been voted on, whether supported or lost, no other motions pertaining to that subject shall be proposed until after the next Annual General Meeting.

PART 5 DUTIES OF COACHES AND MANAGERS

17 GENERAL

Coaches and Managers shall act as ambassadors for the Club, endeavouring at all times to promote goodwill within their team, within the Club and to all other Clubs with which the Club competes.

- 17.1 Coaches are appointed by the Management Committee to train and instruct teams in the sport of Soccer. They shall endeavour to instil a high degree of sportsmanship in their players' attitudes to Soccer both on and off the field of play.
- 17.2 The actions of the Coach must comply with the rules of any organisation with which the Club is affiliated.
- 17.3 The Management Committee will appoint a Manager to assist the Coach with the routine administration of the team. Managers must have attained the age of eighteen (18) years.
- 17.4 The Coach, with the assistance of the Manager, shall be responsible for the conduct of the players.

18 COACHES' AND MANAGERS' MEETINGS

Coaches' and Managers' meetings shall be held as required during the course of the Season.

PART 6 DISCIPLINARY MATTERS

19 GRIEVANCES

Any Member shall have the right to bring a dispute to the attention of the Management Committee.

- 19.1 Any Member who has a dispute within a team shall try to resolve that dispute internally.
- 19.2 If it is unable to be resolved within the team that dispute can be brought to the attention of the Executive Committee.
- 19.3 Disputes regarding other concerns by members, such as referees or Management Committee, may be brought to the attention of the Executive Committee.
- 19.4 All matters of concern of members must be in writing and addressed to the Secretary.

20 DISCIPLINARY MATTERS WITHIN THE CLUB

Members who have been subject to a complaint may be asked to answer such to the Executive Committee. If disciplinary action is deemed necessary that member is bound by the ruling or may exercise their right of appeal.

21 DISCIPLINARY ACTION FROM NEPEAN

- 21.1 A Member who is facing disciplinary action from NDSFA Inc has the right to appear at a NDSFA Protests and Disputes Committee hearing if they choose to do so.
- 21.2 A Member *must* appear before a NDSFA Protests and Disputes Committee hearing if they are called upon to do so by that Committee.

22 RIGHTS OF APPEAL

- 22.1 If a Member does not accept a response given or a decision made by the Club after attending a meeting with the Executive Committee regarding a matter of concern, they have the right to take further action with NDSFA. Inc.

- 22.2 A Member may appeal a fine imposed by NDSFA by addressing the Executive Committee. They will review their case and support the Member in their appeal if the Executive Committee deems it appropriate.
- 22.3 Such grievances must be received by the Executive Committee two (2) days after receipt of the original decision made.

PART 7 LEAGUE COMPETITIONS AND PLAYING RULES

23 AGE GROUP OF PLAYERS

In all grades (excluding Over 30's and Over 35's) the age of a player at 1st January shall determine the correct age group for that player.

The following N.D.S.F.A. Inc By-Laws should be recalled:

- a) No player shall play in an age group lower or higher than the correct one except by written application and permission being granted.
- b) Players in the Under 6 to Under 15 age groups may not play more than two (2) years above their correct age group.
- c) A player must have attained the age of fifteen (15) years to be eligible to play in the Under 18 and above competitions.
- d) In the All Age competition the Over 30's division is restricted to players who have attained the age of thirty (30) before 1st January in the year preceding the current season.
- e) In the All Age competition the Over 35's division is restricted to players who have attained the age of thirty five (35) before 1st January in the year preceding the current season.

24 GRADING OF PLAYERS

- 24.1 Where the Club has more than one team registered in a particular age group, Under 9 and above, those teams will be graded into divisions. Players will be selected for these graded teams by the Director of Coaching and Age group Coordinators in conjunction with a Grading Committee at the beginning of the season.
- 24.2 After the pre-season grading of players has been finalised, transfer of players between teams on a permanent basis will only be considered following a written request to the Management Committee. Approval may also be dependant on a decision made by N.D.S.F.A. Inc.

25 BORROWING OF PLAYERS

- 25.1 Coaches may borrow players from other teams on a temporary basis. Where this is necessary, the following requirements and restrictions should be noted:
 - 25.1.1 A borrowed player must first meet the commitments of their own team before playing in another team.
 - 25.1.2 Coaches borrowing players must gain permission of both the Club's Competition Secretary and the Coach of the team from which the player is being borrowed.
 - 25.1.3 Coaches borrowing players must have the Identity Cards of the borrowed players in their possession at the time that the game is to be played.
 - 25.1.4 Coaches may only recruit borrowed players to enable a team to take the field or if it is considered that a reserve player is likely to be needed.
 - 25.1.5 A borrowed player must not take the field over a regular team member who is present and able to play.
 - 25.1.6 A borrowed player's playing time should not exceed that of any regular registered player available to play.
- 25.2 The borrowed player must not be a player:
 - 25.2.1 In an age group lower than the player's correct age group and/or registered team.
 - 25.2.2 In a lower division within the same age group or next higher age group than the player's normal division.
 - 25.2.3 In another team within the same division of the same age group as the team in which the player normally plays.
 - 25.2.4 In an age group more than two (2) years above the player's correct age group except if the player is of 15 years of age or older.
- 25.3 The Competition Secretary must be notified on every occasion that a player is borrowed. They will keep records to ensure that players are not inadvertently forced to play in a higher division or age group than their graded team on a permanent basis.

26 COMPETITION MATCHES

- 26.1 All match fixtures will be as stipulated in the official N.D.S.F.A Inc competition draw, the details of which will be provided by the Club's Competition Secretary.
- 26.2 All matches shall be played at the venue set down in the competition draw and shall start at the stipulated times, except where:
- a) the match is officially postponed or deferred by N.D.S.F.A. Inc or,
 - b) the referee postpones the match due to adverse conditions.
- 26.3 The Competition Secretary will advise teams through their Coaches or Managers as soon as information relating to postponements or deferrals comes to their attention.

27 FORFEITED MATCHES

- 27.1 Any team failing to play a match as set down in the competition draw will be deemed to have forfeited the match and will be liable to such penalties as the relevant Association may impose.
- 27.2 All forfeits, Under 6 to All Age, must be reported to the Competition Secretary with as much notice as possible.

28 FINES AND PENALTIES

The Club reserves the right to make Coaches, Managers or players liable for payment of any fines imposed by the N.D.S.F.A. Inc and/or Hazelbrook Football Club Inc.

29 REFEREES FEES

- 29.1 The Managers of all Junior teams (Under 8 to Under 14) will receive funds to cover referees' and assistant referees' fees for the Season.
- 29.2 All Senior teams (Under 15 and above) must collect their referees' and assistant referees' fees from their team players.

30 EQUIPMENT

- 30.1 Coaches and Managers are responsible for all equipment issued to them by the Club for their team. Such uniforms and equipment should be

maintained in good order and condition. Any loss or damage to uniforms or equipment must be reported to the Equipment Officer promptly. All equipment issued must be returned at the end of the Season.

- 30.2 Players must not use equipment or wear anything that is dangerous to themselves or another player. No jewellery is to be worn.

31 TEAM PLAYING SHIRTS

Team Playing shirts are only to be worn in direct relation to the game. Players shall be properly attired in the official Club playing shirts when participating in any competition match.

32 AWAY TEAM PLAYING SHIRTS

When the Club plays away against another Club with similar colours, the away playing shirts must be worn.

PART 8 MISCELLANEOUS

33 END OF SEASON AWARDS

- 33.1 The Management Committee shall determine the number of Season Awards to be nominated per team.
- 33.2 Coaches and Managers in Under 9 and above must nominate players for the End of Season Awards.
- 33.3 There are Perpetual Awards presented annually by the Club. Nominations can be made by Members and forwarded to the Executive Committee twenty-one (21) days prior to Presentation Day. The selection of award winners is to be determined by the Executive Committee.

34. TRAINING GROUNDS

All Members must train at Gloria Park or Lawson Oval for insurance purposes. Other grounds or venues may be requested but must first be sanctioned by the Management Committee and NDSFA. Inc.

35. CLUB COMMUNICATION TO MEMBERS

Communication to Members shall be made through the Newsletter. This shall be published at regular intervals throughout the Season.

36 CHANGES TO BY-LAWS

Changes to the By-Laws may be made at the Annual General Meeting or at a General Meeting with the simple majority vote required of eligible voters attending the meeting.

The Committee may amend or override a By-Law by simple majority. Such a decision will have effect for that Season only. No By-Law may be overridden in consecutive years without being submitted to the members at an Annual General Meeting.

Such amendments shall be communicated to members as soon as is reasonably possible.

PART 9 OTHER POLICIES

37 POLICIES

Hazelbrook Football Club Inc. shall abide by the policies set down by Soccer New South Wales and Football Federation Australia.

38 ALCOHOL

- 38.1 No alcohol is allowed at any ground within 10 metres of the playing area. Failure to comply will incur fines by N.D.S.F.A. Inc. Some grounds may have further restrictions imposed.
- 38.2 The area within the white exterior fence is classified as a “No Alcohol Zone” at Gloria Park Hazelbrook during all matches and training.
- 38.3 Players and/or officials, whilst involved in a game of soccer, are to have a zero blood alcohol level.

39 SMOKING

- 39.1 Smoking by players shall be banned for the duration of a match in which they are participating.
- 39.2 When acting in an official capacity, Coaches and Managers are discouraged from smoking.
- 39.3 Smoking is banned within the Clubhouse.

40 HARASSMENT AND DISCRIMINATION

- 40.1 Under Australian law, harassment of an individual on the basis of sex, race, colour, religion, disability, marital or family status, pregnancy or sexual orientation constitutes discrimination. Managers, Coaches, Officials and Administration must ensure all officials, volunteers, and players are treated equitably and are not subject to harassment and discrimination. All officials, volunteers and players have the right to work and play in an environment free of harassment and discrimination.
- 40.2 All reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially by the Executive Committee. A written complaint is not required. Disciplinary action shall be taken against anyone who harasses or discriminates.

41 PREGNANCY

Football Federation Australia does not make any recommendations to condone the continuance in the sport if a player is pregnant. That decision shall be entirely for the player. Football Federation Australia recommends that each individual player should seek medical advice in respect to their own medical position and the medical position of the unborn child. The individual player is also encouraged to seek legal advice as to their own position regarding the mother's potential or actual duty of care owed to the unborn child.

42 INFECTIOUS DISEASES

- 42.1 Players shall be sent from the field immediately that an open bleeding wound is obvious to the Referee or Officials of the game. If bleeding cannot be controlled and the wound securely covered, the player will not be allowed to continue in the game. All contaminated clothing and equipment shall be replaced prior to the player being allowed to resume play. Clothing, equipment and surfaces contaminated by blood shall be considered as potentially infectious and treated accordingly.
- 42.2 It is the player's responsibility to maintain strict personal hygiene. It is strongly recommended that all participants involved in soccer and playing under Senior rules be vaccinated for Hepatitis B. Players with prior evidence of this disease shall obtain clearance from a doctor prior to participation.
- 42.3 Contagious childhood diseases such as chicken pox and measles shall be controlled by the normal restrictions imposed by the New South Wales Health Department.

43 SUN SAFE

The officials of the Club shall endeavour to assist in sun protection when at meetings, training and competition. Whilst the wearing of hats during training and games is banned, the use of a broad spectrum, high SPF sunscreen is encouraged. It is accepted that ultimately the responsibility is that of each individual and in the case of minors the responsibility rests with parents or carers.

44 SPORTS SAFETY MANUAL

Hazelbrook Football Club is committed to ensuring all members have a positive and enjoyable experience through all aspects of their membership with the club. The Club is committed to developing, implementing and monitoring all reasonable and practical safety initiatives to manage any foreseeable risk of injury to club members.