

# Constitution and Rules

## COMO JANNALI FC INCORPORATED

(CJFC)  
(The Association)

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# Constitution and Rules

## **PART 1 OBJECTIVE**

The Association shall be a non profit orientated organisation with a primary focus to promote and foster the sport of Soccer, Netball, Golf and any other discipline as deemed appropriate in the Como West-Jannali and surrounding districts and to assist where possible in the furtherment of the games wherever the code may be taken.

Family values and a responsible code of conduct shall be paramount in our objectives.

The Association motive shall be....Honour Above All.

**The Association colours** shall be Gold and Royal Blue, to be worn in a manner as prescribed at the Annual General Meeting year by year. Colour changes or variations may only be made at a Special General Meeting and subject to approval from the governing association or body of that sport.

The Association address shall be:

142 – 146 Sutherland Rd Jannali NSW 2226  
P.O. Box 161 Jannali NSW 2226

## **PART 2 MEMBERSHIP**

### **1) Membership**

- i) A person is eligible to be a member of the association if:
  - a) the person is a natural person and
  - b) the person has been nominated and approved for membership of the association in accordance with clause 3.
- ii) A person is taken to be a member of the association if...
  - a) the person is a natural person and
  - b) the person was:-
    - 1) in the case of an unincorporated body that is registered as the association – a member of that unincorporated body immediately before the registration of the association, or
    - 2) in the case of the association that is amalgamated to form the relevant association immediately before the amalgamation, or
    - 3) in the case of the registrable corporation that is registered as an association – a member of the registrable corporation immediately before that entity was registered as an association.
- iii) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

### **2) Membership Qualifications**

A person is qualified to be a member of the Association if and only if that person:

- (a) has made an application for membership of the Association in accordance with this Constitution;
- (b) has been nominated for membership of the Association as provided by Rule 3;
- (c) has paid all necessary fees and subscriptions
- (d) has been approved for membership of the Association by the Committee of the Association
- (e) is not a member of any other Club or Association involved with the sports of soccer or netball, in accordance with the Governing Association requirements.

### **3) Categories**

The membership of the Association shall be divided into the following categories:

- (a) Full Members
- (b) Associate Members

## (c) Honorary Members

**Full Members are classified as:**

- i) **Playing Members** are those over 18 years of age and registered with the GA. Playing Members have full voting rights at AGMs and SGMs only and shall be informed of upcoming AGMs. Period of membership is as per paragraph 6.
- ii) **Life Members** are full members, either registered with the GA or not. This membership is so conferred on any person who in the opinion of an Annual General Meeting, deserves this honour because of outstanding services to the Association. All nominations shall have been accepted by the Association Committee prior to the AGM. Liability for any fees or costs associated with ongoing service to or with the Association shall be waived for life for such members.

Criteria for Life Membership - a minimum of 10years service with the Club which includes at least five years on the Club Executive.

Long service on the Committee (at least 10 years) and with a strong commitment to application in the various tasks undertaken.

In special circumstances, many years service which has meant long hours each weekend carrying out the duties of any position.

It is essential that the quality of Life Membership is held in the highest esteem. Long term players, coaches or managers despite carrying out those roles do not necessarily qualify.

iii) **Committee Members....**

These are members who have been voted onto the management committee at the most recent AGM and have full voting rights at all meetings. An annual fee of \$1 is required, if the committee member has not paid any other fee to be a member of the association, ie a playing member.

- iii) **Ordinary Members** are full members, not classed as players. These members may hold positions as Coaches or Managers. They shall have full voting rights at AGMs and SGMs only and shall be informed of upcoming AGMs and SGMs. Ordinary Members shall pay no annual fee for this membership. Period of membership is as per paragraph 6.
- iv) **Junior Members** shall be those persons under the age of 18 years as at membership application, their application must be supported by a parent or guardian, who then shall become an Associate Member on the juniors behalf. Junior Members shall enjoy all facilities of the Association and shall be eligible for escalation to full membership upon attaining the age of 18 years. Junior Members do not have voting rights but shall receive notice of any AGM of the Association. Period of membership is as per paragraph 6.
- v) any other class of membership determined by the Committee from time to time.

**Associate Members are classified as:**

This class of membership is basically to cover the parents and or guardians of Junior Members and shall comprise persons having such qualifications for membership and on whom shall be

conferred such rights, privileges as shall be determined by the Committee from time to time. Associate Members have the right to vote at any AGM or SGM, and will receive notice of any Annual General Meeting or SGM of the association. Associated members, not being a responsible parent or guardian, shall pay an annual membership fee of \$10.

Period of membership is in line with the paragraph 6.

**Honorary Members are classified as:**

Shall be those persons who in the opinion of the Committee are deserving of such membership and shall pay no membership fees. Honorary Members are considered Honorary Life Playing Members. This is bestowed upon players who have achieved or exceeded 35 years playing service with the Association. These members have full voting rights at AGMs and SGMs.

**4) Consequences of Membership**

Every person receiving of membership of the Association shall be bound by this Constitution, the Association Policies and a code of conduct determined appropriate by the Committee from time to time. The payment of the Association fees paid either directly or by a parent or guardian shall be conclusive evidence of such agreement.

**5) Membership Period**

With the exception of Life Membership, all membership expires and must be renewed annually. The period for non Committee Members is, so as to be in line with the governing Association's registration year, from the date of application to the 31st of December that year. Committee Members period of membership will be extended to cover the period up to the AGM the subsequent year.

**6) Membership Numbers**

All members having completed a successful application to join the Association shall be given an individual membership number, which shall be recorded in the Member Register. Life Members will have given to them upon request a new membership number each year allocated from the first 50 numbers reserved of the Register.

**7) Nomination for Membership**

- i) The nomination of a person for membership of the Association:
  - a) shall be made by a member of the Association, in writing on the form, as made available at the time of application and
  - b) shall be lodged with the Secretary of the Association.
- ii) As soon as practicable after receiving a nomination for membership, the Secretary shall refer the nomination to the Committee which shall determine whether to approve or reject the nomination.
- iii) Where the Committee determines to approve a nomination for membership, the Secretary shall, as soon as practicable, after that determination, record that approval by registering the member's particulars in the Member Register.

- iv) The Secretary shall, on payment by the nominee of the amounts referred to in Part 3, within the period referred to in that clause, enter the nominee's name in the Register of Members and upon the name being so entered, the nominee becomes a member of the association for the period as stated in paragraph 6.
- v) The Committee may reject any application for membership for any reason they see fit.

#### **8) Cessation of Membership**

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

- a) dies
- b) resigns that membership
- c) is expelled from the Association or
- d) does not renew their membership within a period of 12 months from the previous date of acceptance by:-
  - i) submitting an Application for Membership Form and
  - ii) paying the prescribed annual membership fee.

#### **9) Transfer of Membership**

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

- a) is not capable of being transferred or transmitted to another person and
- b) terminates upon cessation of the person's membership.

#### **10) Resignation of Membership**

- a) A member of the Association is entitled to resign that membership in accordance with rule 9.
- b) A member of the Association who has paid all amounts payable by the member to the Association in respect to the members membership, may resign from membership of the Association by first giving notice (being not less than 1 month or not less than such period as the Committee may determine) in writing to the Secretary, of the members intention to resign and upon the expiration of the period of notice, the member ceases to be a member.
- c) Where a member of the Association ceases to be a member, pursuant to clause b) and in every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the Register of Members, recording the date on which the member ceased to be a member.
- d) Upon resignation, any refund of fees will be at the discretion of the Committee and will be final.

#### **11) Register of Members**

- a) The Public Officer of the Association shall establish and maintain a register of members of the Association, specifying the name and address of each person who is a member of the Association together with the date that the person became a member.

- b) The Register of Members shall be kept in New South Wales:
  - i) at the main premises of the association or
  - ii) if the association has no premises, at the associations official address.
- c) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- d) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- e) If a member requests that any information contained on the register about the member (other than the members name) not be available for inspection, that information must not be made available for inspection.
- f) A member must not use information about a person obtained from the register to contact or send material to the person, other than for...
  - i) the purposes of sending the person a newsletter, a notice in respect of a meeting or another event relating to the association or other material relating to the association, or
  - ii) any other purpose necessary to comply with a requirement of the Act or the Regulation.

## **12) Members Liabilities**

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by Clause 8.

## **13) Resolution of Disputes**

- a) a dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the community justice centres act 1983.
- b) if a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- c) the commercial arbitration act 1984 applies to any such dispute referred to arbitration.

## **14) Disciplining of members**

- 1) Where the Committee is of the opinion that a member of the Association
  - a. has persistently refused or neglected to comply with a provision or provisions of these rules, or

- b. has persistently or wilfully acted in a manner prejudicial to the interests of the Association, the Committee may, by resolution
    - i. reprimand the member
    - ii. expel the member from the Association or
    - iii. suspend the member from membership of the Association for a specified period.
- 2) A resolution of the Committee under clause 1, is of no effect unless the Committee at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause 3, confirms the resolution in accordance with this rule.
- 3) Where the Committee passes a resolution under clause 1, the Secretary shall as soon as practicable, cause a notice in writing to be served on the member:-
  - a. setting out the resolution of the Committee and the grounds on which it is based.
  - b. stating that the member may address the Committee at a meeting held not earlier than 14 days and not later than 28 days after service of the notice.
  - c. stating the date, place and time of that meeting and
  - d. informing the member that the member may do either or both of the following:
    - i. attend and speak at the meeting or
    - ii. submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.
- 4) At a meeting of the Committee held, as referred to in clause 3, the Committee shall:
  - a. give the member opportunity to make oral representations,
  - b. give due consideration to any written representations submitted to the Committee by the member at or prior to the meeting and
  - c. by resolution determine whether to confirm or to revoke the resolution.
- 5) Where the Committee confirms a resolution under clause 4, the Secretary shall within 7 days after that confirmation by notice in writing inform the member of the fact and of the members right of appeal under Part 2. 15).
- 6) A resolution confirmed by the Committee under clause 4, does not take effect
  - a. until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period or
  - b. Where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution pursuant to Part 2.

### **15) Right of Appeal of Disciplined Member**

- 1) A member may appeal to the Association in a Special General Meeting against a resolution of the Committee which is confirmed under Clause 11 within 7 days after notice of the resolution is served on the member, by lodging with the Secretary, a notice to that effect.



- 2) Upon receipt of a notice from a member under Clause 11, the Secretary shall notify the Committee, which shall convene a Special General Meeting of the Association, to be held within 21 days after the date on which the Secretary received the notice.
- 3) At a Special General Meeting of the Association convened under clause 3,
  - a. no business other than the question of the appeal shall be transacted.
  - b. the Committee and the member shall be given the opportunity to state their respective cases orally, in writing or both, and
  - c. the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
  - d. A member, the subject of any disciplinary action is not entitled to have any legal representation present at any meeting of the Committee or Full Members at which disciplinary proceedings are conducted.
- 4) If at the Special General Meeting, the Association passes a special resolution in favour of the confirmation of the resolution by a simple majority of votes, the resolution is confirmed.

## **PART 3 FEES**

Any member of the Association, upon application and admission to membership, shall pay to the Association a membership fee of an amount determined by the Committee in regard to the particular type of membership as per Part 4.

Any non playing member of the Association, shall pay to the association an annual membership fee of \$1, or where some other amount is determined by the committee of that amount, as per part 4.

### **1) Determination of Fees**

The fees for membership of the Association shall be set by the Committee after recommendations from the Executive and shall be based on costs as envisaged by the Committee for ongoing operation and any extra costs that may need to be covered from budget planning. These fees shall cover the charges in place from the pertaining governing bodies of the sports and this may include levies, registration fees and insurance fees.

### **2) Payment of Fees**

The method of payment may vary as approved by the Committee from time to time, but all fees must be paid in advance of membership being granted.

### **3) Fees and levies**

The Committee of Management shall determine player registration fees and levies prior to the commencement of each playing season and together with affiliation fees and levies payable by each player to the GB. and shall be payable by each player upon registration. Players with more than 10 years playing service will receive a discount as specified in the association "Policies". The Committee of Management shall have the power to exempt players paying match payments. It is Association's policy that the third and subsequent non working junior player in any one family may, upon application to the committee, receive a rebate from the match fees.

### **4) Match Payments**

The Committee of Management shall determine prior to the originally scheduled Round 1 of the competition, each player's match payments. Each player shall pay the match fees so determined on or before the date of the originally scheduled Round 1 of the competitions, or as specified by the Committee of Management.

## **PART 4 THE COMMITTEE**

**1) The Committee shall be called** “the Committee of Management” or “Management Committee” of the Association and subject to the act, the regulation and these rules and to any resolution passed by the association in special general meetings:

- a) shall control and manage the affairs of the Association
- b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a Special General Meeting of members of the Association and
- c) has 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 Association.
- d) Attend Committee Meetings
- e) Make suggestions for ongoing successful operation of the Association
- f) Be a part of the decision making process by voting at meetings
- g) Assist with Roster for Canteen duty
- h) Assist with general running of the Association.

### **2) Composition and membership of Committee**

The Committee shall consist of:-

- a) the Office Bearers of the Association and
- b) not less than 9 Committee Members, each of whom shall be elected at the Annual General Meeting of the Association, under Clause 15
- c) the total number of Committee members will be as per the listing under Part 5..

### **3) The office bearers of the association shall be:-**

- a) The President
- b) The Vice President
- c) The Treasurer
- d) The Secretary and
- e) The Registrar
- f) Director of Coaching

**4) Statutory duties of Committee members and obligations of office bearers....**

Committee members and office bearers must disclose any potential conflict of interest, must not use their position or information for a dishonest purpose and must hand over any documents of the association at the AGM after ceasing to hold office.

**5) Each member of the Committee....**

- a) shall be subject to these rules, hold the office until the Annual General Meeting of the year following the member's election, but is eligible for re-election.
- b) shall take up their duties from the date of Annual General Meeting following their election at the Annual General Meeting.
- c) a committee member may hold up to 2 offices (other than both the president and vice president offices).
- d) each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

**6) Removal of any Committee Member....**

- a) The Association in a special general meeting may by resolution remove any member of the Committee from the office of member before the expiration of the member's 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) When the member of the Committee to whom a proposed resolution referred to in clause 1 relates, makes representation in writing to the Secretary or President (not exceeding a reasonable length of time) and requests that the representations be notified to the member of the Association, the Secretary or President may send a copy of the representations to each member of the Association or, if they are not sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

**7) Committee Member Functions and responsibilities**

**a) President....**

- Be Chairperson at all meetings
- Conduct all meetings in accordance with the rules as outlined in the Constitution.
- Have casting vote in any tied motion vote.
- Be an ex-officio member of all Committees.
- Represent Club at social and official functions, internally and externally
- Be responsible for the effective organisation of the Association.

**b) Vice President....**

- Assist the President when necessary in the effective organisation of the Association.
- Deputise for the President at official and social functions as required.

- Stand in for the President in his / her absence, be the Chairperson and have the casting vote when necessary, but all other times shall have a deliberate vote.
- Perform any duties etc as required within the rules and by-laws and as delegated by the President.

**c) Secretary**

- 1) The Secretary of the Association shall, as soon as practicable after being appointed as Secretary, lodge notice with the governing association of his or her name and address.
- 2) It is the duty of the Secretary to ensure minutes are kept of
  - a. all appointments of office bearers and members of the Committee
  - b. the names of members of the Committee present at a Committee Meeting, Special General Meeting or Annual General Meeting
  - c. all proceedings at Committee Meetings, Special General Meetings and Annual General Meetings.
- 3) The Minutes of proceedings at a meeting shall be signed by the chairperson of the next succeeding meeting
- 4) The Secretary shall also:-
  - a. Act as Association spokesperson to governing Associations.
  - b. Ensure minutes are kept of all meetings and distributed accordingly.
  - c. Maintain a log of all Members, Committee Members and Executive. Store that Log.
  - d. Set Agenda for all AGM and committee meetings as required.
  - e. Be primary contact point for all general business and correspondence for the Association.
  - f. Report annually on the Association activities for the end of year newsletter, AGM and Association end of year requirements.
  - g. Monitor general maintenance of the premises.
  - h. Undertake duties of "Weather Officer"
  - i. Be ex-officio of all Sub Committees.
  - j. Notify SSFA of annual field requirements
  - k. Organise working bees as required.

**d) Assistant Secretary**

- Assist Secretary by keeping Minutes of all meetings and ensure a copy of such is distributed at subsequent meeting
- Record of names of members who attend meetings
- Carry out Secretary's function in the event of his / her absence.

**e) Treasurer**

- Ensure all money due to the Association is collected and received and given an official receipt.
- Deposit all money received in the name of the Association in the appropriate account
- Ensure all payments as necessary out of the Association are made.

- Keep accounts and books, showing all financial dealings of the Association
- Submit all books for auditing purposes.
- Prepare reports for AGM and regular Committee meetings on financial standing.

**f) Assistant Treasurer(s)**

- Collect cash receipts from the canteen and bar after each day of trading.
- Liaise with bar and canteen managers so as to monitor progress of trading.
- Bank all monies received.
- Maintain a petty cash facility.
- Assist Treasurer as required.
- Examine and report on the financial records and procedure of the Association.

**g) Registrar**

- Receive and record all registration applications
- Maintain complete records of all registered players within the Association.
- Prepare all registration sheets etc as required by the governing body (GB).
- Liaise with Senior Coach regarding recommendations for team grading applications
- Maintain a register of defaulting members, suspended or ineligible players.
- Advise Committee of players eligible for service awards
- Attend any meetings as deemed necessary by the Association..

**h) Director of Coaching....**

- Direct activities of Coaching Co-ordinators
- Be available as mentor for all the associations coaches
- Arrange coaching courses for the Club's coaches as required.
- Arrange courses for individual players.
- Liaise with coaches and managers regarding their responsibility to the Club's code of conduct.
- Receive any dispute regarding team or player grading or coach or manager behaviour, represent such to the Executive committee and make suggestions regarding resolution.
- Organise pre season trial matches.
- recommend to the Registrar each teams grading at the beginning of the year.
- Make a presentation at the coaches and managers meeting at the beginning of the year.
- Advise ongoing rule changes and disciplinary actions being taken by SSFA.
- Be responsible for the direction of all matters pertaining to football within the club.
- Set timetable for the grading of teams at the beginning of the year.

- Set and manage training times for teams.
- Observe and advise coaches during the season.

**i) Coaching co-ordinator(s) 2....**

Two people, preferably one female, to have a primary focus on the female players within the club and the other male to have a primary focus on the male members of the club. Both to have a responsibility to the SSF teams.

**Functions....**

- Advise managers on procedures for ground control, ie; how to organise and what to do.
- Direct activities of the Football Committee.
- Be responsible for the football committee's co-ordination of SSF games.
- Be responsible for the football committee's initial pre season field marking.
- Be responsible for and carry out player grading and team selection at grading trials.
- Issue grading sheets to all coaches towards the end of the year and ensure their return.
- Consult with the individual player's previous coach regarding individual skill and future grading at pre season team grading.
- Liaise with the Director of Coaching regarding individual player grading, the make up of each team and the recommended grade to be requested for that team.
- Arrange the football committee roster for grading purposes.
- Liaise with future coaches regarding the make up of each team.
- Be available to assist coaches with the mentoring of players or development of players.
- Make recommendations for the purchase of training aids.
- Co-ordinate grading assessments of teams during the season, observe and advise coaches.
- Be the designated SSF Referee co-ordinators.
- Be the central point of contact for the club's SSF referees.
- By Tuesday each week, allocate a SSF referee to each of our home games and provide this list to our website manager to be placed on the website.
- Ensure all SSF referees are aware of their appointments.
- On Saturday mornings, monitor that all SSF referees are in attendance at their designated games.
- Guide and encourage each SSF referee, particularly on timely, clear and loud decision making.
- Be fully conversant with all rules pertaining to SSF and monitor SSF referees performance and consistency in regard to these rules.

**j) Canteen Manager....**

This function may be a paid position, if this is the case, then the paid person(s) are expected to be in attendance at all times whilst the canteen is trading. The Canteen Manager should then

- be responsible for the ongoing and successful trading in the Canteen  
Order stock and set prices. Advise Committee of planned price changes;  
Keep records of stock used, income and expenditure;  
Pass all takings on to the Assistant Treasurer;  
Assistance with general enquiries;  
Ensure all canteen assist people have signed a child protection form;  
Perform monthly stock takes and report to Treasurer.
- accept full responsibility for:  
opening and closing of the canteen;

management, security and receipting of cash;  
 operation of canteen equipment (microwave, coffee machine etc);  
 progressive cleaning of benches and equipment;  
 control of stocking ovens and fridges;  
 Uniform sales from the canteen;  
 Distribution of team oranges;  
 Collection of lost items.

**k) Bar Manager....**

- Be responsible for the ongoing and successful trading in the Bar
- Order stock and set prices. Advise Committee of planned price changes
- Keep records of stock used, income and expenditure.
- Pass all takings on to the Assistant Treasurer.
- Perform monthly stock takes and report to Treasurer.

**l) Uniform Officer....**

- Responsible for the ordering and distribution of the Association's uniform.
- Maintain and issue alternate strip when required.
- Distribute or sell any accessories as determined at any time.
- Report on stock levels etc to the Committee

**m) Equipment Officer....**

- Be responsible for the storage and upkeep of all sporting equipment used in the Association's activities.
- Distribute equipment to Team Managers as directed by the Committee
- Keep a true and accurate record of the disposition of all equipment when not in storage.
- Present to the Committee regular reports on status of equipment

**n) Publicity Officer**

- Be responsible for the arrangement of any additional publicity or advertising as requested by the Committee

**o) Sideline Editor....**

- Responsible for the preparation of weekly newsletter
- Publish / Print newsletter
- Collate newsletter and place in Team Pigeon Holes

**p) Saturday / Sunday Co-ordinator....**

- Ensure facilities are opened up each morning and secured at the end of each day.
- Display notices on notice board



- Complete daily match schedules on blackboard.
- Ensure Change rooms and Clubhouse surrounds are tidy.
- Placement of garbage bins around fields and placing at the end of the weekend in the car park for collection.
- Field Marking....Be responsible for daily marking of the fields
- Goal Posts and Nets....Be responsible for placing the goals in position and the placement of nets on the respective goals.
- Match Sheets / results.... ensure results are delivered to the governing body as deemed appropriate by those bodies.

**q) Match Sheets Preparation....**

- Be responsible for the preparation of match sheets daily.

**r) BBQ Co-ordinator....**

- Order and collect supplies as required.
- Set up BBQ on Saturday morning from 07.30.
- Ensure BBQ is in good and safe working order.
- Ensure gas supply is adequate.

**s) Social Committee....**

- Set out social functions for the year and advise Committee accordingly

**t) Football or Grading Committee....**

Made up of numbers as deemed suitable by the Director of Coaching, the functions shall be....

- Assist Coaching Co-ordinators with grading of all teams at the beginning of year and as necessary.
- Carry out initial field marking at the beginning of the year.
- Under the direction of the Coaching Co-ordinators, assist with the grading of players into teams at the beginning of the year .
- Provide assistance to the Ground Co-ordinators in regard to all matters with the set up of the fields and goal posts.
- Be part of a roster system to co-ordinate SSF games on Saturday mornings.
- Carry out grading assessments of teams during the season.

**u) Delegates to SSFA....(Association Delegates)**

- Attend meetings of the SSFA or make suitable arrangements for the alternate delegate to attend.
- Act on the Associations behalf at such meetings
- When instructed by the Committee at General or Special General Meetings, to vote as directed by the Committee.

- Present a report of attended meetings at the following Committee Meeting.

## 8) Casual Vacancies

In the event of a casual vacancy occurring, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the 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 association
- c) Becomes an insolvent under administration within the meaning of the Companies Act (NSW).
- d) Resigns office by notice in writing given to the secretary
- e) Is removed from office under the constitutional rule 18.
- 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 all meetings of the committee held during a period of 6 months or 3 consecutive, whichever is the lesser without apology.

## 9) Sub-Committees

Delegation by committee to sub-committee....

- a) The Committee may by instrument in writing, delegate to one or more sub-committee (consisting of member or members of the Associations the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:-
  - a. this power of delegation; and
  - b. a function which is a duty imposed on the committee by the Act or by any other law.
- b) A function, the exercise of which has been delegated to a sub-committee under this rule, may while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- c) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function of the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- d) Notwithstanding any delegation under this rule, the Committee may continue to exercise any function delegated.
- e) Any act or thing done or suffered by a sub-committee acting in the exercise of delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee.
- f) The Committee may by instrument in writing, revoke wholly or in part any delegation under this rule.
- g) A sub-committee may meet and adjourn as it thinks proper.

### 9a) Sub-Committees of CJFC....

- i. Social Committee
- ii. Grading Committee

**The Social Committee**, the structure of which may be decided by the Committee, may be formed for the purpose of assisting the Association in raising funds and social activities.

- a)...The Social Committee may affiliate with any such other auxiliary association as may be deemed fit at an Annual General Meeting, General Meeting or Special General Meeting of the Association.
- b)... The Social Committee shall operate under the guidance and control of the Committee of the Association.
- c)...The Social Committee shall make no expenditure except for the legitimate purpose of the operation of the Association.
- d)...All assets including money and property held by the Social Committee shall remain at all times the property of the Association.
- e)...All profits made by the Social Committee shall be paid to the Association each year before the Annual General Meeting of the Association in such time as to be able to be included in the balance sheet of the Association.
- f)...Proper books of account should be kept of income and expenditure of the Social Committee.
- g)...The accounts of the Social Committee shall be audited annually by the auditors of the Association and the audited statement of income and expenditure and balance sheet shall be presented each year to the Annual General Meeting of the Association.

The books of account and all funds and property held by the Social Committee shall be handed to the Treasurer of the Association immediately at any time or upon dissolution of the Social Committee.

#### ii...**Grading Committee....**

##### **Aims...**

The aims and objectives of the Grading Committee shall be the general improvement of football played by the Association and the teaching, guiding and counselling of all players in all teams in the arts and skills of soccer football and the physical fitness, courage, loyalty, leadership, team spirit, club spirit and sportsmanship traditionally involved with sport.

##### **Responsibility...**

- a) The Grading Committee shall at all times be responsible to and under the control and direction of the Management Committee.
- b) All minutes of meetings, discussions, directions and actions shall be reported to the Management Committee for ratification.
- c) The Grading Committee shall have no power to expend funds of the Association, but shall make all requests for expenditure of funds to the Management Committee.
- d) The Grading Committee shall at no time make a direct approach to a General Meeting or an Annual General Meeting, but shall make all appeals through the Management Committee.

##### **Grading Committee Meetings...**

- a) Meetings of the Grading Committee may be held as necessary.
- b) Minutes shall be kept of all meetings.
- c) A quorum of any meeting of the Grading Committee shall be four, but the President, Secretary or Senior Coach shall be empowered individually to make decisions (not policy making decisions) affecting the fielding of a player or a team and the playing of a match, so long as that decision is made known to the members of the Grading Committee and the Management Committee in due course.

- d) The Director of Coaching may from time to time call meetings and have open discussions with all coaches.

## PART 5 MEETINGS

### a) Committee Meetings

- 1) The Committee shall meet at least three times in each period of 12 months, at such place and time as the Committee may determine.
- 2) Additional meetings of the Committee may be convened by the Secretary, the President or by two (2) Office Bearers.
- 3) Oral or written notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least 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 the meeting.
- 4) Notice of a meeting, given under clause 3 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 and unanimously agree to treat as urgent business.
- 5) Any 2 office bearers and 3 members of the committee constitute a **quorum** for the transaction of the business of a meeting of the Committee.
- 6) 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, a quorum is not present, the meeting stands adjourned to the same place at the same hour of the same day in the following week.
- 7) If at the adjourned meeting, a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- 8) At a meeting of the Committee,
  - a. The President, or in the President's absence, the Vice President shall preside; or
  - b. if the President and Vice President are absent or unwilling to act such, one of the remaining members of the committee as may be chosen by the members present at the meeting, shall preside.
- 9) Voting can be carried out by either a show of hands or by secret ballot if so requested. A simple majority, will determine the outcome. If in the case of a split decision, then the chairperson shall have a second and deciding vote.

### b) Annual General Meetings

- 1) With the exception of the first Annual General Meeting of the Association, the Association shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Association, convene an Annual General Meeting of it's members.
- 2) The Association shall hold it's first Annual General Meeting:-
  - a. within the period of 18 months after it's incorporation under the Act and
  - b. within the period of 2 months after the expiration of the first financial year of the Association.
- 3) Clauses 1 and 2 have effect, subject to any extension or permission granted by the Director General or prescribed by the regulator.
- 4) The Annual General Meeting of the Association shall subject to the Act and to clause 23, be convened on such date and at such place and time as the Committee thinks fit.
- 5) The business of an Annual General Meeting shall include:-
  - a. To confirm the minutes of the last or preceding Annual General Meeting and of any Special General Meeting held since that meeting.
  - b. To receive from the Committee reports upon the activities of the Association during the last preceding financial year.
  - c. To elect office bearers of the Association and Committee members of the Association and
  - d. To receive and consider the Statement of Accounts which is required to be submitted to members, pursuant to the Act.
  - e. Discuss general business as specified in the AGM agenda

- 6) An Annual General Meeting shall be specified as such in the notice convening it. At least 2 weeks notice shall be given before convening an AGM.
- 7) The Annual general Meeting shall be held on a date to be advised each year. The officers elected at this meeting will take up their duties following the Annual General Meeting.
- 8) The **order of business** shall be as follows.
  - a. Apologies
  - b. Minutes of last AGM
  - c. President's annual report
  - d. Secretary's annual report.
  - e. Treasures report for the financial year ended 31st of December.
  - f. Auditors report
  - g. Any other reports
  - h. Nomination / awarding of Life Membership
  - i. Appointment of returning officer and scrutineers.
  - j. Election of officers to be conducted by the Returning Officer in the following order....
    - i. Office Bearers
      1. President
      2. Vice President
      3. Secretary
      4. Treasurer
      5. Registrar
      6. Director of Coaching
    - ii. Committee Members
      1. Assistant Secretary
      2. Assistant Treasurer
      3. Coaching Co-ordinators
      4. Canteen Manager
      5. Canteen Assistant
      6. Bar Manager
      7. Bar Assistant
      8. Uniform Officer
      9. Equipment Officer
      10. Publicity Officer
      11. Newsletter Publisher
      12. Saturday / Sunday Co-ordinators
      13. Match Sheet Preparation
      14. Social Committee
      15. Grading Committee
      16. Delegates to the SSJSFA
      17. BBQ Manager
  - k. Nominations for Patrons, (not less than 3),
    - l. Hon Solicitor,
    - m. Hon Auditor,
    - n. General Business

8) Voting for all vacant Committee positions is to be by secret ballot. If in the event of a tied result, a second ballot shall be called. If still no resolution, it shall be determined and approved if appropriate, that both people may act in the one position.

**c) Special General Meetings – calling of**

- 1) The Committee may, when ever it thinks fit, convene a Special General Meeting of the Association.
- 2) The Committee shall, on the requisition in writing of not less than 5% of the total number of members, convene a Special General Meeting of the Association.
- 3) Quorum for SGM shall be the same as for ordinary meetings, as per Part 5 / 5
- 4) A requisition of members for a Special General Meeting:-
  - 1) Must state the purpose or purposes of the meeting.
  - 2) Must be signed by the members making the requisitions.
  - 3) Must be lodged with the Secretary and
  - 4) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 5) If the Committee fails to convene a Special General Meeting to be held within one month after the date on which a 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 3 months after that date.
- 6) A Special General Meeting convened by a member or members as referred to in clause (5) shall be convened as early as practicable in the same manner as Special General Meetings are convened by the Committee and any members who thereby incurs expenses is entitled to be reimbursed by the Association for any expense so incurred.

**Note....**

- 1) Except where the nature of the business proposed to be dealt with at a Special General Meeting requires a special resolution of the Association, the Secretary shall at least 14 days before the date fixed for the Special General Meeting, cause to appear in the Association's news sheet or advertised as seen fit, a notice specifying the place date and time of the meeting and the subject of the business to be transacted at the meeting.
- 2) Where the nature of the business proposed to be dealt with at a Special General Meeting requires a special resolution of the Association, the Secretary shall at least 21 days before the date fixed for the holding of the Special General Meeting, cause notice to be advertised in the manner provided in clause (1), specifying in addition to the matter required in clause (1) the intention to propose the resolution as a special resolution.
- 3) No business, other than that specified in the notice convening a Special General Meeting shall be transacted at the meeting except in the case of an Annual General Meeting, business that may be transacted acted, pursuant to rule 23(2).
- 4) A member desiring to bring any business before a Special General Meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a Special General Meeting given after receipt of the notice from the member.
- 5) No item of business shall be transacted at a Special General Meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 6) Fourteen members present in person (being members entitled under these rules to vote at a Special General Meeting), constitute a quorum for the transaction of the business at a Special General Meeting.
- 7) If within an hour after the appointed time of the commencement of a Special General Meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

- 8) If at the adjourned meeting a quorum is not present within half an hour after the appointed time by the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

**Presiding Member....**

- 1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each Special General Meeting of the Association.
- 2) If the President and the Vice-President are absent from a Special General Meeting or unwilling to act, the members shall elect one of their number to preside as Chairperson at the meeting.

**Adjournment....**

- 1) The Chairperson of a Special General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting may 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 took place.
- 2) Where a Special General Meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Association stating the place date and time of the meeting and the nature of the business to be transacted at the meeting.
- 3) Except as provided in clause 1 and 2, notice of an adjourned Special General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

**Making of decisions....**

- 1) A question arising at a Special General Meeting of the Association shall be determined on a show of hands and unless or on the declaration of a show of hands that 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 Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour or against that resolution.
- 2) At a Special General Meeting of the Association, a poll by secret ballot may be demanded by the Chairperson or by not less than 5 members present in person.
- 3) Where a poll is demanded at a Special General Meeting, the poll shall be taken:-
  - a. immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment or
  - b. in any other case in such manner and in such time before the close of the meeting as the Chairperson directs
  - c. and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

**Special Resolution....**

A Special Resolution may only be passed if:-

- 1) it is passed by a majority which comprises not less than three quarters of such members of the Association as being entitled under these rules so to do, vote in person or by proxy at a Special General Meeting of which not less than 21 days written notice specifying the intention to propose the resolutions as a Special Resolution was given in accordance with section 39 of the act

**Appointment of Proxies...**

- 1) Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 2) The notice appointing the proxy shall be in writing.



## **PART 6 VOTING**

### **AGM....**

#### **Nomination / Election of Members....**

- 1) Nomination of candidates for election as Office Bearers of the Association or as a member of the Committee:-
  - a. shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate, (which may be endorsed on the form of nomination) and
  - b. shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- 2) If there are insufficient written nominations to fill all vacancies on the Committee prior to the AGM, further nominations shall be received at the AGM from the floor..
- 3) If there are still insufficient nominations, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- 4) 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.
- 5) If the number of nominations exceeds the number of vacancies to be filled, a secret ballot shall be held.
- 6) The ballot for the election of Office Bearers and Committee Members, shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct. Voting shall be by secret ballot and the majority vote taken as the elected person. In the event of equal votes, a second ballot shall be conducted and if still no clear result, more than one person may fill the position at the discretion of the committee.
- 7) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election and elected at another association within the same discipline.

#### **Committee Meeting....**

- 1) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- 2) Each member present at the meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote, but , in the event in the equality of votes on any question, the person presiding may exercise a second or casting vote.
- 3) Voting shall be by a show of hands and a simple majority will determine the result.
- 4) Only Committee Members may vote at a regular committee meeting
- 5) Subject to Part 6 /5 the Committee may act, for and on behalf of any vacancy on the Committee.
- 6) Any act or thing done or suffered or purported to have been done or suffered by the Committee or sub-committee appointed by the Committee, is valid and effectual, not withstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

#### **Special General Meetings.**

- 1) Upon any question arising at a Special General Meeting of the Association, a member has one vote only.
- 2) All votes shall be given personally or by proxy, but no member may hold more than one proxy.
- 3) In the case of an equality of votes on a question at a Special General Meeting, the Chairperson of the meeting is entitled to cast a second and subsequently deciding vote.
- 4) A member or proxy is not entitled to vote at any Special General Meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

- 5) Voting may be by show of hands or secret ballot as determined appropriate by the Chairperson. All financial members are entitled to vote.
- 6) A majority of 75% is required to pass any special resolution at any special general meeting.

## **PART 7 INSURANCE**

- 1) The Association shall effect and maintain insurance pursuant to section 44 of the act.
- 2) In addition to the insurance required under clause 1, the Association may effect and maintain other insurance.

## **PART 8 FUNDS**

### **Source....**

- 1) a) The funds of the Association shall be derived from entrance fees and annual subscriptions of members, donations and subject to any resolution passed by the Association in a Special General Meeting, such other sources as the Committee determines.  
  
b) All money received by the Association shall be deposited as soon as possible and without deduction to the credit of the Association's bank account.  
  
c) The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.  
  
d) Raffles, members draw or any other such fundraising activity are permitted without Dept of Fair Trading notification providing total prize value does not exceed \$25,000 or if alcohol, cannot exceed 20 litres per prize.

### **Management....**

- 1) Subject to any resolution passed by the Association in Special General Meetings, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the Committee determines.
- 2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments, shall be signed by any two members of the Association being members or employees authorised to do so by the Committee. See Part 14 / 2.

## **PART 9 ALTERATION OF OBJECTS AND RULES**

The statement of objects and these rules may be altered, rescinded or added to only by a Special Resolution of the Association.

## **PART 10 OFFICIAL ADDRESS**

The official address of the association is....

Jannali Oval 142 – 146 Sutherland Road Jannali NSW 2226

or....PO Box 161 Jannali NSW 2226

## **PART 11 THE BOOKS**

### **Custody....**

All records of membership and committee names shall be stored at the association address.

Except as other wise provided by these rules, the Public Officer (Secretary) shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association operation and meetings.

### **Inspection of the books etc....**

The records, books and other documents of the Association, shall be opened to inspection free of charge, by a member of the Association at any reasonable hour.

This shall include ....

- i) records, books and other financial documents of the association.
- j) this constitution
- k) minutes of all committee meetings

A member of the association may obtain a copy of any document referred to in a,b,c on payment of a fee of not more than \$1 per page.

## **PART 12 SERVICE OF NOTICES**

- 1) For the purpose of this constitution, a notice may be served on or given to a person:
  - a) by delivering it personally,
  - b) by sending it by pre paid post to the members address
  - c) by facsimile or by email, if that address is given by the member.
    - i)Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purpose of these rules, to have been served on the person at the time at which the letter would have been delivered on the ordinary course or post.
    - ii)In the case of a notice sent by facsimile or email, notification is deemed to have been sent if the machine from which the transmission was sent produces a report indicating that the notice was sent.

## **PART 13 CHANGE OF NAME**

An application to the Director General is required for registration of a change in the associations name. Objects or constitutional changes in accordance with section 10 of the Act are to be made by the public officer.

## **PART 14 FINANCIAL YEAR**

The financial year of the association is:-

- a) the period of time, commencing on the date set by the association as the start of the financial year and ending a period of 12 months later.
- b) the actual date for the start and finish of the financial year of the association may be determined as most appropriate to the needs of the association business.

## **PART 15 BY LAWS**

### **1) General....**

- a. The Association may from time to time make by-laws not inconsistent with these rules, the Act or Regulation for the purpose of promoting and governing the sports of soccer and netball within the Association.
- b. The Association by simple majority at a Special General Meeting or Annual General Meeting may add, delete, rescind or try in any way alter these by-laws.
- c. Wherever the term Association or Club is used, it refers to Como West Jannali Sports Club Inc.
- d. Wherever the term S.S.F.A. is used, it refers to the Sutherland Shire Football Association.
- e. Where the term N.S.W.F.A. is used, it refers to the New South Wales Football Association.
- f. Copies of the Association by-laws should be displayed in a prominent position at the Association's meeting point.
- g. Copies of the Association's by-laws should be made available to all members on request.
- h. The Junior Presentation Picnic is not to be held in school holidays

### **2) Registration....**

Registrations shall take place on a date or dates set by the Committee each year. Club membership forms are a registered form under the Associations Incorporation Act and any amendment should be seriously considered before being carried out. There are two registration numbers, one for incorporation purposes and the other for insurance purposes.

Registrations shall be taken and teams selected from these players with regard to the fact that players may go through a grading procedure.

### **3) Registration Transfers....**

Registered players wishing to transfer to another Club within the SSFA, after having been placed on the Team Sheet for CJFC may not have their full registration amount refunded.

If a player decides not to continue playing after inclusion on the Team Sheet, only the CJFC component of that fee may be refunded. The SSFA costs are not refundable.

### **4) Registration / Match Fees....**

If any family has financial difficulties in paying of Registration / Match fees, the waiving of or discounting can be negotiated and all details will be kept confidential.

Should any team wish to enter any organised gala day or knockout competition, permission must be obtained from the CJFC Committee. The Club shall pay the entry fee for ONE such occasion per team per year only and this will only apply to such competitions organised within the Sutherland Shire. Any Team wishing to enter more than one competition or one external to the Sutherland district, should be aware that they (players, parents, Coach and Manager) are liable for the costs involved. Application can still however be made to the Management Committee for financial support consideration. Any prize money obtained from any such competition should have the entry fee deducted and the Club reimbursed.

### **5) Discounts....**

Discounts for Playing Service comes into effect the year after the playing year has been completed. eg: for 10 years service, the discount applies at the commencement of the 11<sup>th</sup> year. The same applies for all other discount periods,

Discounts will be for exceeding 10 years, 15 years, 20 years, 25 years and 30 years and will be calculated at \$1 discount for each year's service. 11, 12, 13 year discounts for example will all be calculated at the 10 year discount rate as will all other respective year discounts. Players reaching then exceeding 35 years will be given free registration from the 36<sup>th</sup> year on.

Family Discount will apply to the third and subsequent playing member of any family, living at the same address and registering at the same time. This discount will be \$40 per player and will be given after application to the Committee.

Active Committee members will be given a \$40 discount on Registration fees at the discretion of the Committee.

### **6) Fines / Fees....**

Any fines or fees incurred by any player for incorrect uniform shall be passed through the Manager of that team to the individual player concerned for payment to the Club.

When any CJFC Team forfeits any game, the fine / fee imposed by SSFA shall be passed on to that team. In special circumstances the Management Committee is empowered to waive the payment of any fine / fee as deemed appropriate.

## **7) Payments....**

The Club shall pay 50% of the Secretaries telephone bill.

Players in a team should be encouraged to contact the manager or coach regarding matches, however where special circumstances exist, the Club will consider any reasonable request from a team coach or manager for reimbursement of telephone charges or expenses.

The Club shall pay the personal membership for Delegates to the Association.

Any Dinner where CJFC is to be represented, the Club shall pay the costs of Club Representatives attending such, eg the SSFA Presentation Dinners etc.

## **8) On Field Policies....**

Each player up to and including the age of 16 years is to play equal number of games and time on the field, throughout the season, not including the final round, semi final, final and grand final, if applicable, when the Coach in these games may select the side of his or her choice. The highest grade team in each age group from under 12 may apply in writing to the Football Committee for an exemption to this policy.

It should also be noted that players registered in any team must be given playing time preference over any borrowed player.

## **9) Coaching Courses....**

The CJFC will pay, after approval by the Committee, all costs associated with the training of CJFC Coaches.

## **10) Awards and Playing Service....**

a) Players who have played for the CJFC for 10 years, with or without interruption and including any representative service, will receive a badge and a discount on playing fees of \$10.00.

Players who have played for the CJFC for 15 cumulative years, conditions as stated above will received a badge and a discount on playing fees of \$15.00.

Players who have played for the Club for 20 years as above will receive a badge, a Pewter Mug suitably engraved and a discount of \$20.00 on playing fees.

Players who have played for the Club for 25 years as above will receive a badge, an engraved Silver Tray and a discount of \$25.00 on playing fees.

Players who have played for the Club for 30 years will receive a badge, a Mantle Clock and a discount of \$30.00 on playing fees.

Players who have played for 35 and 40 years will each receive a badge, a gift as deemed appropriate by the Committee at the time and will pay no playing fees.

These discounts can be reviewed, varied as deemed appropriate and depending on the Club's financial status at the time of fee setting.

Extra or adhoc awards or presentations may be determined and presented at the discretion of the Committee.

SSFA Merit Awards to be determined and nominated by the CJFC Executive

b) Coaches and managers who have been active for five (5) or more years shall receive an award. Value to be determined by The Committee at the time.

5 year coaching or managing service will be presented with a pen.

10 year coaching or managing will receive a compendium / coaching folder.

15 years or more coaching or managing service will receive an award in line with the playing service awards.

### **11) Presentations Awards and Trophies....**

A Junior Player of the Year Award will be presented and comprise of an individual trophy and will be presented to a player in each team, up to and including under 18, This will be the player considered to be the most deserving of an award as determined by the team Coach.

The Club will purchase trophies for the competition teams who make the semi finals and finals or are winners, runners up and or minor premiers to supplement the SSFA awards for teams under 18 and below. Teams 21 and above will only receive trophies for being premiers, minor premiers or runners up. The trophies should range in size according to merit Any extra trophy or award overlooked by the SSFA will be purchased by the Club.

All “junior” players (under 6 – 14 teams) shall receive an individual “participation” trophy. Players in teams 15 and over will receive an end of year gift however only if the individuals attend the presentation function. Note...the winner of the Coaches Player of the year award will not receive a “Participation” trophy as well.

The Presentation functions shall be divided into three functions, all members are welcome to attend each however primarily there will be a function for the under 6 to under 14, under 15 to under 18 and under 21 to all age. All members who attend the “senior” function shall receive a gift as deemed appropriate by the Committee at the time.

Coaches, Managers, players and Committee members may be subsidised at the Senior Presentation Dinner at the Committee’s discretion.

Sponsors, advertisers, supporters and patrons may be invited to attend both the Junior Picnic and Senior Presentation Dinner at no cost.

### **12) Perpetual Awards....**

Max Green Trophy to be presented to the most successful team, criteria being Premier, Minor Premier, most wins, least losses, highest grade, younger side. Coach and team recorded on perpetual.

Farr Wharton Trophy, presented to the most improved under 11 player(s) as determined by the Director of Coaching. Individual trophy presented.

Goal Keeper of the Year Trophy, presented to the most successful male and female goal keeper for under 11 to under 18 and under 21 to all age competitions. (4 in total). Determined by Director of Coaching and an individual trophy presented.

DUFFS Shield, Coach of the Year, presented to most improved Junior side Coach as determined by the Director of Coaching. Coach’s name on perpetual.

DUFFS Shield, Junior Player of the Year (under 18), presented to junior player (male and female) of the year as determined by the Director of Coaching. Names on perpetual and an individual trophy.



Telstra Trophy, presented to the senior player (over 18) (male and female) of the year as determined by Director of Coaching. Recipients name on perpetual and to receive a pewter or similar.

Mark Smith trophy, presented to a member who has contributed outstanding service to the Club, as determined by the Committee. Name on perpetual only.

### **13) News Letter / Match Reports....**

Any match report to be printed in the Newsletter (Sideline) shall not name or criticise any referee.

Reports submitted for printing in the Sideline should be fair and impartial.

The Editor has the power to censor and or delete any report deemed to be unsuitable or contain derogatory comments.

### **14) Sponsorship....**

All sponsorship must have Club approval.

Should any Team canvas and receive financial sponsorship, then 10% of that sponsorship shall be donated to the Club.

A free advertisement may be placed in the News Letter to cover ongoing donations etc.

### **15) Apparel....**

Any team wishing to purchase any apparel, whether that be training shirts, track suits etc, must seek Committee approval prior to doing so. Any apparel must be in our correct and approved colours and have the correct Club logo.

### **16) Fields....**

Spectators are only permitted between the fields when each field is appropriately roped off in accordance with SSFA regulations.

All Team Managers or Coaches must apply for a training time allocation to the Club Secretary.

Teams to train one night / day only, from Tuesday to Thursday. If a second session requested then Monday or Friday can be requested.

**17) Referees....**

All volunteer or Club referees, meeting Committee requirements may be paid in accordance with the appropriate age group fees.

Minimum age for Roo Ball referees is 13 years.

Refreshments are to be made available to any referee. On Saturday mornings, a free sausage sandwich will be offered to the SSF Referees.

**18) Restrictions....**

No children under 16 are allowed in the canteen.

No chairs or bicycles to be taken between fields even when roped off.

All keys should be registered and issue restricted to essential minimum.

**19) Duty....**

Management and Social Committee members to do ground and canteen duty the first Saturday and Sunday of the competition.

**20) Members Draw....**

Member's Draw Guidelines

Each Sunday night during the Football season, a members draw may take place.

The actual time of the draw will be determined on the night.

The amount of the draw shall be \$500 unless another sum is decided upon at the time, depending on circumstances.

The member must be present on site at the time of the draw.

An additional draw(s) may be initiated should exceptional circumstances be determined providing this is supported by a majority of members present.

The members number and name shall be confirmed and notified in the next week's newsletter.

Should the member be under 18 years of age then the parent or guardian of that member can claim the prize, providing the parent or guardian is in attendance at the time of the draw.

**21) Uniforms....(Club Owned Shirts)**

In accordance with the bylaws of the CJFC, each player in the Club shall be issued with, by the Manager of his or her team, a Club playing shirt, prior to the commencement of each competition or other organised game of soccer. The Team Manager is therefore considered responsible for the care and security of the match shirts.

It is the responsibility of the Manager to ensure each player returns his or her shirt to the team Manager immediately at the completion of each game. This is necessary for the orderly laundering and to ensure that there is a complete set of shirts for the next competition or other organised such game.

Upon completion of the last competition or organised game, each player must ensure that his or her shirt allocated for such game is returned immediately to the Manager. The shirts gathered shall be washed and in the originally supplied bag, as soon as possible returned to the Uniform Officer of the Club. The Manager must not retain any shirts after the season has concluded.

In the event of the non return of any shirt, the Club reserves the right to hold that player responsible for the reimbursement of the cost of a replacement shirt.

Individual players are not to be given any shirt to take away from the group. The shirts are to be returned in good condition to the Uniform Officer as soon as possible at the end of the season.

The Club will provide new socks with every registration. This policy to be reviewed each year by the Committee.

Jackets will be subsidised.

A suitably embroidered jacket shall be presented to any recipient of Life Membership.

## **22) Alternate Strip....**

The Club's Alternate strips may only be used with the permission of the Management Committee / uniform Officer and must be returned by the Wednesday of the week immediately following the match and must be washed and in the bag supplied. Should any shirt be lost a fine of \$50 may be imposed on the team if the player cannot be identified.

## **23) Bank Authority....**

All cheques issued by the Association, shall be signed by any two of the following ....President, Vice President, Secretary or Treasurer.

## **25) Affiliations....(football)....**

Affiliation shall be made each year to the SSFA and through them to the NSWFA and the competition rules of those bodies shall be binding upon this Association.  
No other affiliations shall be made.

## **26) Eligibility to play....**

- a) No player under the age of 18 will be permitted to play for the Association until at least one parent or guardian is a member of the Association.
- b) No player 18 years or older shall be eligible to play until he or she is a member of the Association.
- c) Association policy is "for a player to compete in the S.S.J.S.F.A. or S.S.N.A. competitions, all players must be registered and financial members of our Association". No players will be allowed to compete until registration fees have been paid. The Secretary and President, in cases of extenuating circumstances, may waive Registration Fees. Their decision shall be ratified at the next Management Committee Meeting, however details shall remain confidential between them and the player or parent / guardian.

### **27) Registration of Players....**

- a) Registration of players shall be conducted at the beginning of the season on such dates set by the Management Committee and shall continue as required.
- b) Registrations shall only be accepted on the SSJSFA and SSNA form or card and proof of age as required by them must accompany the same.
- e) It shall be the responsibility of the Secretary to advise the Registrar when the division registrations must close, after consultation with the Grading Committee of the soccer and the delegated representative(s) from netball.
- d) If the Management Committee feel that a decision by the Grading Committee in this regard is not in the best interests of the Association, they may over-rule same at a properly convened meeting of the Management Committee.

### **28) Grading....(Football)**

- a) At a date to be set each year by the Management Committee, the team grading lists shall be handed in to the Secretary by the Grading Committee.
- b) Players shall be graded each season by the Grading Committee or by the Management Committee where it is deemed necessary to reach a solution to any difference of opinion.
- c) No player shall be selected in any age group other than the minimum age group in which he or she is eligible without the permission of the Grading Committee.
- d) Grading at all times shall be done under the SSFA competition rules.
- e) Association teams shall be graded "A", "B", "C", etc as required and shall be selected in order of capability, irrespective of anticipated SSFA grading.
- f) Any disputes regarding grading should be carried out in the prescribed manner, through the Secretary.
- g) Should any team be reduced to under a full compliment of players, the Grading Committee may regrade players from other teams to fill the vacancies. Maintenance of team capability in higher grades to be given preference.

### **29) Grading Policy....**

Grading of the teams and players is undertaken each year by the grading committee which reports and makes recommendations on individual players grading, the make up of each team and the recommended grade requested of the SSFA for that team, to the Coaching Co-ordinators and the Director of Coaching at the commencement of each season.

All junior players registered with the club at the commencement of the season are requested to attend grading trials, conducted to assess and grade those players and compare that information with the previous season's grading assessments. The coaching co-ordinators, grading committee members and the director of coaching also attend a number of matches throughout the season observing teams and players.

Grading of the players and teams is a fair process with many experienced persons conducting the grading trials, with discussions over teams strongly debated based on positional and playing strengths and ability, with friendship considered.

Friendship groups are important, however club policy is for all players to have the best opportunity to enjoy their football at a level that best suits their ability. It will always be attempted to have “like” ability players placed together and to aim for the best team possible.

Players previous coaches are consulted over grading and in addition, grading sheets are requested from the coaches at the end of each season, providing the grading committee with an assessment of each players skills and playing ability.

Any dispute or disagreement with an individuals grading should be represented to the Director of Coaching directly or through the Secretary of the club, in writing.

### **30) Selection of Coaches and Managers....**

Coaches shall be selected each season by the Grading Committee, taking into account previous service, qualifications and ability. All Coaches so nominated by the Grading Committee shall be ratified at the next Management Committee Meeting. The appointed Coach shall nominate his or her proposed Manager to the Secretary for ratification by the next Management Committee Meeting. All coaches and managers must be members of the Como Jannali FC Inc.

### **31) Team Training....**

Team training periods will be allocated by the Secretary, in consultation with the Director of Coaching. Applications in writing must be registered with the Secretary and approved before training dates and times may be assumed. At no time may teams be trained or coached in competition goalmouths, except in organised matches approved by the Management and Grading Committees. Penalty for a breach will be decided by the Grading Committee.

### **32) Equal Games for Players....**

Association policy states that “all players up to and including under 16 years, shall play equal number of games throughout the season, up to the final round, when available. The best possible team will be selected for the semi-finals, finals and grand final, as policy. There is an exception for the top team in each age group, from under 12 up. The Coach may approach the Director of Coaching in writing to have this policy waived for a set number of games”.

### **33) Play in Higher Division....**

Coaches and managers are requested to familiarise themselves with the SSFA rules covering substitution of players. For this reason, coaches wishing to “borrow” players should not ask the player to “help out”, but should first seek approval with the borrowed player’s own coach or manager and in the case of dispute, refer to the Director of Coaching or Secretary for a decision

### **34) Complaints and disputes....**

Complaints of any nature must be put in writing and given to the Association Secretary with the complainant name and address, before reference to the appropriate committee of the Association will be made.

**35) Club Policies....**

Club Policies are the “local rules” pertaining to the local operation of the Club only. They are specific to every day issues and need to be flexible in the requirement to change with the conditions of the time. The Management Committee may make proposals for the changing of the Club Policies as deemed necessary. These can be proposed and ratified at any Committee Meeting providing a full quorum is in attendance. These policies even though considered part of the Constitution will be also as a separate document to the Constitution and shall have the capability of being upgraded regularly.

## **PART 16 WET WEATHER**

In the event of wet weather, the coach or manager only is to telephone the Secretary (CJFC) or the Club phone number, where an answering machine will have the information about possible cancellations. Players or parents are to call either their team coach or manager, not the Club Secretary. If in doubt as to whether games have been cancelled or not, players should turn up. It is not a case of one field out, all out, individual fields can still be playable.

## **PART 17 GROUND CONTROL, CANTEEN DUTY AND BBQ**

The Management Committee may roster a team or teams to carry out ground control, canteen and BBQ duties as deemed necessary throughout the season. It is the responsibility of all parents and players to ensure that these functions are adequately staffed during the whole day. Due to insurance requirements, children under the age of 16 are not permitted in the canteen of ground control office areas.

At all times during match days, a committee person will be available to consult regarding rules, procedures and general information.

## **PART 18 JANNALI OVAL CLUBHOUSE MANAGEMENT**

The following shall apply to the administration and allocation of use of the Jannali Oval Clubhouse. These rules are to be administered by the Association Executive of the Management Committee

The senior Executive ( ie. President, Vice-President and Secretary) will be responsible to the Management Committee for the allocation of use of the Clubhouse, for the overall benefit of the CWJSC Inc, not necessarily being for the sole purpose of raising money and shall operate within the confines of the rules outlined hereunder or as directed from time to time by the Management Committee.

The Association Secretary will act as the hiring officer to co-ordinate the hiring of the hall and to collect all fees.

- 1) The Management Committee has the sole right to waive any rule contained herein or impose additional rules as it sees fit from time to time.
- 2) Notwithstanding anything contained herein the clubhouse shall not be used by any person for any purpose contrary to that approved by the management Committee or it's appointed representatives.
- 3) Letting arrangements....  
The following types of arrangements shall be permitted....
  - a. Use by Management Committee or sub committees as required, except where such use is in conflict with previously approved agreements.

- b. For training purposes.
  - i. For use by registered teams of the CJFC Inc to conduct training other than with the use of any ball or any other equipment that may cause damage to the premises. NOTE....This arrangement is to only apply after approval of the Committee. Due to the number of teams, every effort should be made to ensure that each team receives an equal opportunity to avail themselves of the clubhouse for this purpose if required.
  - ii. For use of the Grading Committee or team coaches to conduct training sessions or demonstrations by use of visual aid equipment. NOTE....It is anticipated that this type of use would be prearranged with or by the Grading Committee.
  - iii. For social activities for registered teams. The use will be permitted as required if not in conflict with the interest of the CJFC Inc, or contrary to any previously approved agreements. NOTE....Although there is no leasing charges for this type of use, a cleaning fee at the time may be charged subject to the usual conditions.

The CJFC Committee shall approve all letting of the Clubhouse and such approval shall only be given if it is in the best interests of the CJFC Inc. and does not conflict with any previously approved agreement. The Clubhouse shall not be let to any person for a “party” if that person is not associated with the CJFC Inc. and at any function at all times, a committee representative shall be in attendance.

#### **4) General Use....**

The clubhouse may be opened on any day for the purpose of approved activities or for the comfort of players or visitors only when no other person has approval for exclusive use of the clubhouse.

The co-ordinator appointed for Saturday or Sunday, may at their discretion open the clubhouse for general use on Saturday or Sunday if no other person has approval for exclusive use of the clubhouse.

#### **5) Expenditure....**

The Committee shall have the authority to approve payment of monies for the purpose of maintaining the clubhouse in a clean condition or improving the facility.

Income derived from the clubhouse is primarily to be used to provide improved facilities at the clubhouse as required from time to time or for future planned needs of the clubhouse or it's facilities.

The Association Treasurer shall maintain a true and accurate record, separate of the regular Association income. Such records are to be made available to the Management Committee as required for audit purposes.

#### **6) Key Deposit....**

Bookings shall lodge a \$50 key deposit which shall be refunded at the discretion of the Executive.

The purpose of the key deposit is to ensure that the key is returned, the deposit will only be refunded if the clubhouse is left in a clean manner and no damage has been caused to the clubhouse, it's facilities or amenities. All damages shall be paid for by the hirer.

The amount of refund is dependant upon the cost incurred for cleaning, replacement or repair of damages.

Payment for hiring shall be made at the time of booking and a formal receipt issued.



## PART 19 REMUNERATION

Remuneration, shall be available for the reimbursement of out of pocket expenses incurred in carrying out the duties associated with the everyday running of the Association's objectives. Any amount must be approved prior to reimbursement by an executive member.

Remuneration may also at the discretion and direction of the committee be paid for services carried out by persons not necessarily involved with the club other than actually carrying out specific functions, ie cleaning or providing a service.

## PART 20 INTERPRETATION (DEFINITIONS)

1....In these rules, except in so far as the context or subject matter otherwise indicates or requires:-

**"President"** means the Director of the association in regards to all activities, services, technology and administration.

**"Committee member"** means a member of the Committee who is not an Office Bearer of the Association as referred to in Part

**"Secretary"** means -

(a) the person holding office under these rules as Secretary of the Association and means any person appointed to perform the duties of Secretary of the Association and includes an assistant or any person appointed to act as such temporarily; or

(b) where no such person holds the Public Officer role of the association, the secretary shall assume that role.;

**"Special General Meeting"** means a general meeting of the Association other than an Annual General Meeting;

**"The Act"** means the Association Incorporation Act, 2009;

**"The Regulation"** means the Association, Incorporation Regulation 2010.

**"The association"** means the members who make up Como Jannali FC Inc.

**"Meeting of members"** means a meeting of members duly called and constituted in accordance with this Constitution.

**"Member"** means any person entered in the Register as a member for the time being of the Como Jannali FC.

**"Register"** means the register of members kept under the Law.

**"Executive"** means the Office Bearers as defined in Part 4

**"Financial Year"** means the period chosen for the association's financial reporting.

**"Full Member"** means any person who has fulfilled the requirements for membership of the Association and has full voting rights at any meeting.

**"Time to time"** means at any time or at any regular or irregular time frames.

**"GA"** means the governing authority of the sport, can be SSFA, FNSW or other sports equivalent.

**"SSFA"** means Sutherland Shire Football Association.

**"FNSW"** means Football New South Wales.

**"SSNA"** means Sutherland Shire Netball Association.

**"NSWNA"** means New South Wales Netball Association..

2....In these rules -

A reference to a function includes a reference to a power, authority and duty.

3...The provisions of the Interpretation Act, 1897, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## **PART 21 ATTACHMENTS**

1. Code of Conduct
2. Portable Goals Posts
3. Child Protection

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## PART 23 ENDORSEMENT

Club formed 1956

Original Constitution 1965,

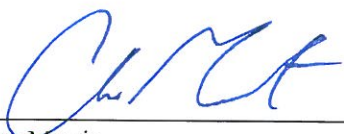
Revised 1968, 74, 79 & 80

Revised for Association Incorporation requirements 1986,

Revised 2005 to accommodate name change to Como West Jannali Junior Sports Club Inc

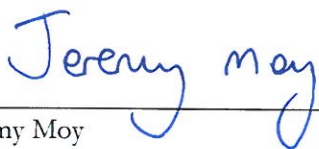
Revised 2011 to meet new standards by Dept of Fair Trading.

Revised 2016 to accommodate name change to Como Jannali FC Incorporated and change to Committee Meeting quorum.



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Christopher Martin  
President



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Jeremy Moy  
Treasurer