

PITTWATER R.S.L. FOOTBALL CLUB

CONSTITUTION 2010



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Pittwater RSL Football Club Inc

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Pittwater RSL Football Club Inc.

Constitution 2010

1. NAME

The name of the Club shall be the Pittwater RSL Football Club Incorporated (herein referred to as "the Club").

2. RULES

The Model Rules for the Incorporation of Associations from the Departments of Fair Trading according to the Association Incorporation Act has been adopted by the Club.

3. OBJECTIVES

The objectives of the Club shall be to foster and develop the game of football, particularly in the Mona Vale, Newport, Bilgola Plateau, Bayview, Church Point, Ingleside and Warriewood areas. To provide the opportunity for Members to play and enjoy soccer from the age of 5 years in teams formed by the Committee and the Clubs Members.

4. INTERPRETATION

- (a) In these polices, words indicating the masculine gender shall include the feminine gender.
- (b) For the purpose of these policies "year", unless the context otherwise indicates, shall mean the period from 1st January to 31st December, both dates inclusive, in any year.
- (c) The financial year of the Club shall be the 12 month period ending on 30th September, each year.

5. COLOURS AND EMBLEM

- (a) The Club playing colours shall be Green and White. Shirts shall be Green and White, shorts shall be Green and socks shall be Green.
- (b) Alternate shirt colours shall be Gold and Green.
- (c) The Emblem of the Club shall be a Green and White shield with Gold crown, and shall include the words Pittwater RSL Football Club thereon.

6. UNIFORM AND TEAM KIT

- (a) All players must wear the designated uniforms of the Club before entering the field for competition match.
- (b) If two Club teams play each other during the season, the team mentioned second in the draw shall wear the alternate shirts.
- (c) Team shirts are to be washed together each week, by one person involved with the team unless otherwise decided by coaching staff.
- (d) Team shirts are mainly to be worn for matches, or special occasions sanctioned by the Committee.
- (e) The teams are responsible for returning the complete and cleaned team kit no later than 2 weeks after their final match. Any lost items are to be paid for by the team responsible.

7. MEMBERSHIP OF ASSOCIATION

The Club is affiliated with the Manly Warringah Football Association Inc. known as M.W.F.A. or such other organisation (herein referred to as the "Affiliated Association"), as may be required in the interests of soccer / football.

8. SPONSORS

Major Sponsors are to be invited to the end of season Presentation Night. Where Team shirts have Sponsor's advertising, they must conform to M.W.F.A guidelines. The Sponsor must provide for the total cost of the shirts, including advertising (and numbering where applicable). The Sponsored shirts remain the property of the Club.

Sponsorship coming into the Club from business and / or advertisers shall be dealt with in the following manner:

- (a) Sponsorship advertising on shirts, shorts, socks etc., is to have the approval of the Pittwater RSL Football Club and the M.W.F.A.
- (b) No printing or other marking shall be allowed on shirts, shorts, socks or other until such sponsorship monies have been received by the Club.
- (c) All sponsorships relate to the identity of the Pittwater RSL Football Club only.
- (d) All funds so collected by way of sponsorship / advertising are to be deposited into the account of the Club.
- (e) Teams that receive sponsorship do not have any claim of right to the Club property and no alteration or sale can be made of such property without the written approval of the Committee.
- (f) All expenses incurred by a Team under sponsorship for items such as Coach / Manager expenses, balls other equipment or uniform etc., shall be deducted from such sponsorship funds.

- (g) Sponsorship funds are not to be used for social activities, but only for the development of skills, purchase of uniforms, equipment and other items for the betterment of that team or squad.
- (h) Any monies so held and remaining at the end of that sponsorship season, shall be held in trust in the Club account for the next succeeding season and utilised at the discretion of the Committee.

9. PITTWATER R.S.L. CLUB

- (a) The Pittwater R.S.L. Club shall be the major sponsor at this time 2010.
- (b) Where possible, all major functions and presentations, with the exception of monthly meetings and Gala Days shall be held at the Pittwater RSL Club.

10. REGISTRATIONS

Registrations can only be accepted by the Registrar, and completed registration forms will not be processed until full payment is received.

- (a) In cases of financial hardship, the Executive Committee may over-ride the full payment requirement.
- (b) Un-registered players are not to play for the Club in any circumstances.
- (c) Registration forms are to be received by a date nominated by the M.W.F.A.
- (d) A player who has registered with another Football Club must have written clearance from that Club before they can play for our Club during the season.
- (e) Players in teams from under 10 years of age up to seniors cannot take part in any soccer/football without an identification card.
- (f) 9 players are the maximum number in under 6 years to 8 years teams although 8 players are preferred.
- (g) 12 players are the maximum number in under 9 years teams.
- (h) 15 players are the maximum number in under 10 years to senior teams. The Executive Committee can overrule on additional payers.
- (i) The first 15 registered financial players shall be selected in Under 10 years to senior years when only one team is proposed for the respective age group.
- (j) The Executive Committee shall decide, (as soon as possible after the final advertised registration day, and before grading starts,) the number of teams in each age division.
- (k) All sub junior players registered by the final Club registration day shall be accommodated in teams where possible.
- (l) For juniors and seniors, where registered players cannot be placed in a team, priority shall be given firstly to the player registered on the Club registration days over a player who registered late.

- (m) Where players have both registered on Club registration day, and players are of equal playing ability to play for the same team, priority will be given to the player who has played with the Club for the more years. (Playing Representative football shall be considered as playing for the Club in calculating years played).

11. REGISTER OF MEMBERS

- (a) The Public Office of the Club shall establish and maintain a Register of Members of the Club specifying the name and address of each person who is a Member of the Club together with the date on which the person became a Member.
- (b) The Register of Members shall be kept at the principal place of the Public Officer and shall be open for inspection, free of charge, by any Member of the Club at any reasonable hour.

12. PLAYER FEES

Player fees are calculated at the cost of the Club plus an administration amount sufficient to cover expenditure throughout the year.

- (a) The Committee prior to the season starting can determine a discount in player fees where more than one person plays from a family. Players who coach teams may be rewarded by a reduction in player fees, which is determined by the Executive Committee. Committee Members and any spouse or siblings who play are rewarded with free registration.
- (b) Players' fees are to be paid in full before registration is valid.
- (c) A receipt will be given for Player Fees.

13. FEES, SUBSCRIPTIONS, ETC

No joining fee or annual Membership fee shall be payable by a Member who is not a player.

14. FUNDS – SOURCE

- (a) The funds of the Club shall be derived from fees, donations, sponsorship, canteen profits, gear sales, donations and, subject to any Resolution passed by the Club in General Meeting, such other sources as the Committee determines.
- (b) All money received by the Club shall be deposited as soon as is practicable into the Club's bank account.
- (c) The Club shall, as soon as is practicable after receiving any money, issue the appropriate receipt.

15. FUNDS – MANAGEMENT

Subject to any Resolution passed by the Club in General Meeting, the funds of the Club shall be used in pursuance of the objects of the Club in such manner as the Committee determines.

16. FINANCES

- (a) Payment of accounts shall be by cash or by cheques signed by any two signatories authorised by the President, Secretary, and Treasurer.
- (b) The Committee shall control the Club's finances.
- (c) The Club shall be empowered to borrow finances with the approval of a Special General Meeting called for this purpose.
- (d) An auditor nominated by the Treasurer shall be appointed at the Annual General Meeting or a subsequent monthly Meeting. The auditor shall examine all books and documents appertaining to the financial position and dealings of the Club prior to the next Annual General Meeting and shall issue a statement to the correctness or otherwise of the finances of the Club.

17. PAYMENT ETC. OF MEMBERS

A Member of the Club shall not be appointed to any salaried office of the Club, or any office of the Club paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the Club to any Member except for :-

- (a) Repayment of out of pocket expenses.
- (b) Interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the Club's bankers for money lent to the Club.
- (c) Reasonable and proper rent for premises lent to the Club.

18. INSURANCE

The Club shall effect and maintain insurance as is required under the Associations Incorporation Act together with any other insurance which may be required by law or regarded as necessary by the Club.

19. EQUAL PLAYING TIME

Equal playing time applies to players in teams up to and including Under 16 years for matches throughout the season with the exception of semi-finals, finals and Champion of Champion games, and players who continually misbehave. As a guideline, a player can reasonably expect to play, as a minimum, at least the equivalent of half of each match in duration in a team in which they are registered.

20. GRADING

- (a) Grading of a player is determined by the Grading Committee and their decision will be final.
- (b) If two teams are graded in the same Division, then one team shall be deemed A and the other B. The A and B teams shall be graded evenly except for Division 1, where the A team shall be graded with the best players.
- (c) All players, coaches and managers are requested to attend grading days.
- (d) The grading of a player unable to attend grading days will be determined by previous year's player assessment and performance in trial matches.
- (e) The Club's requested grading of teams shall be determined by the Grading Committee.
- (f) The Club accepts the final grading given by the M.W.F.A.

21. MEMBERSHIP

- (a) Subject to these policies, the Members of the Club shall be the Members of the Club immediately prior to incorporation together with such other people as the Committee admits to Membership. A person is qualified to be a Member of the Club if, but only if, the person has not ceased to be a Member of the Club at any other time after incorporation of the Club.
- (b) Membership is open to all individuals who accept the policies, objectives and rules of the Club. An unincorporated association is not capable of becoming a Member of the Club but may nominate individuals to be Members to represent it.
- (c) The Committee shall determine whether or not to accept a person for Membership. The Committee is not required to supply reasons for accepting or rejecting Membership.
- (d) Members can be:
 - (i) Registered players in the Club's football teams, being persons aged 18 years or older.
 - (ii) Coaches and Managers of the Club's team, being persons aged 18 years or older.
 - (iii) Parents of registered players under the age of 18 years in the Club's teams.
 - (iv) Committee Members.
 - (v) Life Members.

22. LIFE MEMBERSHIP

- (a) A General Meeting can elect as Life Members any person(s) who has given continual and significant service to the Club. The criteria to be elected as a Life Member is such that the person has been a Member for a continuous period of not less than 5 years and has rendered exceptional service to the Club. No more than three life Members may be elected each year.

- (b) Nominations for Life Membership, in writing and duly seconded, shall be lodged with the Secretary no later than 21 days prior to the August Monthly Meeting. In the event that more than three nominations are received, the Committee shall decide which three go forward for consideration at the Augusts Monthly Meeting.
- (c) To be elected as a Life Member, there must be at least 75% majority vote of the Members present at Augusts Monthly Meeting in favour of the nominee. A Life Member shall be entitled to all privileges (including entitlement to vote and take part in the management of the Club) as a Member of the Club.

23. 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 capable of being transferred or transmitted to another person
and
- (b) Terminates upon cessation of the person's Membership.

24. MEMBERS' LIABILITY

The Members of the Club shall have no liability to contribute towards the payment of liabilities, debts, costs, charges and expenses of the winding up of the Club except to the extent of any unpaid Membership fees.

25. DISCIPLINING OF MEMBERS

- (a) The procedure for disciplining Members shall be determined by the Committee. Anyone who wishes to appeal against a decision refusing Membership, expelling from Membership or otherwise disciplining them, shall do so at the next monthly meeting of the Club.
- (b) If any Member shall wilfully refuse or neglect to comply with the provisions of the Policies of the Club or shall be guilty of any conduct of which, in the opinion of the Committee, is unbecoming of a Member or prejudicial to the interest of the Club, the Committee shall have power to reprimand, suspend and expel such a Member from the Club. Provided that at least 7 days before the meeting of the Committee at which a resolution to reprimand, suspend and expel such a Member shall have had notice in writing of such a meeting and of what is alleged against him.
- (c) He shall at such meeting and before the passing of such a Resolution have had an opportunity of giving orally or in writing, any explanation or defence he may think fit and provided further that no Member shall be expelled from the Club unless the resolution for his expulsion is passed by a majority of two thirds of the Committee Members present and voting.

26. RIGHT OF APPEAL OF A DISCIPLINED MEMBER

- (a) A Member may appeal to the Club in a General Meeting against a Resolution of the Committee which is passed, within seven (7) days after notice of the Resolution is served on the Member, by lodging with the Secretary a Notice to that effect.
- (b) Upon receipt of a Notice from a Member the Secretary shall notify the Committee which shall convene a General Meeting of the Club to be held within twenty-one (21) days after the date on which the Secretary received the Notice.
- (c) At this General Meeting of the Club;
 - (i) No business other than the question of the Appeal shall be transacted.
 - (ii) The Committee and the Members shall be given the opportunity to state their respective cases orally or in writing, or both and
 - (iii) The Committee Members present shall vote on the question of whether the Resolution should be confirmed revoked or varied.
 - (iv) Voting shall be conducted on a show of hands.

27. CESSATION OF MEMBERSHIP

A person ceases to be a Member of the Club if the person

- (a) Dies
- (b) Resigns that Membership, or
- (c) Is expelled from the Club, or
- (d) In the case of a Member, ceases to be a registered player of the Club
- (e) A Member of the Club who has paid all amounts payable to the Club in respect of the Member's Membership, may resign from Membership of the Club by first giving notice (being not less than one month or not less than such other period as the Committee may determine), in writing to the Secretary of the Member's intention to resign and, upon the expiration of the period of notice, the Member ceases to be a Member.
- (f) The Public Officer shall make an appropriate entry in the Register of Members recording the date on which the Member ceased to be a Member.

28. PUBLIC OFFICER

- (a) The Committee shall ensure that a person is appointed as Public Officer.
- (b) The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is 18 years of age or older and is a resident of New South Wales.
- (c) The Public Officer shall be deemed to have vacated his position in the following circumstances:
 - (i) Death

- (ii) Resignation
 - (iii) Removal by the Committee or at a General Meeting
 - (iv) Bankruptcy or financial insolvency
 - (v) Mental Illness
 - (vi) Residency outside New South Wales
- (d) When a vacancy occurs in the position of Public Officer the Committee shall within 14 days, notify the Department of Fair Trading by the prescribed form and appoint a new Public Officer.
- (e) The Public Officer is required to notify the Department of Fair Trading by the prescribed form in the following circumstances:
- (i) Appointment of a new Public Officer (within 14 days)
 - (ii) A change of residential address (within 14 days)
 - (iii) A change in the Clubs objects or rules (within one month)
 - (iv) The end of year financial statement (within one month after the A.G.M)
 - (v) A change in the Club's name (within one month)
- (f) The Public Officer may be a Committee Member or any other person regarded as suitable for the position by the Committee.

29. COMMITTEE

The Club Committee shall have its affairs managed and controlled by the office bearers, known as the Committee. All Committee positions shall be honorary positions.

The Committee may function validly, provided that its number is not reduced below the quorum. Should Committee numbers fall below the quorum, the remaining Committee Members may only act to appoint new Committee Members.

The Committee :

- (a) Shall control and manage the affairs of the Club and enforce any decision of the M.W.F.A relating to any Member of the Club.
- (b) May exercise all such functions as may be exercised by the Club, other than those functions that are required by these Rules to be exercised by a General Meeting of Members of the Club.
- (c) Has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.
- (d) May from time to time make alter or repeal all such By-Laws as it may deem necessary or expedient for the proper conduct and management of the Club.
- (e) The Executive Committee of the Club shall comprise:
 - (i) The President

- (ii) The Senior Vice president
- (iii) The Secretary
- (iv) The Treasurer
- (v) The Registrar

The Management Committee shall comprise of the Executive Committee along with the following:

- (a) Vice President Senior Men's
- (b) Vice President Junior Boy's
- (c) Vice President Sub Junior
- (d) Vice President Senior Women's
- (e) Vice President Junior Girl's
- (f) Gear Steward
- (g) Grounds person
- (h) Social Secretary
- (i) Competition Secretary
- (j) Canteen Manager
- (k) I.T. Manager
- (l) M.W.F.A. Delegate
- (m) Life Members
- (n) Risk and Safety Officer
- (o) Sponsorship Officer

30. DUTIES OF COMMITTEE

- (a) The President shall act as Chairperson of each meeting and shall conduct such meetings in an appropriate manner. The President shall ensure that the Club is run effectively and to the benefit of the players and shall appoint all Members of the sub-Committees.
- (b) The Senior Vice President shall act as Chairman in the absence from the chair of the President and shall be responsible for the liaison between all interested bodies, and the Club and for the harmony of all Members, for the betterment of Football.
- (c) The Vice President's or any one of them shall act as Chair in the absence of the President or Senior Vice President or when the President abstains from occupying the chair. They shall act as co-ordinators of the various age groups and have the final decision in appointing the Age Co-ordinators within in the Club and to bring any matters to the Club that are brought to their attention during the season.

- (d) The Secretary shall:-
 - (i) Attend to the general business of the Club;
 - (ii) Receive, file and reply to all correspondence. These records shall be available for inspection by any Member;
 - (iii) Keep a record of the names of Members present at meetings;
 - (iv) Ensure that the business transacted at each meeting is recorded;
 - (v) Ensure that minutes of all meetings are circulated to Committee Members prior to the next meeting.

- (e) The Treasurer shall:-
 - (i) Manage income and ensure that all money due to the Club is collected.
 - (ii) Receive all monies giving an official receipt therefore;
 - (iii) Deposit all monies received into an account approved by the Committee in the name of the Club;
 - (iv) Pay all amounts passed for payment by the Committee;
 - (v) Ensure that correct books and accounts are kept showing the financial affairs including full details of receipts of all revenue and expenditure connected with the activities of the Club. These records shall be available for inspection by any Member and shall be held in the custody of the Treasurer;
 - (vi) Produce a report of the current financial position of the Club at each monthly meeting;
 - (vii) Prepare a financial statement made up to the 30th September each year for audit and submission to the Annual General Meeting;
 - (viii) Prepare an Annual budget for submission to the Committee.

- (f) The Registrar shall process the Registration Forms and submit these to the M.W.F.A. and keep records of all players registered.

- (g) The Competitions Secretary shall be advised of the results of all competition games, notify team managers of changes to the draw during the season and notify the M.W.F.A of the results.

- (h) The M.W.F.A Delegate shall attend M.W.F.A meetings and report information at the next monthly meeting.

- (i) Coaching Director shall assist the respective coaches with training techniques and soccer skills.

- (j) The Gear Steward shall organise the ordering and maintenance of soccer gear and liaise with the treasurer regarding purchases and expected requirements.

- (k) The Groundsperson shall in conjunction with Pittwater Council maintain the condition of the fields and be notified of problems with the playing surface or equipment.

- (l) The Canteen manager shall order food and drink supplies, set prices for goods and open/close the canteen at the appropriate time.
- (m) The Social Secretary shall organise Committee endorsed functions during the season.
- (n) The I.T. Manager shall maintain the Club internet site as directed by the Committee.

31. POWERS OF THE COMMITTEE

The Committee has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

32. ELECTION OF THE COMMITTEE

- (a) Nominations of candidates for election as Members of the Committee –
 - (i) Shall be made in writing and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination) and shall be delivered to the secretary prior to the commencement of the Annual General Meeting at which the election is to take place.

OR

- (ii) At the time nominations are called for during the course of the Annual General Meeting provided such nomination is moved by two Members and the candidate either orally if he be in attendance at the meeting, or in writing if he is not in attendance at the meeting, indicates his consent to nomination.
- (b) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (c) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (d) The ballot for the election of office bearers shall be conducted at the Annual General Meeting in such usual and proper manner as the Chairperson may direct.
- (e) If insufficient nominations are received the persons nominated shall be deemed to be elected and any vacant positions remaining on the Committee shall be deemed to be casual vacancies.

33. VACATION OF OFFICE

The office of a Member of the Committee shall become vacant if:-

- (a) The Member holds an office of profit in the Club;
- (b) The Member is directly or indirectly interested in any contract or proposed contract with the Club.

34. CASUAL VACANCIES

In the event of a casual vacancy occurring in the Membership of the Committee, the Committee may appoint a Member of the Club to fill the vacancy and the Member so appointed shall hold office until the next Annual General Meeting following the date of the appointment.

For the purpose of these rules a casual vacancy in the office of a Member of the Committee occurs if the Member:

- (a) Dies;
- (b) Ceases to be a Member of the Club;
- (c) Becomes an insolvent under administration within the meaning of the companies (New South Wales) Code;
- (d) Resigns office by notice in writing given to the Secretary;
- (e) Is removed from Office;
- (f) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health, or
- (g) Is absent without the consent of the Committee from three (3) consecutive Committee meetings.

35. REMOVAL OF A COMMITTEE MEMBER

- (a) The Club in General Meeting may by resolution remove any Member of the Committee from the office before the expiration of the Members' term of office and may by Resolution, appoint another person to hold office until the expiration of the term of office of the Member so removed.
- (b) Where the Member of the Committee to whom a proposed resolution relates, makes representations in writing to the Secretary (not exceeding a reasonable length) and requests that the representations be notified to the Members of the Club, the Secretary may send a copy of the representations to each Member of the Club or, if they are not so sent, the Member is entitled to require that the representations be read out at the meeting at which the resolution be considered.

36. COACHES/MANAGERS

A Coaches/Managers meeting shall be held at the start of the Soccer season.

- (a) The Manger/Coach has responsibility for team kits including shirts. Team Soccer kits for Coaches/Managers are only available from the gear steward at the beginning of the football season and must be returned to the gear steward at the end of the season, within 2 weeks after the end of the season.
- (b) Accredited coaches will be preferred if there is a choice of coaches for a team.

- (c) The coach shall advise the relevant Vice President of the training times and fields at the beginning of the season.
- (d) Coaches shall equally share the use of the same field on training days.
- (e) The Manager, in lieu of an Age Co-ordinator of a Division 1 team from teams 10-15 year teams, will assist by passing on information to Managers of other teams in the same age group. Coaches/Managers of Division 1 teams are requested to attend monthly meetings.
- (f) The obligation of the manager is to ensure parents are aware of match times, training times, ground locations and rosters.

37. PLAYER VACANCIES

Enquiries relating to player vacancies in a specific age group, shall be referred to the Age Coordinator for that age group.

38. CORRESPONDENCE

All correspondence should be sent to the Secretary.

39. NOTICE

- (a) Except where the nature of business proposed to be dealt with at a Special General Meeting or an Annual General Meeting requires a Special Resolution of the Club. The secretary shall, at least 14 days before the date fixed for the holding of the Special General Meeting or Annual General Meeting, place a notice on the website specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (b) Where the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the Club, the Secretary shall, at least twenty-one (21) days before the date fixed, for the holding of the General Meeting.
- (c) No Business other than that specified in the Notice convening a Special General Meeting or Annual General Meeting shall be transacted at the meeting.
- (d) A Member desiring to bring any business before a Regular General Meeting may give notice in writing of that business to the secretary prior to the commencement of the meeting.

40. SERVICE OF NOTICES

- (a) For the purpose of these Policies, a Notice may be served by or on behalf of the Club upon any Member either personally, or by sending it by email to the Member at the Members address shown in the Register of Members.
- (b) Where a document is sent to a person by properly addressing, pre-paying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these Rules, to have been

served on the person at the time at which the letter would have been delivered in the ordinary course of email.

41. COMPLAINTS

No complaint will be dealt with unless received in writing by the Secretary.

- (a) Players that bring the Club into disrepute will be brought before the Committee and appropriate action taken.
- (b) Fines sent to the Club will be payable by the player on the team who incurred the fine.

42. WEB SITE www.pittwaterslfc.com.au

The website shall be the main form of communication to the Members.

43. PRESENTATION DAY

Presentation day for Under 6 – 9 years teams shall be, where possible, the Sunday of the weekend after their last match of the season. Presentation day for Under 10 – 16 years teams shall be at a date and time determined by the Committee.

44. TROPHIES

- (a) Trophies are to be awarded to players in Under 6-9 Years teams.
- (b) Under 10 to Senior teams that become league champions or runners-up will also receive trophies. Remaining players in 10-16 years teams are to be presented with a Participation trophy.
- (c) A Club polo shirt or suitable item is to be awarded to Division 1 players in teams that become league champions, where finances permit. Champion of Champions and State Cup finals winners may receive a special presentation at the discretion of the Committee.

45. KITCHENER PARK, JACKSON'S ROAD, PITTWATER HIGH SCHOOL

- (a) Teams are prohibited from training or playing football at Kitchener Park if Pittwater Council or the Groundsman has closed the grounds. Pittwater Council may impose a fine and this will be passed on to the team involved.
- (b) The last team playing on the field at Kitchener Park each day is responsible for putting away nets, corner posts and other equipment. The last team playing under lights at Kitchener Park and Jackson's Road each night is responsible for switching off the lights.
- (c) Referees, Coaches, Managers and Committee Members may abandon matches where they consider the ground conditions dangerous.

46. CANTEEN

The canteen will be open and operational when possible whilst games are played at Kitchener Park. Children are not permitted inside the canteen for insurance reasons.

47. MEETINGS AND QUORUM

The Committee shall meet together for the dispatch of business and adjourn at such times and such places and at such a frequency as the Committee may determine.

- (a) In the case of emergencies between meetings of the Committee, the affairs of the Club shall be controlled by an Executive Committee comprising President, Senior Vice President, Vice Presidents, Secretary, Treasurer and Registrar, whose decisions shall be ratified or otherwise, at the next Committee meeting.
- (b) Additional meetings of the Committee may be convened by the President or by any two Members of the Committee, note of which shall be given by the secretary to each Member of the Committee at least forty eight (48) hours (or such other period as may be unanimously agreed upon by the Members of the Committee) before the time appointed for the holding of a meeting.
- (c) Notice of a meeting shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee Members present at the meeting unanimously agree to treat as urgent business. Notice of Committee Meetings shall be given at the previous Committee meeting or by such other means as the Committee may agree upon.
- (d) Any 5 Members of the Committee constitute a quorum for the transactions of the business of the meeting of the Committee.
- (e) No Business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for the meeting the quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (f) If at the adjourned meetings a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (g) At a meeting of the Committee:
 - (i) The president or, in the Presidents absence, the Senior Vice President, shall preside, or
 - (ii) If the President and the Senior Vice President are absent or unwilling to act as such, one of the remaining Vice President's of the Committee as may be chosen by the Members present at the meeting shall preside.
 - (iii) In case of an equality of votes the president or the person appointed to Chair the meeting shall have a second or casting vote.

The President may convene additional meetings of the Committee.

48. MONTHLY MEETINGS

- (a) Monthly meetings of the Club shall take place on the Second Monday of every month where possible, unless otherwise determined by a previous Committee meeting.
- (b) Meetings shall be open to all Members.
- (c) Meetings shall start at 7:30pm, and finish by 9:30pm unless an extension is agreed on, by vote of the Committee Members present.
- (d) Business at Regular General Meetings shall include:
 - (i) A record of attendance and apologies received.
 - (ii) Confirmation of the minutes of preceding Regular General Meetings or any Special General Meeting held since the previous Regular General Meeting.
 - (iii) Business arising from confirmed minutes.
 - (iv) Received correspondence not previously dealt with by the Committee.
 - (v) To receive reports from the members of the Committee and any sub-Committees.
 - (vi) General Business.
 - 1. In General Business no dispute or complaint shall be discussed, unless received in writing by the Secretary prior to the commencement of the meeting.
 - 2. The chairman may defer hearing the matter to Sub-Committee, to resolve at a date and time to suit the relevant people.

49. GENERAL MEETINGS

- (a) At least 7 Days notice of all general meetings and notices of motion shall be given to members. In the case of General Meetings where a special resolution is to be proposed, notice of the resolution shall be given to Members at least 21 days before the meeting. The Committee must convene a Special General Meeting within three months of receiving written request to do so from members of the Club.
- (b) Voting at a general meeting shall be by a show of hands of members. Decisions shall be made by a simple majority vote except for those matters which must be decided by Special Resolution where a three quarter majority is required.
- (c) All votes shall be given personally and there shall be no voting by proxy.
- (d) In the case of an equality of votes the person appointed to Chair the General Meeting shall have a second or costing vote.
- (e) Written notice of all General Meetings shall be mentioned on the website.

50. SPECIAL GENERAL MEETINGS

- (a) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.
- (b) The Committee shall, on the requisition in writing of Members, convene a Special General Meeting of the Club.
- (c) A requisition of Members for a Special General Meeting –
 - (i) Shall state the purpose of the meeting;
 - (ii) Shall be signed by the Members making the requisition;
 - (iii) Shall be lodged with the Secretary, and
 - (iv) May consist of several documents in a similar form, each signed by one or more of the Members making the requisition.
- (d) If the Committee fails to convene a Special General Meeting to be held within one month after that date on which the requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than three months after that date.
- (e) A Special General Meeting convened by a member or members as referred to in (Clause d) shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Club for any expense so incurred.

51. ANNUAL GENERAL MEETINGS

- (a) An ANNUAL General Meeting of the Club shall be held each year within two months of the end of the financial year of the Club. The Annual General Meeting of the Club shall, subject to the Act, be convened on such date and at such place and time as the Committee thinks fit.
- (b) In the case of the Annual General Meeting, the following business shall be transacted:-
 - (i) Confirmation of the Minutes of the last Annual General Meeting and any recent Special General Meeting;
 - (ii) Receipt of the Committees report upon the activities of the Club during the last financial year;
 - (iii) Election of office bearers;

Nominations of candidates for election as office bearers may be made at the Annual General Meeting or in such other ways as may be determined by the Club at a General Meeting.
 - (iv) Receipt and consideration of a statement from the Committee, which is not misleading and which gives a true and fair view for the last financial year of the Club's:
 - 1. Income and expenditure

2. Assets and liabilities
3. Mortgages, charges and other securities
4. Trust properties

52. SPECIAL RESOLUTIONS

A resolution of the Club is a Special Resolution if:

- (a) It is passed by a majority which comprises not less than three quarters of such members of the Club at a General Meeting of which not less than twenty-one (21) days' written notice specifying the intention to propose the Resolution as a Special Resolution was given or
- (b) Where it is made to appear to the Department of Fair Trading that it is not possible or practicable for the Resolution to be passed in the manner specified in paragraph (a), the Resolution is passed in a manner specified by the Department of Fair Trading.

A General meeting of the Club to effect any of the following changes, must pass a special resolution:-

- (a) A change in the Club's name;
- (b) A change in the Club's policies;
- (c) A change in the Club's objectives;
- (d) An amalgamation with another incorporated association;
- (e) To voluntarily wind up the Club and distribute its property;
- (f) To apply for registration as a company.

A Special resolution shall be passed in the following manner:-

- (a) A Notice shall be mentioned on the web site
- (b) The Notice must give details of the proposed Special Resolution and give at least 21 days notice of the meeting
- (c) A quorum must be present at the meeting
- (d) At least three quarters of those present must vote in favour of the resolution for it to be passed
- (e) In situations where it is not possible or practical for a resolution to be passed as described above, a request may be made to the Department of Fair Trading for permission to pass the resolution in some other way.

53. PROCEDURE

No item of business shall be transacted at a Meeting unless a quorum of 5 Members is present during the time the meeting is considered that item.

54. PRESIDING MEMBER

- (a) The President or, in the Presidents absence, the Senior Vice President, shall preside as Chairperson at each General Meeting of the Club.
- (b) If the President and the Senior Vice President are absent from a General Meeting or unwilling to act, the Vice President's present shall elect one of their number to preside as Chairperson at the meeting.

55. MAKING DECISIONS

- (a) A question arising at a General Meeting of the Club shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a Resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the Minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that Resolution.
- (b) At a General Meeting of the Club a poll may be demanded by the Chairperson or by at least three Members present in person at the meeting.
- (c) Where the poll is demanded at a General Meeting the poll shall be taken:-
 - (i) Immediately in the case if a poll which relates to the election of the Chairperson of the meeting or to the question of an adjournment, or
 - (ii) In any other case, in such a manner and at such time before the close of the meeting as the Chairperson directs, and the Resolution of the poll on the matter shall be deemed to be the Resolution of the meeting on that matter.

56. VOTING AND DECISIONS

Questions arising at any meeting of the Committee shall be decided by the majority of votes of those present. In case of an equality of votes the person appointed to Chair the meeting shall have a second or casting vote.

- (a) Upon any question arising at a General Meeting of the Club a Member has one vote only.
- (b) All votes shall be given personally.
- (c) Each Member present at a meeting of the Committee or of any Sub-Committee appointed by the Committee (including the person presiding the meeting) is entitled to vote. In the case of an equality of votes on a question at a General Meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.

- (d) A Member is not entitled to vote at any General Meeting of the Club unless all money due and payable by the Member to the Club has been paid, other than the amount of the annual subscription in respect of the current year.
- (e) Questions arising at a meeting of the Committee or of any sub-Committee appointed by the President shall be determined by a majority of the votes of Members of the Committee or Sub-Committee present at the meeting.
- (f) Any act or thing done or suffered or purporting to have been done or suffered by the Committee or by a Sub-Committee appointed by the President is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Member of the Committee or sub-Committee

57. ADJOURNMENT OF MEETINGS

- (a) The Chairsperson of a meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where a meeting is adjourned for fourteen (14) days or more the Secretary shall give written or oral notice of the adjourned meeting to each Member of the Club, stating the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.

58. DELEGATION TO SUB-COMMITTEE

- (a) The President may delegate to one or more sub-Committees (consisting of such Member or Members of the Club the Committee thinks fit) the exercise of such of the powers and functions of the Committee as the Committee thinks fit.
- (b) A function which has been delegated to a sub-Committee may, while the delegation remains unrevoked, be exercised from time to time by the sub-Committee in accordance with the terms of delegation.
- (c) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified by the Committee.
- (d) Notwithstanding any delegation, the Committee may continue to exercise any function delegated.
- (e) Any act of thing done or suffered by a sub-Committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it has been done or suffered by the Committee.
- (f) The Committee may revoke wholly or in part any delegation.
- (g) A Sub-Committee may meet and adjourn as it thinks proper.

59. CUSTODY AND INSPECTION OF BOOKS, ETC.

- (a) Except as otherwise provided by these Policies, the Public Officer shall keep in his custody or under his control all records, books and other documents relating to the Club.
- (b) The records, books and other documents of the Club shall be open to inspection, free of charge, by Members of the Club at any reasonable hour.

60. SURPLUS PROPERTY

In a winding up of the Club surplus property of the Club shall, subject to any Trust affecting that property or any part of it, vest in M.W.F.A. or its successor ceasing to exist, another organisation determined by the Club by Special Resolution which has objects substantially similar to the Club and is not carried on for the object of trading or securing gain for its Members, or failing such Special Resolution, as nominated by the Department of Fair Trading.

61. ALTERATION OF OBJECTIVES AND POLICIES

The Statement of objectives and these policies may be altered, rescinded or added to only by a Special Resolution of the Club.

62. CODE OF ACCEPTABLE CONDUCT

1. *Administrators & Officials*

- (a) Will give all players an equal chance to participate in the game
- (b) Will ensure that our Constitution and Codes of Acceptable Conduct are adhered to
- (c) Will assist Coaches wherever possible for skill development of players
- (d) Will ensure that everyone involved with sport emphasises fair play
- (e) Will not disadvantage the Club or any person within the Club or Association with unjust comments
- (f) Will complement and encourage all players
- (g) Will be consistent, objective and courteous when making decisions and those decisions will be fair and just
- (h) Will condemn unacceptable behaviour of our sport
- (i) Will always emphasise the spirit of the game

2. *Coaches & Managers will;*

- (a) Not discredit, ridicule or yell at a player for a mistake. Teams participate for the pleasure of the sport and winning is only a part of the game.

- (b) Be responsible for their demands of players.
- (c) Teach their team to always follow the Rules, as they cannot be broken.
- (d) Ensure that every player has a reasonable chance of success.
- (e) Ensure that Sub Junior and Junior players get equal time on the field.
- (f) Ensure that Senior players from Division 2-9, get equal time on the field.
- (g) Ensure that equipment is safe and appropriate to training and competition.
- (h) Develop team respect for the ability of opponents and for the judgement of Officials and opposing Coaches.
- (i) Keep up to date with the latest Coaching techniques.
- (j) Follow advice of a Doctor or other Health professional when determining if an injured player is ready to recommence training or playing.
- (k) Condemn the use of violence or abuse of any form, be it spectators, coaches, officials or players.

3. *Players will;*

- (a) Always play by the rules.
- (b) Not argue with Officials. (If you disagree, have your captain, coach or manager talk to the official in the break or at the conclusion of the game).
- (c) Control their tempers. (Verbal language or abuse of Officials or other players, deliberately distracting, or provoking an opponent is not acceptable in the good name of the sport .
- (d) Work equally hard for themselves and their team so that the performance of all will benefit.
- (e) Be a good sport.
- (f) Treat all people as they would like to be treated.
- (g) Co-operate with their coach, teammates and officials. (Without them there would be no competition).
- (h) Play for the love of the game, not to please others.
- (i) Note that equal playing time is subject to behaviour and attendance at training.

4. *Parents & Spectators can;*

- (a) Help by realising that organised sport is for the enjoyment of all, so encouragement is needed.
- (b) Focus on players efforts in participating in a great sport, and in particular, their sense of achievement.
- (c) Encourage players to always participate to the rules and officials decisions.

- (d) Make positive comments for motivation, not abuse and ridicule.
- (e) Congratulate all participants for their game, regardless of the outcome.
- (f) Show respect to officials and their decisions no matter what belief.
- (g) Respect the opponents as without them, there would be no game.
- (h) Support all efforts to remove verbal and physical abuse from sporting activities.
- (i) Not use foul language or harass players, coaches or officials.
- (j) Condemn the use of violence in any form and by any person/s.

Anything not covered in the Constitution can be referred to the Committee for decision pending.