

Mount Colah Football Club

By-Laws



Version 1.5

These by-laws, passed at meetings of the committee, form the procedural and functional basis for the operation of Mount Colah Football Club (the Club) and its officers, within the framework of its constitution.

Document Amendment Record

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Administration

1. The Committee

(1) No committee member shall receive remuneration for their position. Benefits of membership may be applicable as outlined in by-law 15. Reasonable expenses shall be reimbursed upon approval at a Committee meeting.

(2) Office bearers of the Club will be known collectively as the **executive committee** and comprise the following positions:

- a. The **president** shall preside at all meetings as per constitution rules 23(8) and 31.
- b. The **senior vice-president** shall preside at all meetings in the absence of the president as per constitution rules 23(8) and 31.
- c. The **junior vice-president** shall preside at all meetings in the absence of the president and the senior vice-president as per constitution rules 23(8) and 31.
- d. The **secretary** shall receive and disseminate all Club correspondence as appropriate and shall be the NSFA point of contact for all Club matters. The secretary shall also attend meetings and ensure a record of all business conducted is kept; shall hand over records, minutes, etc to the incoming Secretary on relinquishing office. The secretary shall hold the position of public officer for the club.
- e. The **treasurer** shall receive and deposit monies, maintain records, draw cheques, calculate and remit GST, present accounts at meetings, present all records for auditing each year, assist the committee to propose registration fees and shall hand over all records (account books) to the incoming Treasurer on relinquishing office.
- f. The **registrar** shall submit all player registrations to the NSFA in a timely manner and maintain accurate records of all registered players.
- g. The **member protection officer** shall perform activities as outlined by NSFA in its Member Protection Policy.

(3) Ordinary members of the committee shall comprise the following positions:

- a. The **communications officer** shall be responsible for publicising the activities of the Club and to best promote Club football within the area of the club's constituency including being responsible for making

approved changes to the Club's website in a timely manner.

- b. The **recorder** shall receive and maintain records of weekly match results and submit to the NSFA in a timely manner.
- c. The **grounds officer** shall be responsible for liaising with NSFA on all grounds matters, ensuring that keys to grounds facilities are available for training sessions and weekly matches, maintaining rosters for grounds dressing and training sessions and any other grounds issues that may arise from time to time.
- d. The **equipment officer** shall be responsible for purchasing, storing, issuing and collecting all training equipment, playing strip and match balls belonging to the Club.
- e. The **coaching coordinator** shall provide assistance to all team coaches and arrange courses whenever necessary.
- f. The **technical director** shall be responsible for managing the operation of the Association SAP and Development licences to ensure it meets the requirements of the Club and NSFA. The technical director shall be responsible for the development and application of SAP and development programmes with the Club. The technical director is an accredited position and requires a minimum qualification of a AFC 'C' Licence (Youth).
- g. The **canteen coordinator** shall be responsible for stocking canteen items, arranging floats, ensuring daily takings are banked as soon as practicable, maintaining a roster for opening, closing and staffing canteens and organising an annual stock-take at the end of each season.
- h. The **clothing pool coordinator** shall make available for purchase to Club players uniform items not already supplied by the Club, ensuring that daily takings are banked as soon as practicable. The clothing pool coordinator shall be responsible for liaising with suppliers of uniform items, provide invoices to the treasurer in a timely manner, keep adequate stock on hand and organizing an annual stock-take at the end of each season. The coordinator shall also store and make available for purchase any second-hand clothing items donated to the Club.
- i. The **events and fundraising coordinator** shall be responsible for management of Club events and management of fundraising and sponsorship initiatives within the Club.

- j. The **technical support officer** shall be responsible for Club related infrastructure and technical systems including systems administration covering DNS, domain name, email, financial software, website, social media and document sharing and retention. The technical support officer will also support other committee member technical requirements as well as being the Clubs technical liaison to NSFA, FNSW and FFA.
- k. The **referee liaison officer** shall be responsible for liaising with KDFRA on all referee matters, maintaining a list of all KDFRA referees who are also members of the Club.
- l. The **volunteer co-ordinator** will co-ordinate the Club's volunteer management programme which includes recruiting, training and appraising club volunteers.
- m. The **competition coordinators** shall be responsible for the management of age groups and teams throughout the NSFA playing season. The competition coordinators shall be responsible to organise and supervise grading for their age players prior to commencement of the NSFA playing season and form appropriate teams having regard to the number of players allowed for each team registration. The competition coordinators shall be responsible for nominating coaches and managers for each team under their supervision. Competition coordinators shall act as a conduit for information between the committee and their teams. The competition coordinators will appoint age convenors to assist with the management of teams in an age group as required.

2. Insurance

- (1) The Club shall maintain Workers Compensation Insurance, as required by State regulations.

Players

3. Player Registration

(1) Players will be registered in accordance with NSFA rules and regulations.

(2) A player shall not be registered and therefore not commence play until registration fees have been paid in full or an agreed payment plan has been implemented as per by-law 17, clause (4).

(3) A player is only permitted one player registration in accordance with NSFA and FNSW rules and regulations.

4. Formation of Teams

(1) A registered player will be allocated to one team within their registered or eligible age group.

(2) Registered players who have paid their fees in full will be given preference during the formation of teams should it be necessary due restricted numbers.

(3) Teams will be formed with registered players in the following priority:

- a. Priority 1: Registered players from the same registered age group and who will be playing in a single team.
- b. Priority 2: Registered players from a lower or equivalent eligible age group (i.e. where there are insufficient registrations to form a team in that age group) and who will be playing in a single team.
- c. Priority 3: Approved and eligible registered players invited to play in a second or additional team in addition to their primary team.

(4) A registered player may be invited at the discretion of the committee to play in a second or additional team only if there are insufficient registered players in the age group or equivalent eligible age group to fill a team.

(5) An invitation to play in an additional team must be approved by the registrar.

(6) Players playing in a second or additional team may be required to pay additional fees.

5. Player responsibilities

(1) All members who have been issued with clothing or equipment belonging to the Club or NSFA must:

- a. Take proper care of such items
- b. Playing shirts must only be worn at the game and shall be returned to the team manager at the completion of the match.
- c. Return these items at the conclusion of the season or when requested by the committee or someone acting on their behalf

(2) All players must wear correct playing attire during all games. This includes shirt, shorts and socks in the Club's registered colours.

(3) All players must wear shin pads whilst actively participating in games or training.

(4) Players or their caretakers may be required to perform team duties from time to time such as:

- a. washing team shirts
- b. grounds dressing
- c. assist with officiating games (e.g. referee or linesman)
- d. assist with canteen or bbq activities

6. Casual Player

(1) A casual player may be accepted in a team provided the team has a full roster of registered players and this is approved by the team manager, age convenor, registrar and treasurer. This agreement shall be in writing and signed by player, manager and treasurer.

(2) Casual players are required to register and pay a fee commensurate with NSFA affiliation and insurance fees prior to commencing play. A match fee as determined by the Committee at any meeting prior to commencement of the season shall apply to all casual players.

(3) Collection of the match fees shall be carried out by the team manager prior to the player taking the field. The manager shall maintain a co-signed payment record, and make arrangements with the treasurer to have the fees deposited into the Club bank account as soon as practicable after each game.

Other Members

7. Managers and Coaches

(1) Each team or squad shall have at least one manager and one coach. This can be the same person but this is not encouraged. The persons agreeing to fulfil these roles shall become members of the Club as per Constitution Rule 7(2)

(2) In their absence, the manager and coach shall ensure that another person competently fulfils these responsibilities.

(3) A Team Manager's responsibilities include:

- a. Provide an enjoyable experience for team members
- b. Overall coordination of team (training, rosters)
- c. Act as the primary communication conduit for their team.
- d. Ensuring team adheres to NSFA Codes of Conduct
- e. Become familiar with and ensure team adheres to NSFA Rules (uniform, match cards etc) as per NSFA by-laws. Monetary fines are issues to the Club for non-compliance and in some cases may cause the team to forfeit the match.
- f. Match cards and results slips are correctly completed and returned to the Club recorder by the specified time.
- g. Collection, care of and return of shirts and other Club equipment in good condition (eg training balls, bibs, domes, player id cards)
- h. Safety of team members
- i. Appoint a suitable referee if KDFRA has not provided one
- j. Manage complaints in a professional manner
- k. Assisting the coach as required

(4) A Team Coach's responsibilities include:

- a. Safety of team members
- b. Provide quality supervision and instruction for players
- c. Coordinate training and skill activities for the team
- d. Ensure team adheres to NSFA Codes of Conduct

8. Age Convenors

(1) Age Groups with multiple teams can have at least one age convenor. The persons agreeing to fulfil these roles shall become members of the Club as per Constitution Rule 7(2)

(2) An Age Convenors responsibilities include:

- a. Assist Competition Coordinators
- b. Assist with grading of players and forming of teams
- c. Assist with nominating coaches and managers for each team in their age group

- d. act as a conduit for information between the competition coordinators and the teams in their age groups

9. Volunteers

(1) Persons who volunteer within the club will be appointed to a role. The persons agreeing to fulfil these roles shall become members of the Club as per Constitution Rule 7(2)

(2) Volunteer role responsibilities will be determined by the committee as required to fulfil the role.

Membership

10. Membership fees

- (1) The membership admission fee is \$0.
- (2) The membership annual fee is \$0.

11. Code of Conduct

- (1) All members must adhere to NSFA Code of Conduct

12. Working with Children

(1) All volunteers of the Club must satisfy the requirements of the NSW Office of the Children's Guardian.

(2) The club has a Member Protection Information Officer who should be contacted for any concerns regarding the safety of our club members.

13. Official Communication

(1) Members wishing to make official contact with the Club should address this to the Club secretary.

(2) Members wishing to make contact with NSFA, must do so via the Club secretary.

- (3) The Club will initiate communication with members in various ways including:
- a. Email direct to members
 - b. Email to members via committee members, age convenors or team managers
 - c. Printed matter to team manager
 - d. Post direct to members

14. Life Membership

(1) Any member of the Club may nominate any person for Life Membership. The Life Membership nominee must have rendered outstanding service to the Club over numerous years.

(2) As a guideline, the nominee must be a current and active member and should score a minimum of 30 points based on the following:

- a. Service on Club Executive – 3 points per year of service;

- b. Service on Club Committee other than (a) – 2 points per year of service;
- c. Service as a Coach and/or Manager – 1 point per year of service;
- d. Represent the Club at KDSA/NSFA/FNSW – 1 point per year of service;
- e. Recipient of a Club Perpetual Trophy – 1 point per Trophy.

(3) The Club Committee will call for nominations for Life Membership annually.

(4) Nomination should be submitted in writing to the Club Secretary at least two weeks prior to Committee meeting. If endorsed by the Executive, the nomination and endorsement shall be presented to the same Meeting for voting and acceptance by the Club Committee.

(5) The committee may accept or reject the nomination at the committee meeting.

(6) Registration fees for Life members are limited to the FFA and FNSW fees payable.

(7) Life Membership is recognition of service to the club and does not carry any power or additional voting rights. Life Membership is not a recognition of playing service.

15. Membership benefits

(1) The Club shall provide the use of a Club playing shirt in good condition for each registered player to be worn only at approved matches, at no additional cost. The shirt is to be returned in good condition at the conclusion of the playing season.

(2) The Club may provide at no cost, a Club polo shirt to age-convenors, coaches and managers with the objective of having these persons recognised as officials of the club at approved matches and related functions. There is a maximum of one shirt per eligible member per three years of membership.

(3) The Club may provide players with trophies (or similar) for participation and/or recognition of achievement during the season.

(4) The Club shall bestow perpetual trophy awards to selected members fitting the eligibility criteria for each award. Nominations for awards are to be received by the advertised date each season and selected by the committee at the following committee meeting. Those making nominations are welcome to attend the meeting to speak for their nominations.

(5) The Club may provide some junior age groups with their own training ball or other similar item.

(6) Goods or services provided to the Club, with reasonable value to the Club, may be used to reduce a player's registration fee (up to but not exceeding the amount of the registration fee payable, after eligible discounts as outlined in by-law 19 at the discretion of the committee.

(7) Members are encouraged to be trained and act as referees. At the discretion of the committee, fees for KDFRA endorsed courses may be reimbursed.

(8) The Club at its discretion may offer discounts to eligible player registrations as per by-law 19

(9) The Club at its discretion may offer rebates to eligible player registrations as per by-law 20

Funds Management

16. Audit

(1) An independent auditor of appropriate qualification shall be appointed as required by the Associations Incorporation Act 2009 at the Annual General Meeting of the Club.

(2) The annual audit of the Club's financial records shall be initiated within 6 weeks after the close of the financial year as required by the Associations Incorporation Act 2009 and presented at the Annual General Meeting of the Club.

17. Registration Fees

(1) Registration fees will be determined each year at a Committee Meeting prior to commencement of the playing season having regard to NSFA fees, Club operating costs and the Club's financial position.

(2) Registration fees may include GST.

(3) Registration fees are in addition to the membership fees for the club.

(4) In cases of financial hardship, a payment plan can be requested from the treasurer to help spread registration fee payments across the playing season. The payment plan and its conditions shall be in writing and agreed to by the player, team manager and treasurer. The player will not be registered and will be ineligible to play until the first agreed payment has been made. If part payments are not received as per the agreement, the player will be ineligible to play again until the conditions of the plan have been met.

(5) Players who use the Active Kids Voucher or similar as part payment toward their registration fees are not eligible for a payment plan for the remainder of their registration fees.

18. Refunds

(1) A refund for registration fees may be provided to a member, at the discretion of the committee, for reasons other than can be reasonably expected to occur during a playing season; e.g. absence from a match due to general illness or family event will typically not be considered grounds for a refund.

- a. In the case where a request for refund occurs prior to the scheduled start of the season, a full refund will be considered, otherwise
- b. The refund calculation will be: $R = (N-n) / N * (F - I)$, where
 - R = refund (rounded to the nearest \$5)

- N = number of scheduled games at start of season
- n = number of games for which player played or was eligible to play
- F = full registration fee
- I = player based insurance and other fees payable to NSFA

(2) Any portion of registration fees paid with an Active Kids Voucher or similar as part payment toward registration fees is non-refundable.

19. Discounts

(1) Where three or more members of the same immediate family who reside together and register with the club during the same season, the family may receive up to a 15% discount on the total required registration fees. (Payable to the person who paid the fees).

(2) A discount on registration fees may be provided to a person seeking to register as a player with NSFA after the scheduled start of the season, at the discretion of the committee.

- a. The discounted fee calculation will be: $D = I + n / N * (F - I)$, where
- D = discounted fee (rounded to nearest \$5)
 - N = number of scheduled games at start of season
 - n = number of scheduled games remaining
 - F = full registration fee
 - I = player based insurance and other fees payable to NSFA

(3) Any eligible discounts on registration fees will be calculated on the remaining portion of the fee payable after the Active Kids Voucher or similar has been deducted from the total fee.

- a. for example:
- full registration fee = \$180
 - discountable fee = \$180 - \$100 Active Kids voucher
 - discount = \$80 x 15% = \$12

(4) Discounts only apply to base season registration fees only and not to any additional packages such as SAP league and development programmes, paid coaching, holiday training clinics or any other additional services provided by the Club.

20. Rebates

(1) A suitably qualified player may be eligible for a rebate of up to 100% of their registration fees to coach a junior team, if they meet ALL of the following conditions:

- i) They have been endorsed by the Club coaching-coordinator
- ii) There is a suitable team that has been unable to secure a voluntary coach
- iii) The appointment is approved by the committee
- iv) The team being coached does not include a member of the player's "family"
- v) The player has fully paid their own registration fees on time
- vi) They have adequately performed the duties expected of a coach for the entire season.

This coach's rebate is limited to value of one coach rebate per team.

21. Cash handling

(1) The treasurer will identify suitable persons to assist with processing registration payments during the Club's official registration events. Receipts will be issued for all payments and cash shall be counted by two members.

(2) Outside of the Club's official registration events, the following committee members **only** are permitted to accept cash payments for player registration fees if they so agree:

- a. The treasurer
- b. The registrar
- c. The competition coordinators

(3) Under no circumstance shall cash be accepted without the immediate issue of a receipt. The receipt shall include the amount, date and name of player for whom the payment is for, and be signed by one of the committee members outlined in clause (2)

(4) At the beginning of each season, the treasurer will ensure that the committee members outlined in clause (2) have a receipt book for accepting cash registration payments.

(5) Arrangements shall be made with the treasurer to have cash payments deposited in the Club's bank account as soon as practicable.