

Kellyville Soccer Club Inc By-Laws

Amended October 2006

(to be read in conjunction with the Model Rules for Incorporated Associations (FT119) and the By-Laws of the Association/s with which the Club is affiliated.)

1. These By-Laws

- a) These by-laws supplement the Model Rules for Incorporated Associations (FT119) under which the Club operates and in the event of any conflict between the two, these By-Laws prevail to the extent of such conflict.
- b) All members of the Club will be governed by these By-Laws, which may be altered at a Special General Meeting or Annual General Meeting.
- c) These By-Laws may be changed at a Management Committee Meeting where it can be shown that:
 - i. These By-Laws prevent the Club complying with the Law.
 - ii. These By-Laws prevent the Club effectively participating in the competitions of the Club's affiliated association/s.
 - iii. These By-Laws prevent the normal running of the Club.
- d) Where these By-Laws are changed by the Management Committee under clause 1c) all such changes must be presented to the next Special General Meeting or Annual General Meeting for ratification.

2. Aims and Objects

- a) The Club will encourage and promote the playing of Soccer Football in its area with emphasis on sporting conduct.

3. Affiliation

- b) The Club will affiliate with the Granville and District Soccer Football Association or such body deemed by the committee to be more appropriate to the benefit of members of the Club.

4. Membership

- a) The membership year will run from January 1 until December 31. Members must re-register each year to have their membership of the Club renewed; otherwise their membership will cease.
- b) Parents/Guardians of children up to the age of 18 automatically become members through their children's registration. Membership of the Club will be open to all persons interested in playing or promoting the game of Soccer providing that they are Financial Members of the Kellyville Soccer Club as defined in the Model Rules for Incorporated Associations (FT119).

- c) A Club membership fee will be charged for a member to be a financial member of the Club. This fee will not be refundable once the player has been registered with the affiliated association/s unless the Management Committee deems there are special circumstances that warrant a refund. Any refund will exclude the retail value of any equipment not returned in original condition and a fee as determined by the Management Committee.
- d) The Management Committee may reduce at its sole discretion alter membership fees for members who are demonstrably financially disadvantaged.
- e) Financial members are entitled to vote on all matters at Annual, Special and General Meetings.
- f) Only members over the age of eighteen (18) will be considered full members and when financial entitled to speak to motions and vote at all General Meetings.
- g) Any member who is thought to have broken any By-Law or thought to have shown dissension from a ruling of the Management Committee or its officers empowered to make rulings may be asked to appear before the P & D Committee to show just cause why his/her membership should not be suspended or cancelled.

5. Management Committee

- a) The Club will be controlled by an Executive Management Committee which will be comprised of:

- President
- Secretary
- Treasurer
- Vice President

The Secretary shall also fulfill the role of Public Officer.

(Known as the Executive)

- b) The members of the Management Committee will include the members elected to fill the following roles:

- Publicity Officer
- Equipment Officer
- Grounds Manager
- Registrar
- Recorder
- Delegates (2) to affiliated associations
- Competition Secretary
- Website Manager
- Minis Coordinator
- Ladies & Girls Coordinator
- Fundraising/Sponsorship Officer
- Canteen Supervisor
- Football Manager

From time to time a role maybe vacant at the discretion of the Executive.

(Hereinafter with the Executive will be known as the Management Committee)

- c) Where a Management Committee member does not renew their membership by the end of the membership year their position shall be declared vacant and filled as per the procedures for a casual Management Committee vacancy.
- d) **Quorum** A quorum will be comprised of 8 of the duly elected members of the Management Committee at all meetings called and must include at least 2 of the Executive. Any decision taken at a meeting at which a quorum is not present will not be binding on the Club and may be reflected at any future duly constituted Meeting.
- e) **Sub-committees** The Management Committee will form Sub-Committees of financial members to carry out any specific duties deemed necessary which will benefit the Club namely:
- Grounds Committee
 - Responsible for ensuring the fields are in a fit state for play at all competition games.
 - Fund Raising Committee
 - Responsible for raising funds through sponsorship, advertising, marketing, and social activities.
 - Canteen Committee
 - Responsible for stocking and running the canteen as a profitable entity.
 - Minis Committee
 - Responsible for Coordinating the U/6 and U/7 in house competitions and out participation in the Association U/8 competition.
 - Registration Committee
 - Responsible for organising the Club's registration activities.
 - Football Committee
 - Responsible for:
 - Organising grading activities.
 - Organising team coaches
 - Organising coaching development activities
 - Organising additional player development activities
 - Protests & Disputes Committee
 - Responsible for dealing with disputes within the Club.
 - Publicity Committee
 - Responsible for arranging publicity for the Club.
 - Social Committee
 - Responsible for organising Club social events.

Or any other Sub-Committee to carry out any specific duties deemed necessary that will benefit the Club.

6. The Duties and Functions of the Members of the Management Committee Executive

- a) **President:** The President shall chair all Meetings held by the Club and shall conduct such meetings in accordance with the By-Laws of the Club and the Model Rules for Incorporated Associations (FT119) and shall have the casting vote at all meetings. The President shall control the meetings in accordance with the rules of debate. The President will preside over all management positions and undertake any other duties and general running of the Club.

- b) **Secretary:** The Secretary shall attend to the general business of the Club, hold the official stamp, attend to the Club, prepare the Annual Report, record the business transacted at every meeting and any action taken by the Management Committee. Keep a record of attendance at all Meetings.
- c) **Treasurer:** The Treasurer shall receive all the Club monies giving relevant official receipts, have charge of the Club's cash books and produce the cash books at each Meeting, arrange for payment of all accounts passed for payment and signed by the President in accordance with the rules, prepare a financial statement for audit and submission to the Annual General Meeting and reconcile the Club's cash books. Arrange for payment from petty cash minor purchases of goods etc, authorised by the Club Executive. Set, in conjunction with the other members of the Executive, the registration fees.
- d) **Vice President:** In the absence of the President at any Meeting, the Vice President will be President. He/she will have a casting vote only when acting as President. He/she will assist the President in the general running of the Club.

The Vice President will be the primary arbitrator with matters involving Coaches, Managers, Players and Parents. If a satisfactory solution is not available the matter is to be referred to the P & D Committee.

If in the opinion of the Vice President an individual is unsuitable to perform the function of Coach or Manager the matter to be resolved by him/her, subject to confirmation of the next Management Committee Meeting.

7. The Duties and Functions of the Members of the Management Committee

- a) **Publicity Officer:** The Publicity Officer shall be responsible for seeing that the Club's activities are publicised adequately, both in the Club's Newsletter and in the local media. He/she shall sit on the Club's Publicity Committee and assist in the production of the Newsletter and any other Club publicity. He/she will also sit on the Club's Social Committee.
- b) **Equipment Officer:** The Equipment Officer shall be responsible for holding, handling and keeping in good order all equipment used by the Club. Arrange to purchase any equipment deemed necessary by the Management Committee, and through petty cash arrange the purchase of smaller items. He/she will arrange for the signing in and out of all equipment and be responsible for organising end of season Trophies. The Equipment Officer may appoint assistants as required.
- c) **Grounds Manager:** the Grounds Manager shall be responsible for the maintenance of the Club's Grounds. He/she shall arrange working bees as required and is permitted to appoint assistants as required.
- d) **Registrar:** The Registrar shall be responsible for registration of players and teams in accordance with the requirements of the Association/s. He/she shall keep all data necessary for registrations and Club awards or trophies and be responsible for the organisation of the Annual Registration Days. The Registrar shall be responsible to keep the players register database up to date each year and maintain the Club's historical record of membership. The Registrar is to ensure that no players are registered until all fees are paid to the Club, and that players who have not paid their

full registration fees are not graded into any team and do not play in any official fixtures. The Registrar may appoint assistants as required.

The Registrar will act as the Club's child protection officer and execute those responsibilities as required by law and under the rules of the Associations with which the Club is affiliated.

- e) **Recorder:** The Recorder shall be responsible for keeping an up-to-date record of all teams and competitive positions, keeping managers, coaches and the Management Committee advised. He/she shall collect and lodge match results with the relevant Association/s and check results and competition tables against notified Association/s results. He/she shall work in close liaison with the Publicity Officer so that the Club's performances may be advertised.
- f) **Delegates (2) to Affiliated Associations:** The Delegates will attend all meetings called by the Associations the Club is affiliated with and carry to these meetings the instructions of the Club. They will note and report back to the Club at Management Committee and General Meetings any resolutions, amendments or any information, which could affect the Club. They will report to the Club's Secretary urgent action for the efficient running of the Club.
- g) **Competition Secretary:** The Competition Secretary shall ensure all teams are advised of their draw and of any changes to the draw and shall ensure teams are entered in appropriate knockout and other competitions.
- h) **Website Manager:** The Website Manager will maintain the Club website, including posting relevant documents, information and notices to the site. This will include constructing links to the websites of Club Sponsors. The Website Manager will also arrange for the Club newsletter to be published on the website each week.
- i) **Fundraising/Sponsorship Officer:** The Fundraising/Sponsorship Officer will hold responsibility for the fundraising activities of the Club. He/she will sit on the Club Social Committee and will supervise any specific fundraising drives or initiatives.

The Fundraising/Sponsorship Officer will be empowered by the Club to arrange sponsorships of the Club. In conjunction with the Executive and the Publicity Officer, the Fundraising/Sponsorship Officer will negotiate sponsorships and ensure that the Club honours all commitments given to sponsors. In all cases funds raised by the Fundraising/Sponsorship Officer are to be funds of the Club, not of a specific team although sponsors may indicate a preference for involvement with a specific team or age group.

- j) **Minis Coordinator:** The Minis Coordinator will ensure liaison between the Minis teams (Ages Under 6, 7 and 8) and the Club is open and constructive. The Minis Coordinator will ensure that Coaches and Managers are properly appointed for all teams, that referees are appointed to all games, and that the competition draw is properly and fairly constructed. The Minis Coordinator may appoint an assistant/s to coordinate each of the Under 6, Under 7 and Under 8 age groups.
- k) **Ladies & Girls Coordinator:** The Ladies & Girls Coordinator will sit on the Committee and ensure liaison between the Ladies & Girls teams (if any) and the Club is open and constructive. The Ladies & Girls Coordinator will ensure that Coaches and Managers are properly appointed for all teams, and will liaise with the Competition Secretary and the Registrar to ensure that entry to competitions, fees

and registrations are properly administered.

- l) **Canteen Supervisor:** The Canteen Supervisor will sit on the Committee and ensure liaison between the Canteen sub committee and the Club is open and constructive. The Canteen Supervisor will ensure that the canteen is properly stocked, will account in conjunction with the Treasurer for all funds and will hold responsibility for drawing up the canteen roster through the year. The Canteen Supervisor may appoint assistants to form a Canteen sub-committee and may delegate all or part of his/her responsibilities to members of that committee.
- m) **Football Manager:** The Football Manager will be responsible for the liaison between Coaches, Managers and the Club Management. He/she will also be responsible for the development of training programs for the coaches and with Management Committee approval the sourcing of additional player and coach development services.

The Football Manager will organise a minimum of two (2) pre-season trial games for each team, ensuring all teams have adequate trial games against teams as closely graded to their expected division as possible. He/she will assist with block registration and work with the Club Secretary and the Registrar during the pre-season registration, grading and trial game period.

The Football Manager will maintain a master register of team coaches and managers and their contact details. He/She will also coordinate the allocation of training times and fields.

8. Honorariums

All Members of the Management Committee may receive an Honorarium or reasonable refund of documented expenses subject to approval at a Management Committee Meeting. No member of the Management Committee shall receive payment from the Club for any contracted services rendered.

9. Definitions of Monies

- a) Money from raffles, playing or registration fees, sponsorships, fundraising or Club fees or from any source whatever remains the property of the Club.
- b) All monies thus raised, except team fees, must be paid to the Club Treasurer within 96 hours after the completion of the function or fund raising activity. All monies to be banked by the Club Treasurer within 96 hours. No Management Committee member of any level shall be paid for his or her services.
- c) Any member not complying with clause 9a) or 9b) may be suspended at the discretion of the Management Committee.

10. Function of Coaches, Managers and Players

- a) Coaches:

The Management Committee in conjunction with the Football Committee

shall appoint coaches, at their absolute discretion. Applicants for coaching positions may be required to complete an application form detailing their experience and credentials. Where more than one application to coach a particular team is received, the Football Committee will assess the applications and appoint the most suitable candidate.

Coaches so appointed will be expected to: -

1. Train and coach the team allocated.
 2. Be conversant with current coaching methods
 3. Select the team for competition games, with the assistance of the Manager, if required. Be aware that all players must have equal game time up till the Semi Finals commence.
 4. Be unbiased in his/her selection of the team.
 5. Not be influenced by comments or petty grievances on his/her team's ability.
 6. Liaise with the Manager to solve any problems with his/her team or individual member of the team. Any problem not solved is to be reported to the Vice President.
 7. Coach the team to the best of his/her ability in the interest of the Club and above all to turn out good sportspeople.
 8. Adhere to the training roster as determined by the Football Committee.
 9. Prevent rowdy behavior at training and games sessions.
 10. At all times set a good example by his/her behavior.
 11. Where necessary apply disciplinary action as set out in the disciplinary By-Laws.
 12. Familiarise him/herself with the By-Laws of the Association/s under which the Club plays team competition and Association/s By-Laws concerning representative players.
- ii. At the Management Committees discretion the Club may pay an allowance to a coach.
- iii. Coaches' responsibilities within a playing season will conclude once all the following activities are completed by themselves or their manager:
1. All equipment is returned
 2. All end of season awards are distributed to the players
 3. All player evaluations are completed
 4. All player photos are distributed to the players

These activities must be completed by the coach/manager within 14 days of presentation day.

b) Managers:

- i. The Management Committee in conjunction with the Football Committee - if necessary will appoint managers by ballot commencing with the U/6 and concluding with the seniors. Managers so appointed will be expected to:
 1. Receive from the Equipment Officer at the commencement of the Season the following equipment: -
 - a. The Club Coaches and Managers Resource booklet
 - b. Sufficient training and Game equipment per team.

- c. Copy of the Club By-Laws and game draw.
 - d. Competition Rules
2. Be responsible for the storage and maintenance of his/her team's equipment during the season and its return to the Equipment Officer at the seasons end. Should an unreasonable amount of equipment be lost or not returned within 14 days of the teams last game then the Management Committee may choose to apply fines, which will not exceed the replacement cost of the equipment that was not returned.
 3. Bring all equipment to the games.
 4. Assist the Coach to maintain order and control over players at training games.
 5. Advise the players of Meeting Points and time to meet for the games.
 6. After the Coach has determined the team have players ready for ID card inspection and correctly complete the relevant Association Team Sheet card. The Management Committee may seek to recover the cost of fines imposed by the Association on the Club from managers who repeatably fail to correctly complete these forms after a written warning.
 7. Ensure all players are correctly attired before they take the field. Correct attire includes:
 - a. Club socks
 - b. Club shorts
 - c. A Club issued jersey.
 - d. Other equipment as specified in the Association/s competition rules.
 8. Ensure that the results of each competition games are logged with the Recorder by 5.30 pm on each day of play
 9. Advise the Publicity Officer of the results of games and submit a written match report each week by the time set by the Management Committee
 10. Ensure only financial members participate in the games after the commencement of the competition.
 11. Set an example by his/her own conduct.
 12. Ffamiliarise him/herself with the By-Laws of the Association/s under which the Club plays team competition and Association By-Laws concerning representative players.
 13. Regularly monitor the Club's web site, newsletter, and their team mail slot and ensure all communiqués relevant to their team are passed on to all team members.
- ii. Managers responsibilities within a playing season will conclude once all the following activities are completed by themselves or their coach:
1. All equipment is returned
 2. All end of season awards are distributed to the players
 3. All player evaluations are completed
 4. All player photos are distributed to the players

These activities must be completed by the coach/manager within 14 days of presentation day.

- c) Players:
 - i. Players will be expected to:
 - 1. Maintain the good name and objects of the Club and not do or say anything that may be prejudicial to it.
 - 2. Obey and endeavour to carry out any reasonable request of their Coach.
 - 3. See that their behavior at training and matches is of the highest order and be aware of and understand the By-Laws under Disciplinary action.
 - 4. Be attired at all matches in the uniform designated by the Management Committee.
 - ii. Any dispute between player and Manager should be brought to the attention of the Vice President in the first instance. Should the player and Manager not be satisfied then they should approach the P & D Committee.
 - iii. The Vice President is available (by appointment) in the first instance, to hear any player's grievance on team selection, grading or any matter, which he believes could affect his standing or performance in the Club.
 - iv. Any player who is cited to appear before the Association Judiciary committee may be cited to appear before the Club's P & D Committee during the seven (7) days following the Association Judiciary hearing.
 - v. Players are to be aware that any suspensions issued to a player by an Association may be repeated by the Club's P & D Committee unless the player can show that the suspension was harsh or unjust
 - vi. The Insurance Scheme provided by the affiliated Association/s covers all registered players. The Club accepts no responsibility for any accident, injury or financial loss sustained or occasioned by the players.

11. Registration

- a) The Management Committee will schedule registration days at its sole discretion. These days will be promoted on the Club's website and through the local media.
- b) All players will be registered in their correct age group. No player shall be registered out of his/her age group without permission of the Football Committee.
- c) The Club reserves the right to refuse the registration or de-registration of any player at any time.
- d) Player registration will not be completed until the Club receives all monies, completed registration forms, photographs, proof of age/identity documents and sufficient time to complete Association registration requirements.

- e) At the Management Committees discretion player registrations received after the halfway point of the season may be discounted and the equipment entitlements associated with that registration might be altered.

12. Discipline

- a) Disciplinary action will be taken against members or players who infringe any By-Laws or act in a manner considered to be detrimental to the good name of the Club.
- b) All disciplinary action will be handled by the Protests and Disputes (P&D) Committee with the exception of where a Coach considers a player's behavior or demeanor warrants disciplinary action. A maximum of one (1) game suspension may be applied by a Coach to a member of his team.

13. Protests and Disputes (P&D) Committee

- a) The Committee shall comprise of the Vice President and any two (2) members of the Executive. In the absence of the Executives, the Vice President Nominees who must be members of the Management Committee.

14. Appeals

- a) A member who wishes to appeal a Protests and Disputes Committee finding, a fine, a termination of membership, a grading or a coaching assignment may do so by lodging an appeal in writing to the Club secretary postmarked or emailed within seven (7) days of notification of the original decision.
- b) On receipt of the appeal the Secretary is to organise an appeal hearing within seven (7) days.
- c) Where the decision being appealed is a decision of the Protests and Disputes Committee this appeal shall be heard by four (4) members of the management committee who did not participate in the original decision and of which at least one (1) must be a member of the executive.
- d) For all other appeals these shall be heard by four members of the management committee of which at least (2) must be members of the executive.
- e) Where insufficient members of the Executive or Management Committee are available to fulfill the requirements of 14c) or 14d) then the Management Committee will call upon appointed team coaches to make up the required numbers.
- f) Once the appeal is heard and a decision made there shall be no further avenue of appeal to the Club.

15. Meetings

- a) The Management Committee Meetings will be held on the first (1st) Monday of each month or at other times as decided by the Executive at a venue agreed upon by the Management Committee.

- b) At least three (3) days notice will be provided for changes in the schedule of Management Committee meetings.
- c) The Management Committee Meeting shall commence at 7.00 pm or such other time as agreed by the Management Committee.
- d) The Manager, or Coach or one (1) parent representative from each team is expected to attend Management Committee meetings so that they may remain familiar with the rulings of the Club.
- e) Non-members of the Management Committee may only speak when recognised by the chair of the Management Committee meeting.
- f) Non-members of the Management Committee are not entitled to a vote on motions tabled at a Management Committee meeting.
- g) The Annual General Meeting will be held on the 1st Sat in September each year or such other time as may be agreed by the Management Committee but no later than October each year.
- h) An auditor, who is not a member of the Management Committee, shall be appointed at the Annual General Meeting.

16. Team Selection

- a) Players will be graded into teams by the appropriate age group with a desired number of players in a team:
 - i. U/6 & U/7 – Nine (9)
 - ii. U/8 – 12 Twelve (12)
 - iii. U/9 – U/21 – Thirteen (13)
- b) Only registered and financial players will be graded.
- c) Only players attending grading days or where prior season coach's feedback exists will be graded.
- d) The Football Committee will arrange grading days and will appoint experienced persons to independently grade players. These preliminary grading will be subject to performance during trial matches and will be subject to change.
- e) It is at the discretion of the Coach to have more players than specified in clause 16a) in the team but such numbers will only be permitted in exceptional circumstances and where adequate registered players are available in that age group to ensure all teams have adequate numbers.
- f) Players who register late or do not attend grading days will be graded at the discretion of the Football Committee.

17. Unregistered Referees

- a) May be requested to attend Association Judiciary meetings when they have cause to

send off a player. Unregistered referees must:

- i. Familiarise themselves with the RooBall Rules.
- ii. Familiarise themselves with the FIFA Rules.
- iii. Familiarise themselves with the Association/s competition Rules.

18. Perpetual Trophies

- a) All players shall be eligible for perpetual trophies. It is the duty of the Football Committee to be present as much as possible at the Home Ground to see as many games throughout the year, so that they may make the fairest decision on a full playing year of a player's ability.
- b) Team coaches will be invited to submit nominations for the Club's perpetual trophies.
- c) The Management Committee based on the recommendations of the Football Committee will make a decision on the recipients of the Club's perpetual trophies.
- d) The Management Committee may decide not to award a particular perpetual trophy for a season or may add trophies.

19. Team Trophies

- a) Players will receive a trophy or like item that reflects their teams performance in the seasons competition
 - i. In all teams that do not reach the semi finals all players will receive a trophy or like item for participation in the season.
 - ii. For teams from U/9 that reach the semi finals but do not reach the grand final all players will receive a trophy or like item for being semi finalists or finalists.
 - iii. For teams from U/9 that reach the grand final but do not win all players will receive a trophy or like item for being grand finalists.
 - iv. For teams from U/9 that win the grand final all players will receive a trophy or like item for being premiers.
- b) It shall be at the discretion of the team coach to nominate one (1) player for a special award.
- c) The coach of a team may elect not to receive their entitlement under clause 19a) and instead nominate a second player for a special award
- d) A team's entitlement to trophies cannot be traded for other items.

20. Sponsorship

- a) Only sponsorship approved by the Management Committee may appear on player

jerseys, shorts, socks and Club issued training shirts and bags.

- b) The Kellyville Kolts Club name and logo may only be applied to Club issued equipment.

21. Surplus Property

- a) In winding up of the Club the surplus property of the Club shall subject to any trust affecting that property or any part of it vest in another organisation determined by the Club by special resolution with objects substantially similar to the Club and is not carried on for the object of trading or securing gain for its members, or failing such special resolution as nominated by the Department of Fair Trading.

22. Financial Year

- a) The financial year will commence on the 1st of July and conclude on the 30th of June in the following calendar year.

23. Life Membership

- a) Members may be granted Life Membership of the Club.
- b) Life Membership will carry all the rights of Ordinary Membership but no fees will be payable for that membership.
- c) Life Members will have performed exceptional service to the Club and will be granted Life Membership by adoption of a written resolution at the Annual General Meeting, such resolution having been proposed by a Member of the Club, and endorsed by no less than 3 other Members of the Club.
- d) Life membership will terminate on the members death or the receipt in writing of the life member's desire to no longer be a life member.