

THE CONSTITUTION
OF
ST MARYS FOOTBALL CLUB
INCORPORATED

1) Name of the Club

The name of the Club is St Marys Football Club Inc.

The official colours of the Club shall be green and white.

All players participating in soccer competitions for the Club will wear the uniform of the Club as approved by the Management Committee and defined in the by-laws of the Club.

2) Definitions and Interpretation:

In this Constitution, unless the context indicates otherwise, the following expressions have the meanings as set out below.

"The Act" means the Association Incorporation Act, 2009 and any Regulations made under the statute.

"AGM" means the Annual General Meeting.

"Club" means the St Marys Football Club Incorporated.

"Committee" means the Management Committee required by the Act which is the body responsible for the management of the affairs of the Club.

"Committee Member" means a person appointed or elected to the Committee

"EC" means the Executive Committee.

"ECM" means an Executive Committee Meeting.

"Gender" means Male or Female.

"GM" means a General Meeting.

"Management Committee" consists of both Executive and General Committee".

"MC" means the Management Committee.

"MCM" means a Management Committee Meeting.

"Member" means a member of the club who is a Committee Member, Life Member, Junior Player, Senior Player, Coach, Manager, Parent or Guardian of a Player.

"NFA" means Nepean Football Association.

"Junior Member" means a person under the age of 18 years, who otherwise fits within the definition of "member"

"Ordinary Member" means a committee member

"Public Officer" means the person appointed by the Club under to be the public officer of the Association in accordance with the Act. This role falls under the duties of the Vice President.

"Senior Member" means a person 18 years and over, who who otherwise fits within the definition of "member"

"SGM" means a Special General Meeting.

"SMFC" means the St Marys Football Club Incorporated.

"The Regulation" means the Association Incorporation Regulation, 2016.

“**The Commissioner**” means an official from the Department of Fair Trading” Words in the singular will also include the plural.

“**WWC**” means Working With Children

3) Objectives of the Club

- a) Promote, foster and participate in the sport of Football and the enjoyment thereof;
- b) Emphasise fun at all levels of play, good sportsmanship, physical fitness, healthy attitudes and teamwork.
- c) Provide and field teams to play the game of Football in the highest possible standard of sportsmanship.
- d) Obtain and maintain facilities, provisions and equipment for the benefit, well-being and use of the members of our Club.
- e) Participate in sporting competitions organised by but not limited to, the various sporting organisations to which we are affiliated.
- f) Promote the development of coaching and individual player skills to enhance team play and the overall football experience.
- g) Pursue such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interest of Football in the Club.
- h) Affiliate with Nepean Football Association and other sporting organisations as decided from time to time.

4) Quorum for Meetings

- a) Management Committee – any five (5) MC members
- b) Executive Committee – any three (3) EC members
- c) Annual General Meeting – twelve (12) members that are entitled to vote
- d) Special General Meeting – two thirds of those members request a SGM
- e) General Meeting – any nine (9) members

5) Membership:

- a) Members of the Club shall consist of:
 - i) Life Members who have been award Life Membership of the Club
 - ii) Committee Members are those elected to the Executive Committee or Management Committee at the AGM or appointed from time to time.
 - iii) Junior Members under the age of 18 years as at 1st January who is a player, coach or manager. These members are not entitled to hold any office, but shall have the right to be present, debate and vote at a General Meeting, Annual General Meeting or Special General Meeting through their parent or legal guardian.
 - iv) Senior Members over 18 years of age who is a player, coach or manager. These members are entitled to be present, debate and vote. at a General Meeting, Annual General Meeting or Special General Meeting.
- b) Duration of Membership
Membership will be from 1st January to 31st December of that calendar year, except for Committee members.
- c) Age Restrictions
The age restrictions will be as set out by the Nepean Football Association and other sporting organisations as decided from time to time.
- d) Nomination of Members
 - i) All Junior and Senior members must complete the online registration process and pay in full any fees determined by the Committee.
 - ii) All Club Referees are required to complete the online registration process.

- iii) All nominations are subject to Committee approval, before being formally accepted.
- e) People who have been Banned and/or deemed un-financial by NFA are not entitled to any form of membership unless approved by the Management Committee and the NFA.
- f) Every member shall be bound to further, to the best of their ability, the Objects, interests and standing of the Club and shall observe the Constitution, Rules, Regulations, Code of Conduct and Policies that encompass the standards we expect.

6) Life Membership and Special Awards

- 1) Life Membership is an honour bestowed on individual Club Members whose exceptional and outstanding service has contributed to the Club over an extended period of time in the following terms
 - a) Life Membership shall be conferred to any player who has achieved twenty-five (25) years continuous service to the club.
 - b) To be eligible to Nomination for Life Membership:
 - i) must be in writing and supported by two (2) current members;
 - ii) set out the reasons why, in the opinion of the nominator, the nominee should be considered for Life Membership.
 - iii) it must be submitted to the Secretary at least 3 weeks prior to the Annual General Meeting and endorsed by the MC.
 - iv) each nomination will be voted on individually and must be approved by two-thirds majority at the AGM.
- 2) The Carol Leavey Club Person of the year award is an honour that may be bestowed on an individual senior member in recognition of exceptional contribution to the club during the season immediately preceding its award.
- 3) The Jamie Dettmer Junior Club Person of the year award is an honour that may be bestowed on an individual junior member in recognition of exceptional contribution to the club during the season immediately preceding its award.

7) Cessation of Membership:

A person ceases to be a member of the Club if the person:-

- a) Dies, save that in the case of a life member in the event of the passing of a life member they will continue to be recognised as a life member of the club without voting rights;
- b) Resigns by verbal notice or notice in writing to the President or Secretary;
- c) Is expelled or suspended from the Club;
- d) In the case of death of a member the Committee may deem the parents or legal guardians remains a member until the Annual General Meeting of that year;
- e) If a person ceases to be a member of the Club they shall remain liable to pay and outstanding fees and return all club property and shall not be granted membership of the club until such time as those fees are paid or property returned or until the MC waive the requirement to do so.

8) Membership entitlements not transferable:

A right, privilege or obligation which a person has by reason of being a member of the Club:

- a) Is not transferable subject to paragraph 7(d) above; and
- b) Terminates upon cessation of the person's membership.

9) Disciplining of members:

The Club is committed to supporting people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective matter. The MPIO will assist any member of the club with any enquiries, concerns or complaint procedures around harassment, abuse and other inappropriate behaviour.

- a) Will occur when the Committee is advised or considers that a Member has allegedly;
 - i) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws of the Club, Association or Governing Body or any resolution or determination of the Committee;
 - ii) acted in a manner unbecoming of a Member, or prejudicial to the purposes and interests of the Club, Association, Governing Body and/or football; or
 - iii) brought the Club, Association, Governing Body or any other Member or football into disrepute. The Committee may commence disciplinary proceedings against that Member.
- b) An allegation must be:
 - i) made in writing within seven (7) days of the said allegation;
 - ii) submitted to the Secretary or if the secretary has a conflict to the MPIO or President and;
 - iii) signed by the person submitting the allegation (including electronic signature).
- c) The Secretary shall then forward a copy of the complaint to the Club's MPIO then the MPIO shall in accordance with their obligations provide information and guidance about the rights, responsibilities and options available to an individual making a complaint and in the event that the complaint is maintained refer the complaint to the committee for determination. The MPIO shall not mediate or investigate the complaint.
- d) Where a Committee member has a conflict of interest that person will be stood down and will not take part in any committee decision, and for the purpose of this clause a conflict of interest shall include being related to or associated with the same team as the member the subject of the complaint.
- e) If at the Management Committee a quorum is not maintained when members are stood down then the MC can appoint senior members of the Club who are coaches, managers or life members to join the committee solely for the purpose of determining the complaint provided those members do not have a conflict of interest including being related to or associated with the same team.
- f) In the event that disciplinary action is taken, the Member, will be subject to the procedures, penalties and appeal mechanisms of the Club and warrants by signing their registration that they agree to be bound accordingly.
- g) The Committee will commence any disciplinary matter referred to it no later than fourteen (14) days after receiving the complaint. Prior to determining the complaint, the Committee may:
 - i) refer the complaint to mediation;
 - ii) appoint a person to investigate the complaint;
 - iii) refer the matter to the police or other appropriate authority; and/or
 - iv) implement any interim arrangements that will apply until the complaint process is complete.
- h) The Committee must:
 - i) advise the person complained of within fourteen (14) days with a set time and place to conduct a disciplinary hearing, if they believe a hearing is warranted.
 - ii) not be a person who is involved in the events leading or relating to the investigation;
 - iii) allow the respondent to be supported and assisted by other people;
 - iv) keep minutes of the hearing.
- i) The Committee can:
 - i) upon the request of the Member postpone the meeting for up to seven (7) days;
 - ii) if the Member fails to attend the meeting as requested, suspend that Member from all Club activities including playing games until they appear before the Committee;
- j) The Committee can also:

- i) dismiss the claim and notify both parties in writing stating their reason.
- k) The Committee must at the conclusion of the disciplinary hearing:
 - i) take no longer than fourteen (14) days to conclude and decide an outcome;
 - ii) if found guilty, set recommendations;
 - iii) the Committee may, by resolution expel, or suspend the member from the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
 - iv) the committee may, in the alternative to expulsion or suspension, take such other action as it deems fit to monitor, discipline, educate or reprimand the member.

10) Right of appeal of disciplined member:

- a) A member, who has been disciplined, suspended or expelled pursuant to 9(i) above, may lodge an appeal against the Committee's decision, within 7 days being notified in writing of such a decision, by lodging a notice in writing to that effect with the Secretary.
- b) Once an Appeal is lodged in accordance with the previous clause, the Secretary shall notify the Committee which shall convene an Appeals Board consisting of 5 People. These people shall be either Life Members, current Team Coaches or current Team Managers but shall not include members of the management committee or the committee that determined the disciplinary hearing.
- c) The appeal will be held and finalised within twenty-one (21) days of the request being lodged. If the member does not attend the appeal is dismissed and no further action will be taken.
- d) At the convened Appeals Board Meeting: -
 - i) minutes need to be taken of the meeting and submitted to the Secretary for safe keeping.
 - ii) both the Committee and the member shall be given the opportunity to state their respective cases for & against the original decision. The member may bring a witness or witnesses or provide a statutory declaration from a witness.
 - iii) the Appeals Board members shall inform both parties of their decision to uphold or dismiss the appeal before concluding the meeting.

The Committee:

11) Powers of the Committee:

The Management Committee of the Club, subject to the Act, the Regulation and these rules and to any resolution passed by the Club: -

- a) Must abide by and enforce this Constitution and the associated By-Laws.
- b) Has the power to transfer the responsibilities of a Committee Member to different Committee Member where the elected member is not available, unless rules to the contrary exist.
- c) Shall control and manage with due diligence the affairs of the Club;
- d) Exercise all such functions as may have been voted on by a GM of members of the Club;
- e) Has power to perform all such acts and do all such things as appears to the Committee to be necessary or desirable for the proper management of the affairs of the Club.
- f) The MC shall have the final decision on any disputes regarding the interpretation of the constitution and by-laws.

12) Composition of the Committee:

- a) The affairs of the Club will be managed by a management committee consisting of:
 - i) The Executive Committee members of the Club; and
 - ii) The General Committee members of the Club;

- iii) Each of the above mentioned shall be elected at the AGM of the Club.
- b) The Executive Committee shall be:
 - i) The President;
 - ii) The Vice-President;
 - iii) The Secretary, and
 - iv) The Treasurer
- c) The General Committee shall include
 - i) Members of the Executive committee;
 - ii) The Social Secretary;
 - iii) The Sports Manager;
 - iv) The Registrar;
 - v) The Competition Secretary;
 - vi) The Webmaster – Communications Officer;
 - vii) The Canteen Manager;
 - viii) A maximum of four (4) committee members;
 - ix) Person(s) that may be co-opted to assist elected committee member but don't form part of the committee
- d) In the event of a casual vacancy occurring in the Committee, the Committee may by resolution at a Management Committee meeting appoint a member of the Club or other person to fill the vacancy and the member so appointed shall hold office.
- e) The Executive Committee may be ex-officio members of any sub-committees within the Club.

13) Non-Committee positions:

- a) The Member Protection Information Officer (MPIO);
- b) The Mini Roos Coordinator.
- c) Female Football Co-ordinator
- d) Coaching Co-ordinator

14) Term of Office of Committee Members and non-committee members

- a) Each person elected to a position listed in paragraphs 12 or 13 shall, subject to these rules, hold office until the conclusion of the AGM or Presentation day, whichever comes last following the date of the member's election, but are eligible for re-election.
- b) Members elected to an Executive position cannot hold the same position continuously for more than five (5) years.

15) Responsibilities of Committee Members:

- a) A Committee member must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
- b) A Committee member must exercise his or her powers and discharge his or her duties in good faith and in the best interest of the Club and for a proper purpose.
- c) A Committee member or former Committee member must not improperly use information obtained because he or she is a Committee member to:
 - i) gain an advantage for himself or herself or another person; or
 - ii) cause detriment to the Club.
- d) A Committee member or former Committee member must not improperly use his or her position to:
 - i) gain an advantage for himself or herself or another person; or
 - ii) cause detriment to the Club.

- e) A Committee member having any material personal interest in a matter being considered at a Committee meeting must;
 - i) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee;
 - ii) disclose the nature and extent of the interest at the next Committee meeting of the club; and
 - iii) not be present while the matter is being considered at the Committee meeting or vote on the matter.
- f) The Secretary must record every conflict of Interest disclosure made by a Committee member as part of the Incorporated Club Act or regulation in the minutes of the Committee meeting at which the disclosure is made.
- g) No Committee member shall make any public statement or comment or cause to be published any words or article concerning the conduct of the Club unless the person is authorised by the Committee to do so and such authority is recorded in the minutes of the Committee meeting.

16) Duties and Functions – Executive Committee:

a) **President;**

The President should be the Chairperson of all GM's, MCM's ECM's and SGM's. The President shall conduct all such meetings in accordance with the constitution and by-laws of the Club and in accordance with the accepted rules of debate. The President may be the senior delegate of the Club at meetings, functions and assemblies of other clubs, associations, institutions or companies with which the Club is associated, affiliated or invited to participate.

The President shall be responsible to ascertain that the functions of all Committee members are carried out in accordance with the constitution and by-laws of the Club.

b) **Vice President**

The Vice President should perform all the functions of the President in the absence of the President. The Vice President may represent the Club at meetings, assemblies or functions of other soccer associations, clubs or institutions with which the Club is affiliated or at which the Club is invited to attend. The Vice President takes the role of Public Officer and duties defined by NSW Fair Trading.

c) **Secretary**

Duties assigned to the Secretary:

- i) shall be responsible for the day to day business of the Club and shall receive and issue correspondence and emails.
- ii) shall be responsible for notifying all members of the date, place and time for all meetings in accordance with this Constitution and, in the case of the AGM, shall prepare an annual report and an agenda for circulation to all members.
- iii) shall be responsible for the taking the minutes of all proceedings at ECM's, MCM's, GM's, SGM's and AGM's, including attendances, apologies and ensure that the minutes are signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- iv) will consult with the President about all business to be conducted at meetings and convene Committee meetings including preparing the notice of meetings and of the business to be conducted at each meeting.
- v) will maintain the records of all appointed Committee members.

- vi) may be a delegate of the Club at meetings, assemblies and functions of other clubs, associations, institutions or companies with which the Club is associated, affiliated or invited to participate.
- vii) shall keep in his/her custody, or under his/her control, all records, books and other documents relating to the affairs of the Club.

d) Treasurer

Duties assigned to the Treasurer:

- i) ensure all monies due to the Club are collected, received and banked and an official receipt is issued and that all payments authorised by the Club are made.
- ii) correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with activities of the Club;
- iii) shall prepare a statement of income and expenditure for consideration by the MC as required.
- iv) shall produce an audited financial statement for consideration at the AGM.
- v) ensure that the Club complies with the account keeping requirements in Part 5 of the Act;
- vi) will maintain the asset register of the Club.
- vii) shall, as soon as practicable after being appointed as Treasurer, lodge notice with any financial institution the Club may have dealings with and provided documentation and specimen signatures of all new signatories.
- viii) ensures that either the President or Secretary countersigns all cheques.
- ix) ensure that another member of the executive committee or such other person as nominated by the executive committee is given access to bank statements and added as a signatory on the Club's bank account.

Duties and Functions (General Committee Members & Non-Committee Members)

e) Social Secretary

Duties assigned to the Social Secretary:

- i) develop and submit proposals of social/fundraising ideas and functions to the management committee for approval;
- ii) co-ordinate and conduct (with a sub-committee if necessary) social events for club members and their families, partners and friends;
- iii) liaise closely with people within the club and external organisations to ensure the smooth running of social functions;
- iv) maintain a gift register for our social/fundraising functions. The register will be submitted to the secretary prior to the AGM.

f) Sports Manager

Duties assigned to the Sports Manager:

- i) be responsible for the procurement and maintenance of all the Club's football equipment (playing strips, balls, bibs, cones/domes, training equipment, goal-nets, flags, ground-marking equipment etc);
- ii) ensure all Club equipment is safe and secure;
- iii) ensure team kits are fully stocked at the start of the season (playing strips, match balls, bibs and training equipment (if required));
- iv) maintain a register of equipment handed out to the teams Coach or Manager at the beginning of the season and date the equipment was returned at end of season. Inform the MC of all equipment not returned;

- v) be responsible for the preparation and maintenance of all the playing fields, whilst they are under the control of the Club;
- vi) be responsible for the scheduling of teams training times;
- vii) make recommendations to the MC regarding the purchase of additional or replacement equipment.
- viii) ensure that the equipment room/containers are kept in a neat and tidy condition at all times.

g) Registrar

Duties assigned to the Registrar:

- i) in conjunction with the MC, organise the appropriate registration days, ensuring that all requirements are adhered to as to the necessary regulations, to correctly register players under the rules of the Club and those of the affiliated association:
- ii) develop and maintain an accurate database of all players and members:
- iii) become the first point for all players regarding enquiries about their registration
- iv) process all membership and player registration transactions
- v) ensure all players are registered and have paid their membership prior to playing for SMFC
- vi) maintain all registration paperwork as required by the association and provide this to the Association as and when required
- vii) regularly provide an updated version of this database to the club secretary and webmaster - communications officer
- viii) always encourage new members and players to join the club

h) Competition Secretary

Duties assigned to the Competition Secretary:

- i) advise all coaches and managers of all scheduled matches as provided by the affiliated association and/or any other affiliated organisation.
- ii) ensure that the managers record and forward all official match results to the association of which the Club is affiliated and liaise with that association.
- iii) receive notification of fines and suspensions from the affiliated association and liaise with the MC and the relevant coach, manager and player to ensure the fine is paid by the player or team as appropriate.
- iv) liaise with the Sports Manager, Webmaster-Communications Officer, team Coaches and Managers in the event of any social games that have been arranged.
- v) Notify the coaches and managers of any games that may or may not be covered by match officials.

i) Webmaster – Communications Officer

Duties assigned to the Webmaster – Communications Officer

- i) manage the Club's website and Facebook page:
- ii) react to any issues as well as producing pages to support the various sections of the website:
- iii) monitor and regularly maintain the website and Facebook page to ensure all current and relevant information is available and accurate:
- iv) liaise with the social secretary to ensure sponsors ads are correctly displayed on website, Facebook and in our newsletter;
- v) construct and edit the club's monthly newsletter, writing articles, reporting on current issues, upcoming events, meetings etc
- vi) liaise with team Coaches and Managers to ensure match reports are received in time for the newsletter
- vii) liaise with the Management Committee, all Coaches and Managers to publish the Annual Yearbook by no later than two weeks before the Junior or Senior Presentation whichever is first.

j) Canteen Manager:

Duties assigned to the Canteen Manager

- i) ensure the canteen operates in a safe and hygienic environment and meets council/health department requirements;
- ii) order all food and drinks items considered necessary to stock the canteen;
- iii) ensure that stock is kept at appropriate levels and a stock take is undertaken at the end of the season;
- iv) ensure the canteen has the required number of committee or volunteers to assist on games days and where appropriate liaise with coaches and managers to ensure that team volunteers are available to assist in the canteen;
- v) ensure a cash float is sufficient to commence the operations of the canteen at the start of each day's operation;
- vi) provide the treasure with any invoices which need to be paid in a timely manner;
- vii) ensure all canteen helpers abide by food handling requirements and laws.

k) Committee Person (maximum of four (4) positions)

To assist the Management Committee in the running of the club.

l) Co-Opted Person(s)

The MC at any time may co-opted a person to assist a Committee Member with their role or a function that is being held by the Club. This role is not deemed as a Committee position and as such shall not have the power to vote or move motions but can be involved in discussions during MC meetings.

Non-Committee Members**m) Member Protection Information Officer ("MPIO")**

Duties assigned to the MPIO

- i) shall be the first point of contact for any enquiries, concerns or complaint procedures around harassment, abuse and other inappropriate behaviour;
- ii) they are the 'go to' person to discuss problems and provide moral support;
- iii) they provide information and guidance about the rights, responsibilities and options available to an individual making a complaint;
- iv) the MPIO does not mediate or investigate complaints;
- v) all written complaints will be submitted to the Secretary so that procedures are followed;
- vi) the MPIO will update and maintain the Working with Children register of all our volunteer positions and ensures all members have been cleared before taking up their role.
- vii) they must also verify online that the WWC number is still valid.
- viii) you have to complete the MPIO Online Course (www.playbytherules.net.au/online-courses/mpio-online-course)

n) MiniRoos Coordinator

Duties assigned to the MiniRoos Coordinator

- i) The Coordinator shall closely communicate with, assist, advise nurture & mentor all coaches, managers, players & parents/guardians of the teams registered in the under 5, 6, 7, 8, 9, 10 and 11 age groups;
- ii) ensure that all MiniRoos coaches hold a current, age appropriate coaching certificate;
- iii) ensure fields are safe and fit to play on and comply with the NFA regulations;
- iv) ensure that all game leaders are identifiable, have a whistle and are aware of the regulations (NFA MiniRoo Regulations)

- v) ensure that each team at each match has an identifiable coach and marshal, and that the coach and marshal are aware of their responsibilities;
- vi) ensure parents/guardians of players understand the philosophy behind MiniRoos;
- vii) educate coaches, parents/guardians and spectators of the expectations of the positive sideline behaviours;

o) Female Football Coordinator

Duties assigned to the female football coordinator

- i) to promote and encourage female football;
- ii) to liaise with members of the management committee, association and other bodies to develop and encourage female football;
- iii) to assist in the development of programs for female football, including the development of coaching and playing skills.

p) Coaching Coordinator

Duties assigned to the coaching coordinator

- i) to promote and encourage the development of football skills to a higher level;
- ii) to liaise with members of the management committee, association and other bodies to develop and encourage the development of football skills;
- iii) to assist in the development of programs for football, including the development of coaching and playing skills;
- iv) to assist coaches and managers of the club in the development of coaching skills and techniques suitable to the age group of their team.

17) Casual Vacancies

The Committee may fill any casual vacancy occurring within the MC by way of a majority vote of the MC held after such point where a vacancy arises. Any casual vacancy may only be filled for the remainder of the Committee's term under this Constitution.

The casual vacancy may occur if a member-

- i) dies;
- ii) is expelled or suspended from the Club under Rule 7(c);
- iii) resigns office by notice in writing given to the President or Secretary of the Club;
- iv) a committee position remains vacant at the conclusion of the AGM.

18) Election of Committee Members:

a) Eligibility

- i) any person may become a Committee Member either:
 - (1) by election at an annual general meeting;
 - (2) by appointment to fill a casual vacancy.
- ii) a person is eligible for election to the Committee only if they:
 - (1) are age 18 or over;
 - (2) are a Member of the Club.

b) Nominations of members for election as a Committee Member at an AGM:

- i) shall be made by the member on the nomination form indicating what position they will be standing for. The nomination must be supported by two (2) other members;
- ii) nominations to the Committee close twenty-eight (28) days before the AGM and must be delivered to the Secretary;
- iii) members may nominate for more than one (1) Committee position;
- iv) members can only occupy one (1) Executive position and one (1) General Committee position;
- v) members may include a written resume of their pertinent history to support their nomination.

c) Insufficient nominations:

- i) where a position(s) is still vacant after the formal process closes that position(s) will be held over to the AGM where further nominations can be received;
- ii) any committee position(s) remaining vacant at the conclusion of the AGM shall be deemed to be a casual vacancy.

d) Voting at the AGM:

- i) if the number of nominations received for a position is equal to the number of people required, the persons nominated shall be deemed to be elected;
- ii) if the number of nominations received for a person exceeds the number of people required, a secret ballot shall then be held;
- iii) the ballot for the election of a vacant position shall be conducted at the AGM and the position shall be decided by a majority of votes by the members present that are entitled to vote;
- iv) two or more returning officers will be appointed at the meeting by the chairperson to count the votes;
- v) all ballot papers will be destroyed at the end of counting;
- vi) the returning officer shall not be a person who has applied for any Committee position.

19) Meetings:**a) Committee Meeting:**

- i) the EC & MC shall meet as often as it deems fit to adequately discharge its duties;
- ii) the Secretary shall give notice of each meeting to each committee member;
- iii) any seven (7) members of the MC constitute a quorum for a management committee meeting and any three (3) members of the EC constitutes a quorum for an executive committee meeting. As per section 4 (four) of the constitution;
- iv) the committee shall transact no business unless a quorum is present. If within half an hour of the appointed time of the meeting a quorum is not formed, the meeting shall be adjourned to a time and place notified by the Secretary;
- v) at a meeting of the EC or MC, the President, or in the absence of the President, the Vice President shall preside, or, if the President and the Vice President are absent or unwilling to act, then one of the remaining members of the EC or MC may be chosen by the members present to preside;
- vi) any decisions of the EC need to be ratified at the next management committee meeting.

b) Sub-Committees:

The Committee may from time to time appoint sub-committees, from amongst its members for any purposes of the club and may co-opt any other member or members as it shall deem fit. Every sub-committee shall report on any matter committed to back to the President for the consideration of the Committee.

c) Annual General Meetings:

- i) the Annual General Meeting of the club shall be held every calendar year in September at a date, time and place determined by the Committee or if the season has not concluded in September on the first available date thereafter;
- ii) the financial reporting year will be 12 months ending on the 31st July of each year;
- iii) all Notice of Motion for consideration at the AGM must be handed or emailed to the Secretary in writing by 5pm no less than twenty-eight (28) days prior to the date set for the said meeting;
- iv) the Secretary shall provide twenty-one (21) days prior to the AGM notice of the meeting (including date, time, place) and agenda items including wording of Notice of Motion(s);
- v) twelve (12) members that are entitled to vote constitute a quorum for the AGM. As per section four (4) of the constitution;
- vi) in the case of insufficient numbers to form a quorum being present after thirty (30) minutes following the advertised start time for an AGM the said meeting will be automatically adjourned to re-convene seven (7) days later and shall proceed with or without a quorum;
- vii) only members with voting rights, as per the constitution will be permitted to vote on matters at the AGM;
- viii) under the Act committee members have a responsibility to ensuring all documents in their possession that belong to the Club are delivered to the public officer within 14 days of vacating office;
- ix) the order of business at the AGM shall be as follows; NO other business than the below will be discussed.

| Item | Description | Responsible |
|------|---|-----------------------|
| 1 | Welcome and opening of meeting | President/Chairperson |
| 2 | Apologies | Secretary |
| 3 | Consideration and adoption of the minutes of previous AGM | President/Chairperson |
| 4 | President's Report | President/Chairperson |
| 5 | Other reports tabled for consideration and adoption if any: Secretary: Registrar: Competition Secretary: Mini Roos Coordinator: | Various |
| 6 | Treasurer's report - consideration and adoption of audited financial statement | Treasurer |
| 7 | Appointment of next year's Auditor | President/Chairperson |
| 8 | Consider any nominations for Life Membership | President/Chairperson |
| 9 | To decide on any "notice of motion" calling for alterations to either the Constitution or By-Laws | President/Chairperson |
| 10 | Committee to stand Down | President/Chairperson |
| 11 | Election of Committee | Returning Officer |
| 12 | Meeting close | President/Chairperson |
| | * NO General Business will be conducted at the AGM* | |

20) Special General Meetings:

- a) The Management Committee may at any time convene a Special General Meeting after giving fourteen (14) days' notice;
- b) The MC shall convene a SGM, following a request from Club Members, which conforms to the following:
 - i) shall state the motions or purpose of the SGM, together with any supporting arguments or documents;

- ii) shall be signed by thirty (30) current financial members, as indicated by the signatures (including name and address);
- iii) the written request shall be lodged with the Secretary of the Club.
- c) If the committee fails to convene a SGM within 8 weeks after the receipt of a request by members for that SGM to be held, any one or more of those members who made the request for that SGM may convene a SGM to be held not later than 12 weeks after that date;
- d) No business other than that specified in the notice convening the meeting shall be transacted at the meeting;
- e) Two-thirds of those members requesting a SGM constitutes a quorum as per section four (4) of the constitution. The meeting will be abandoned as null and void if this requirement is not met;

21) General Meetings:

- a) General meetings will be held between February and the end of the winter football season each year unless the Management Committee decides differently. The date, time and place will be determined by the MC;
- b) A member desiring to bring any business before a GM may give notice in writing of that business to the Secretary of the Club;
- c) Notices of General Meetings are to be circulated to the members of the club, in a manner to be decided by the MC;
- d) All meetings will be of a maximum of three (3) hours duration with the exception that a single extension of thirty (30) minutes may be approved by the majority present if it appears that the business can be completed within the period of such extension;
- e) Nine (9) members that are entitled to vote constitute a quorum for the GM as per section four (4) of the constitution
- f) If a quorum is not present within fifteen (15) minutes of the appointed time no business will be transacted.

22) Voting and Decisions:

- a) Votes on show of hands;
 - i) on a show of hands each Member entitled to vote under rule 5(a) are present at the meeting are entitled to one vote. A Junior Member has one vote provided that a parent or legal guardian are in attendance at that meeting.
- b) Votes on a poll or secret ballot;
 - i) with a poll or secret ballot each Member entitled to vote under rule 5(a) are present at the meeting are entitled to one vote. A Junior Member has one vote provided that a parent or legal guardian are in attendance at that meeting.
- c) Proxy voting is not permitted at any meetings of the Club.
- d) A person is not entitled to vote at any meeting of the club unless they are financial and no outstanding monies are owed.
- e) A person who is currently the subject of an outstanding disciplinary or appeal hearing shall not be entitled to vote;
- f) Subject to this Constitution, questions arising at any meeting shall be decided by a majority of votes in the event of equal votes at a meeting of the Club, the chairperson may exercise a casting vote. If the chairperson does not exercise a casting vote, the motion will be lost.
- g) If the committee believe there is a conflict of interest under rule 22 then that committee member is not entitled to vote, if they do vote that vote shall not be counted.

23) Conflict of Interest:

A Committee Member shall declare their interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arise. That Committee Member shall, unless otherwise determined by the Committee, absent themselves from discussions of such matters and shall not be entitled to vote in respect of such matter

24) Use of Technology:

- a) The Club may hold a meeting (including Annual General Meeting) at two or more venues using any technology that gives Members a reasonable opportunity to participate;
- b) The meeting is taken to be held where the Chairperson of the meeting conducts the meeting. All proceedings conduct is as valid as if conducted at a single gathering of a quorum of those entitled to be present.

25) Funds Source and Management:

- a) It is the Club's intention that it shall be operated as a corporation;
 - i) that is a non-profit organisation;
 - ii) all profits and surpluses shall be used for the benefit of the Members, no part of the Club's income is to be distributed to its Members.
- b) The Club's funding sources shall include registration fees, club fee, canteen sales, sale of equipment (socks, shorts, jackets, balls etc), raffles, sponsorship, donations, interest, fundraising activities and any other source approved by the Committee.
- c) The Club must, as soon as practicable deposit all money received to the Club's bank account.
- d) All cheques issued shall carry two different signatures. Where there are additional signatories at least one of the signatories is to be the President, Secretary or Treasurer.
- e) The Club must retain its financial records for at least seven (7) years after the transactions covered by the records are completed.

26) Privacy of Information:

Any and all information collected by the Club shall be subject to these conditions.

- a) Things like Proof of Age Documentation, Election, Raffle, other Results and similar items shall be destroyed, as soon as the intended use of the item has been concluded;
- b) Players personal Information collected by the Club is for the Clubs use only, and will only be distributed to other people including Committee Members on a need to know basis, with the exception of that information that must be passed onto, any association or other body that we are affiliated with;
- c) Under no circumstances, will any information collected for the Club's use, be divulged to any other person or entity for any reason;
- d) Team Coaches and Managers are not entitled to collect any additional player information other than that sought by the Club.

27) Inspection of Books:

- a) The Club's books, records or other documents shall be open for inspection, free of charge, by any member of the Club, who has given at least seven (7) days notice in writing to the Secretary of the Club;
- b) All documentation cannot be copied, photographed or removed;
- c) Inspection of all the above will be supervised by a delegate of the MC.

28) Disbanding of the Club:

- a) Should the Club, for any reason be disbanded, any monies or assets of the Club will be handed over to the Trustees comprising of two nominees of the retiring MC plus one other nominee from one of the following organisations (if possible):
 - i) The Penrith City Council;

- ii) The NFA or
- iii) The NSW Department of Sport and Recreation
- b) A member's maximum liability to the Club is their unpaid fees.

29) Auditors:

- a) The Club at each Annual General Meeting shall appoint an Auditor who shall be a registered Chartered or Public Accountant;
- b) The Auditor shall vouch for the accuracy of the balance sheet, and the statement of Income and Expenditure, as presented to an AGM by the Treasury.

30) Players Service:

A Player can request in writing to the MC for approval to maintain their "Continuity of Service" for the season.

- a) Approval can only be considered for the following reasons:
 - i) where a registered player cannot be placed into an appropriate team and is forced to play with another Club;
 - ii) where a registered player has been selected to play in a representative competition
 - iii) where a player is suffering a medical condition or injury and a doctor's certificate has been included with the application;
 - iv) women who are pregnant.
 - v) such other exceptional circumstances as deemed appropriate by a vote of the MC, provided that such exceptional circumstances are made available to all members of the club.

31) Notice:

- a) Notices may be given by the Club to any person entitled under this Constitution to receive any notice. The notice can be sent by registered post or electronic mail to the Members registered address or email address.
- b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting of notice. Service of the notice is deemed to have been effected four business days after posting.
- c) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.

32) Matters not covered by this Constitution:

- a) Where any matter not specifically covered by these rules is duly brought before the Club, the Club in a General Meeting shall have the power to determine that matter, provided that the Act or other law does not cover such matter(s).
- b) Such determination shall be binding on the Club and the Members.
- c) Refer to 'Model rules for incorporated associations' at the Office of Fair Trading.

33) By Laws and Code of Conduct:

- a) The Management Committee and members of the Club shall abide by the Clubs By Laws and Code of Conduct.
- b) The committee may formulate, issue, adopt, interpret, amend and repeal By Laws with regards to the Objects of the Club and the proper advancement, management and administration of the Club. Such By Laws must be consistent with the Constitution.

- c) By Laws of the Club in force at the date of the approval of this Constitution (as long as such By Laws are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be By Laws and shall continue to apply.
- d) Amendments to the By Laws and Club policies shall be published on the Club's website. Members should ensure that they periodically visit the website to ensure that they keep up to date with all amendments to the By Laws and changes in Club policies.
- e) The Committee may also create and amend the Code of Conduct.
- f) Any changes to the By Laws by the MC must be published to notify all members.
- g) Members may by special resolution procedure, apply to have either the By Laws or this Constitution changed at either a Special General Meeting or at the AGM.

**THE BY-LAWS OF
ST MARYS FOOTBALL CLUB INCORPORATED**

1) Composition of Teams:

- a) The MC shall determine the number of players in a team. In accordance with the parent body's competition regulations.
- b) All players shall play in their correct age group except as authorised by the MC on application by the player or player's parents / guardian in the case of Junior Members.
- c) Players cannot transfer to another team without the consent of the MC.
- d) Grading is not compulsory. Ungraded players will play in a lower division unless otherwise decided by the MC.
- e) All players in Competitive teams wishing to play in the top division will be graded each season in a manner determined by the MC.
- f) Borrowing of players shall be in accordance with the procedure determined and published by the MC. Under no circumstances must a player be borrowed without following this procedure. In accordance with the parent body's competition regulations.
- g) Unless otherwise decided by the MC all players MUST play their first competition game in their allocated team.

2) Coaches and Managers:

- a) Under the Child Protection (Prohibited Employment) Act 1998 all prospective coaches, managers or other persons that will be dealing with children must complete their Working with Children clearance.
- b) Members need to apply for the position of Coach or Manager via the Play Football form.
- c) If there is an issue with the appointment of a Coach or Manager the MC will step in to resolve the problem.
- d) That the MC has the sole responsibility to appoint all Club Coaches & Managers.
- e) Where there are two or more coaches vying for the same position, the MC will base the final selection on one or more of the following:
 - i) Experience
 - ii) Credentials
 - iii) Years with the club
- f) All managers shall advise the Registrar of any alteration to their team composition.
- g) The only contact for any Club business between coaches and managers and officials of the affiliated Association will always be through the relevant MC member of the Club.
- h) No coach and/or manager shall be relieved of his or her position except by a resolution as determined by the MC. In the event of a coach and/or manager being relieved of his or her position by the MC, that coach and/or manager has the right of appeal.
- i) The Coach and/or Manager shall advise the Secretary and Competition Secretary of any player who is sent from the field of play by the referee (official or unofficial) by 5.30 pm on the day of the send off.
- j) When a player suffers an injury which requires medical treatment, an injury report must be submitted to the EC.
- k) Any player of any team who is sent from the field of play by the referee, (official or otherwise), may be required to appear before the MC and / or the Disciplinary Committee of the Association
- l) In view of the above, coaches shall endeavour to alternate players as much as possible with due regard being given to the players' playing position and capabilities.
- m) For mini-soccer, Coaches shall ensure that all players in attendance at match's share playing time, to the extent that it is as fair as is possible.
- n) A Team Coach once appointed will be responsible for the following in addition to any existing requirements:

- i) training of the team
- ii) improving the soccer skills of the players
- iii) allocating of field positions to each player, if appropriate
- iv) approving the loaning of players to other teams
- o) A Team Manager once appointed will be responsible for the following in addition to any existing requirements:
 - i) the completion of the Electronic Match Sheet
 - ii) the players identification cards
 - iii) the custody of the playing strips
 - iv) organising of the Alternate Strips when needed
 - v) appointment of a Marshall for the Game & informing him/her of their Duties.
 - vi) The submitting of results at the conclusion of the game.
- p) Both the Coach & Manager are responsible for;
 - i) Working together for the betterment of the team, by keeping one another informed of any situation affecting the team.
 - ii) Ensuring players are encouraged to do better by everyone instead of being criticised for not being good enough. When it all said and done, it is only a Game.
 - iii) Promoting Fair Play and Good Sportsmanship within the team
 - iv) Ensuring that they themselves, their players or their supporters do NOT threaten an Official or Unofficial referee or other game official or player either Verbally or Physically, before, during or after a game. If necessary, ensure that he/she is physically safe from all threats.
 - v) Encouraging players and/or their parents to attend Club Social functions and Meetings.
 - vi) Advising the Secretary of any Red Cards issued to a team member on the day it is issued.
 - vii) Advising the Secretary of any Injuries sustained by players that require medical attention, on the day the injury occurs.
 - viii) Removing any player from the field during a game, if a player is either too vocal, abusive or threatening to any referee, official or player. It should not be allowed to continue from the sideline either.
 - ix) Asking any Parent or spectator who is abusing or threatening any referee, Official or Player involved with a game, to stop those activities or leave the field
 - x) Informing the MC by way of the Secretary, of any problems or issues affecting the team, particularly those that can't be resolved within the team.
 - xi) Only borrow players when not enough of your own are coming to a game.
 - xii) Do not borrow players to replace non performing players in your team
 - xiii) Ensuring that they themselves, their Players and/or their Supports do not use foul or abusive language at the field, especially before, during or after a Game.

3) Players and/or Non-Playing Members

- a) All players shall be insured with a scheme through the Association in which the Club is affiliated.
- b) All players and non-playing members are required to abide by the SMFC Code of Conduct.
- c) All players shall, provide acceptable proof of age as and when required. The player will not be permitted to participate in any competition game until such proof of age is sighted.
- d) All players shall, at all times, turn out in the official uniform of the Club for social and/or competition games.
- e) Any complaints concerning players, or by players, if not resolved by the coach and/or manager of the players team, shall be brought to the attention of the MC.
- f) Upon acceptance as a member and registered player with the Club. It is understood and agreed that St Marys Football Club Incorporated cannot be held responsible or liable in any way for any medical, ambulance or hospital expenses incurred by a member as a result of participating in soccer or any other

activities associated with the Club. It is the responsibility of the player or member to pursue any medical claim.

- g) All players in junior teams are entitled to a fair and reasonable amount of playing time on the field throughout the season, unless affected by illness, injury or disciplinary suspension.
- h) ALCOHOL AND /OR PROHIBITED SUBSTANCES ARE BANNED FROM SMFC GROUNDS AND MATCHES.

4) Players History:

- a) History records for each player will be kept by the registrar.
- b) History records and other relevant documentation remain the property of SMFC.

5) Trophies and Awards:

- a) The Club may make awards in recognition of achievements by individual players and/or teams, and such awards will be determined by the MC.
- b) The MC may also make special awards to persons making outstanding contributions to the Club.
- c) The "Carol Leavey Club Person Of The Year Award" may be presented in recognition of exceptional contribution to the club to a senior member of the club subject to the following criteria:-
 - i) Any senior member of the club may be eligible for nomination;
 - ii) The management committee may invite any member of the club to nominate a senior member for the award;
 - iii) The management committee will consider all nominations and select from those nominations an appropriate recipient of the award;
 - iv) In considering the nominations, the management committee shall be at liberty to consult the Carol Leavey's family, life members of the club and any other person that the management committee might choose;
- d) The "Jamie Dettmer Junior Club Person Of The Year Award" may be presented in recognition of exceptional contribution to the club to a junior member of the club.
 - i) Any junior member of the club may be eligible for nomination;
 - ii) The management committee may invite any member of the club to nominate a junior member for the award, and all coaches and managers will be invited to nominate a member of their team for the award;
 - iii) The management committee will consider all nominations and select from those nominations an appropriate recipient of the award;
 - iv) In considering the nominations, the management committee shall be at liberty to consult the Jamie Dettmer's family, life members of the club and any other person that the management committee might choose.
- e) Player service is rewarded by unbroken service over 5, 10, 15, 20, 25 or 30 years (subject to rule 30) in a manner to be decided by both tradition and the MC.
- f) Coach and/or Manager is rewarded by unbroken years of loyalty for 5, 10, 15, 20 or 25 years of service.
- g) Committee service is rewarded by unbroken years of loyalty for 5, 10, 15, 20 or 25 years of service

6) Coaching Course:

Any member of the Club wishing to undertake a coaching course and whom the Club nominates, will be reimbursed with the fees involved subject to the member giving service to the Club for two full years after completing the course. Reimbursement will be given at the end of the second year.

7) Canteen:

- a) It may be necessary for volunteers from teams to man the canteen on certain days. Any roster as determined by the MC is to be fulfilled to the best of their ability of the persons rostered for that day.
- b) Rules for the canteen will be determined by the MC and displayed for the information of all members.
- c) No person under the age of 15 is permitted to serve in the canteen.
- d) Only authorised personnel are allowed into the canteen area.

8) Sponsorship:

All Sponsorship proposed must first be approved by the MC and be in accordance with the rules as set down by the affiliated association this includes Club, team and/or individual.

9) Team Fundraising:

All team fundraising for any purposes must first be approved by the MC.

CODE OF CONDUCT

St Marys Football Club believe the principles of fair play and a high standard of conduct should be upheld by ALL Players, Coaches, Managers, Officials and Spectators. It is particularly important to set an example to the junior players within the club.

The following is an example of some of the basic standards of conduct which should be adhered to both on and off the field when representing this club while playing at home or away.

Player

- I will always play by the rules
- I will never argue with an official. If I disagree with a decision, I will inform the captain, coach or manager during a break or after the competition
- I will control my temper. I understand that verbal abuse of officials and sledging other players and deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport
- I will work equally hard for myself and/or my team
- I will be a good sport and applaud all good plays whether they are made by my team or the opposition
- I will treat all players in my sport as I like to be treated. I will not bully or take unfair advantage of another competitor
- I will cooperate with my coach, team mates and opponents
- I will display modesty in victory and graciousness in defeat
- I will participate for my own enjoyment and benefit, not just to please parents and coaches
- I will not arrive at the venue intoxicated or drink alcohol at junior matches
- I will respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- I will not vilify or abuse any member of my team, the opposition or any other person present at the ground on the basis of their race, sexuality, gender or any other characteristics
- I will thank the opposition and officials at the end of the game
- I will comply with anti-doping policies.

Coach

- I will remember that players participate for enjoyment and winning is only part of the fun
- I will never ridicule or yell at players for making a mistake or not winning
- I will be reasonable in my demands on players' time, energy and enthusiasm
- I will operate within the rules and spirit of the game and teach my players to do the same
- I will ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities
- I will avoid overplaying the talented players and understand that the average players need and deserve equal time
- I will not use bad language nor will I harass players, officials, spectators or other coaches
- I will ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- I will display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my players to do the same
- I will show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition
- I will obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players

- I will not arrive at the venue intoxicated or drink alcohol at junior matches
- I will not allow the unlawful supply of alcohol at training, games or club functions
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- I will not vilify or abuse any member of my team, the opposition or any other person present at the ground on the basis of their race, sexuality, gender or any other characteristics
- I will promote adherence to anti-doping policies.

Parent or Legal Guardian

- I won't pressure my child in any way – I know that this is their game not mine
- I will not use bad language, nor will I harass players, coaches, officials or other spectators
- I will encourage my child to play within the rules and respect officials' and coaches' decisions – no matter what
- I will teach my child to respect the efforts of their opponents
- I will remember that children learn best by example so I will applaud good plays/performances by both my child's team and their opponents
- I will give positive comments that motivate and encourage continued effort
- I will focus on my child's efforts and performance – not the score
- I will thank the coaches, officials and other volunteers who give their time to conduct the event for my child
- I will help when asked by a coach or official
- I won't criticise or ridicule my child's performance after the game
- I will not arrive at the venue intoxicated or drink alcohol at junior matches
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- I will not vilify or abuse any member of my team, the opposition or any other person present at the ground on the basis of their race, sexuality, gender or any other characteristics

Official

- I will place the safety and welfare of players above all else
- I will show concern and caution towards sick and injured players
- I will give all players a 'fair go' regardless of their gender, ability, cultural background or religion
- I will be impartial, consistent, objective and courteous when making decisions
- I will accept responsibility for my actions and decisions
- I will condemn unsporting behaviour and promote respect for the individuality of players
- I will avoid any situations which may lead to or be construed as a conflict of interest
- I will be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive
- I will be a good sport as I understand that actions speak louder than words
- I will always respect, remain loyal to and support other officials
- I will keep up to date with the latest 'Laws of the Game', trends and principles of their application
- I will refrain from any form of personal abuse towards players or other officials
- I will refrain from any form of sexual harassment towards players or other officials
- I will not arrive at the venue intoxicated or drink alcohol at junior matches
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- I will not vilify or abuse any member of my team, the opposition or any other person present at the ground on the basis of their race, sexuality, gender or any other characteristics

Administrator

- I will provide opportunities for players to be involved in planning, leadership, evaluation and decision-making related to their activity
- I will create pathways for players to participate not just as a player but also as a coach, referee, administrator etc
- I will ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players
- I will ensure quality supervision and instruction for players
- I will remember that players participate for their enjoyment and benefit. I will not over emphasise awards
- I will help coaches and officials highlight appropriate behaviour and skill development, and help to improve the standards of coaching and officiating
- I will ensure that everyone involved in sport emphasises fair play, and not winning at all costs
- I will distribute a code of conduct to players, coaches, officials and parents and encourage them to follow it
- I will not arrive at the venue intoxicated or drink alcohol at junior matches
- I will not allow the unlawful supply of alcohol at training, games or club functions
- I will not use bad language, nor will I harass players, coaches, officials or spectators
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- I will not vilify or abuse any member of my team, the opposition or any other person present at the ground on the basis of their race, sexuality, gender or any other characteristics
- I will promote adherence to anti-doping policies.

Social and Electronic Media Etiquette

- I am aware that my club and or team may operate a social media page, chatgroup, email group or such other form of communication
- I understand that any posts that I make on social media or other electronic media may be seen as a reflection of the club and or my team
- I shall ensure that any posts that I make to social media are polite, courteous and respectful
- I will not use my posts on social media to belittle any other member of the Club or any person associated with the club
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- I will not vilify or abuse any member of my team, the opposition or any other person present at the ground on the basis of their race, sexuality, gender or any other characteristic
- I am aware that any posts that I make on social media may be the basis for a complaint to be made as to my conduct as a member of the club

The abovementioned codes are a **sample only** of what is expected and may be extended if other matters arise which the Management Committee believes may bring the name of the club into disrepute.

The Club may, at its discretion, call an offending person before the Management Committee requesting an explanation for any breach of conduct & may impose a penalty, in addition to any which may have been imposed by the Nepean Football Association, for such breaches of conduct.

Your signature on the registration application is deemed to be your acceptance of compliance with the abovementioned conditions relating to the expected code of conduct. If you are uncertain as to your obligations in relation to these conditions, you should request clarification prior to signing the registration application forms.