

# St Mary's Eagle Vale Soccer Club Inc.



## Constitution



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## Definitions:

The following definitions apply to this constitution:

"Club"	Means St Mary's Eagle Vale Soccer Club Inc.
"Governing Soccer Body"	Means Macarthur District Soccer Football Association
"He, Him & Himself"	Shall also mean She, Her & Herself.
"Home Ground Duty Officer"	Management Committee member responsible for the smooth running of the home ground matches as directed by the Executive Committee.
"Member"	Means a financial or life member of the "Club"
"Non-Member"	Means a non financial member of the club who may be directly involved in the activities of the Club which would include players and supporters.



## 1. INTRODUCTION

- (a) The name of the "Club" shall be ST MARY'S EAGLE VALE SOCCER CLUB INC.
- (b) The motto of the "Club" shall be *"PLAY WITH RESPECT AND EARN RESPECT,"*
- (c) The "Club" to remember that it was borne as a club from Mary Immaculate Parish Primary School (formerly St Mary's Primary School Eagle Vale) and therefore the "Club" shall endeavor to maintain a close relationship with Mary Immaculate Parish Primary School Eagle Vale, Mary Immaculate Parish Primary School Parents and Friends Assoc. and the parish of Mary Immaculate Eagle Vale

## 2. OBJECTIVES

The objectives of the "Club" shall be;

- (a) to foster and develop the game of soccer football in the district by organising and managing teams for Mini, Junior and Senior players,
- (b) to enter Junior and Senior teams organised and managed by the "Club" in the highest standard of competition available in which each team will remain competitive,
- (c) to actively reinforce at all times the fact that Mini soccer is non competitive.
- (d) To protect children from all forms of abuse in complying with the requirements of the Governing Soccer Body and the Working with Children legislation.
- (d) To limit the size of the Club to a manageable level taking into account the available facilities and their ongoing usability with the predominance of teams to remain in junior and mini teams

## 3. "CLUB" COLOURS

The Colours of the "Club" shall be predominately bottle green and yellow.

## 4. MEMBERSHIP

- (a) Membership renewals are due and must be paid by 30 November each year, otherwise membership shall lapse.
- (b) All new membership applications will be accepted throughout the year, however all applications received after the end of the "Club's" financial year shall be held over until after the Annual General Meeting.
- (c) All new and renewal membership application forms shall be obtained from the Secretary and lodged with the Secretary before being presented to the Management Committee.
- (d) The Management Committee reserves the right to deny or revoke membership to any persons. A person whose membership is revoked or denied has the right to appeal - as per Clause 24.



- (e) Annual membership fees for "members" will be determined at each Annual General Meeting.
- (f) Membership is open to all Parents and Friends of past and present registered players of the "Club".

## 5. LIFE MEMBERSHIP

The criteria and procedure for awarding Life Membership is as follows;

- (a) The nominee must be a "Member" of the "Club" and has been a "Member" for a minimum of five (5) years.
- (b) The nominee is to have worked extensively for the general good and benefit of the "Club" in coaching, managing or assisting various committees during the membership period.
- (c) Written nominations shall be called for life membership during August annually. Recommendations for life membership are to be delivered to the Secretary in writing and supported by at least three (3) financial "Members", by the 30 September annually. The recommendation is to clearly state in point form why Life Membership is proposed.
- (d) The Executive Committee shall consider all nominations submitted and its absolute discretion, determine whether the nominee has rendered exceptional or outstanding service to the Club as to warrant the recommendation proceeding. Any decision to reject a nomination is the prerogative of the Executive Committee and is not subject to appeal, nor explanation.
- (e) Upon the Committee accepting the nomination it shall be referred to Members of the Club for approval at a Special Meeting called for that purpose, or at the Annual General Meeting.
- (f) Life membership will be granted if supported by at least two thirds of the "Members" present and entitled to vote by a secret ballot at either the Special Meeting or the Annual General Meeting. Nominees must leave the meeting if present whilst voting for Life Membership is conducted.
- (g) Proxy votes will be accepted subject to the conditions as laid down in Clause 12.(e) of this Constitution.

## 6. PLAYING POLICY

Mini, Junior and Senior Teams

Teams from Under Six (6) years to Under Eight (8) years shall be known as Mini teams. Teams from Under Nine (9) years of age to Under Sixteen (16) years of age shall be known as Junior teams. Seventeen (17) years of age and over shall be known as Senior teams.

- (a) No person will be prevented from playing soccer for the "Club" solely on the basis of his playing abilities.
- (b) Mini, Junior and Senior players allocated to each team shall be given an equal time on the field during the season, as far as practical and subject to disciplinary action by the coach.
- (c) All players of the "Club" will adhere to the Players Code of Conduct and Ethics as stipulated by Policy Document One.



- (d) All parents and supporters of the "Club" will adhere to the parents and supporters code of conduct as stipulated by Policy Document Two.
- (e) Any breaches of these codes will be assessed at the next scheduled Management Committee meeting and disciplinary action maybe taken as laid out in Clause 23 of this constitution.
- (f) No player (s) shall play for any other team within the "Club" other than that which he is registered in, unless formally agreed to by the player, coach and/or manager and the parents (in the case of mini or junior player(s)).
- (g) No more than three (3) players may be borrowed from lower division teams per match. All "borrowed" players are to be noted on Match Sheet with no player to play more than four games in another division/team within any one season  
The "Club" Recorder shall be notified of all players who play in a higher age grade
- (h) Players must have attained the age of four prior to registering with the "Club".

## 7. SPONSORSHIP

All sponsorship must be approved by the Management Committee and be for the benefit of the whole "Club" and/or team.

## 8. COMMITTEES

- (a) **MANAGEMENT COMMITTEE**  
The Management Committee of the "Club" shall consist of (not with standing that a position is vacant);
  - i. President
  - ii. Vice President – Juniors
  - iii. Vice President – Seniors
  - iv. Secretary
  - v. Treasurer
  - vi. Registrar
  - vii. Recorder
  - viii. Publicity Officer
  - ix. Equipment Officer
  - x. Canteen Coordinator
  - xi. Fundraising Officer
  - xii. Grounds Attendant
  - xiii. Club Coaching Coordinator
  - xiv. Member Protection Officer \* to assume position on committee after appointment by Management Committee (refer 8 (f) i, ii) & iii)
  - xv. Fixtures Officer
- (b) Only "Members" of the "Club" may be nominated and elected as "Members" of the Management Committee.
- (c) Nominations for any committee positions must be made in writing to the Secretary no later than fourteen (14) days prior to the Annual General Meeting. This nomination must be proposed and seconded by "Members" of the "Club" and signed and accepted by the nominee. If there is only one written nomination received for any position(s) then that nominee shall be deemed to be elected.



- (d) If there are no prior written nominations at the Annual General Meeting for any position, nominations will be taken from the floor from "Members".
- (e) All Management Committee "Members" of the "Club", except the position of Coaching Coordinator, shall be elected at the Annual General Meeting each year by the financial "Members" and life "Members" who are present and entitled to vote. Proxy votes will be accepted subject to the conditions as laid down in Clause 12. (e) of this Constitution.
- (f)
  - i) Written applications for the position of (Club) Coaching Coordinator shall be received by the Secretary at the Annual General Meeting and the first registration day.
  - ii) Appointment will be made by the Management Committee by the 1st February annually.
  - iii) After appointment, appointed Coaching Coordinator shall become a member of the Club's Management Committee
- (g) Management Committee "Members" of the "Club" shall hold office for a year or until the succeeding Annual General Meeting.
- (h) Should any Management Committee "Member" be absent without reasonable excuse to the Management Committee, from any two (2) consecutive meetings, the Secretary shall report to the President who may declare the office vacant.
- (i) Any Management Committee "Member" deemed guilty of conduct considered prejudicial to the interests of the "Club" may be removed from office by a majority of "Members" present who are entitled to vote at any Special General Meeting. Proxy votes will be accepted subject to the conditions as laid down in Clause 12. (e) of this Constitution.
- (j) Any Management Committee "Member" wishing to resign should do so by giving written notice to the Secretary or in the case of the Secretary, to the President.
- (k) In the event of a position not being filled or a vacancy occurring during the year, the Management Committee shall endeavor to fill the office and confirm the nomination at the next Management Committee Meeting.
- (l) **EXECUTIVE COMMITTEE;**  
  
The Executive Committee shall consist of the President, Vice President - Juniors, Vice President- Seniors, Secretary, and Treasurer of the "Club".
  - (i) The aim of the Executive Committee shall be to ensure the effective coordination of all "Club" activities, the Management Committee and to deal with all matters of urgency.
  - (ii) No person may hold more than one Executive position.
  - (iii) Other Committees may be appointed by the Management Committee or elected by a General Meeting as required for such purpose and periods as considered necessary.
  - (iv) At least one person on the Executive Committee must have been on the Executive Committee at some stage in the past.
- (m) Committee Assistants – These positions are to assist members of the Management Committee and the club in general. The positions as set out as follows:



- a) Assistant Treasurer – assist with duties as required by Treasurer.
- b) Assistant Registrar – assist with duties as required by the registrar.
- c) Events Coordinator – organize or oversee organization of Club events such as team photos, social nights, presentation days and nights.
- d) Mini Coaching Coordinator – to be part of a sub-committee under the direction and guidance of the Club Coaching Coordinator to assist in the developing of coaches and players of mini teams within the club.
- e) Junior Coaching Coordinator – to be part of a sub-committee under the direction and guidance of the Club Coaching Coordinator to assist in the developing of coaches and players of junior teams within the club.
- f) Senior Coaching Coordinator – to be part of a sub-committee under the direction and guidance of the Club Coaching Coordinator to assist in the developing of coaches and players of senior teams within the club.
- g) Women's Coaching Coordinator – to be part of a sub-committee under the direction and guidance of the Club Coaching Coordinator to assist in the developing of coaches and players of women/girls teams within the club.
- h) General Assistants – to offer general support to the Club on game days and at other times as agreed with incumbent and Executive Committee.  
Position(s) report to the Club's Executive Committee

## **9. DUTIES AND FUNCTIONS OF THE MANAGEMENT COMMITTEE**

- (a) The duties and functions of the Management Committee shall include the following;
  - (i) to ensure the smooth and effective operation of the "Club",
  - (ii) admission or rejection of applications by persons for registration as players, coaches and managers,
  - (iii) approval or rejection of player transfers,
  - (iv) the suspension or expulsion of any player from participating in any competition or matches in the name of the "Club",
  - (v) arrange for delegates to any Clubs, Associations and Councils as needed.
- (b) The Management Committee shall also be responsible for the control and management of all finances of the "Club" and the control and management of all trial games, competitions and matches conducted by the "Club".
- (c) Individual Responsibilities of the Management Committee shall be as follows;

### **(i) PRESIDENT**

The President shall;

- (a) have a broad knowledge of all facets of the "Club's" operations, such as Finance, correspondence, Association matters and bylaws, Fundraising, Registration and Insurance





- (b) carry out duties of "Home Ground Duty Officer" on rotation,
- (c) arrange for the duties to be carried out of any member of the Executive who may be temporarily absent. In the case of the President, the Vice President,
- (d) as delegate, attend "Governing Soccer Body" meetings and attend Mary Immaculate Parish Primary School P & F Committee Meetings if requested by that entity
- (e) be Chairperson at all meetings and shall conduct such meetings in accordance with the constitution of the "Club". Shall have a casting vote only at all meetings,
- (f) ensure the effective co-ordination of the roles of all other Committee positions through effective communication,
- (g) at all times ensure that the "Club" is represented in the proper manner at meetings, through correspondence and in the behaviour of all "Members",
- (h) act as an authorised signatory for the "Club's" bank account(s) and be responsible for approving "Club" expenditure in consultation with the Management Committee

(ii) **VICE PRESIDENT - JUNIORS**

The Vice President - Juniors shall;

- (a) in the absence of the President, carry out his/her duties,
- (b) as delegate, attend "Governing Soccer Body" meetings,
- (c) organise events promoted by the "Governing Soccer Body" e.g. ball boy's at matches.
- (d) act as an authorised signatory for the "Club's" bank account(s) and be responsible for approving "Club" expenditure in consultation with the Management Committee
- (e) carry out duties of "Home Ground Duty Officer" on rotation.
- (f) organise Club trial games.
- (g) coordinate annual Mini & Junior teams award presentations
- (h) act as the conduit between the Mini and Junior representatives of the Club, being players, coaches, managers or parents, and the Committee

(iii) **VICE PRESIDENT - SENIORS**

The Vice President - Seniors shall;

- (a) carry out the duties of both the President and the Vice- President - Juniors, in the absence of both
- (b) as delegate, attend "Governing Soccer Body" meetings,



- (c) organise events promoted by the "Governing Soccer Body" e.g. ball boy's at matches.
- (d) carry out duties of "Home Ground Duty Officer" on rotation.
- (e) organize Club photographs annually
- (e) coordinate annual Senior teams award presentations
- (f) act as the conduit between the Senior representatives of the Club, being players, coaches, managers or parents, and the Committee

(iii) **SECRETARY**

The Secretary shall;

- (a) be responsible for the accurate recording and administration requirements of the "Club's" records including Insurance's, Incorporation, minutes of various "Club" meetings and reports provided or obtained by the Management Committee,
- (b) maintain a record of all Executive Committee decisions and actions taken by the Executive Committee between monthly "Club" meetings and advise the Management Committee at the next Management Committee meeting.
- (c) Be the point of contact between MDSFA and Club Fixtures Officer upon receipt of notification of ground closures and/or competition draw changes
- (d) be a delegate to the "Governing Soccer Body", attend meetings and keep the "Club" Executive Committee informed on proceedings of the same,
- (e) be the custodian of the "Club's" Constitution and the Governing Soccer Body's" rules and by laws at all times,
- (f) act as an authorised signatory for the "Club's" bank account(s) and be responsible for approving "Club" expenditure in consultation with the Management Committee.
- (g) keep an official record book of membership attendance at "Club" meetings. Also maintain an up-to-date "Club" membership register which shall include the name, address and date,
- (h) carry out the duties of "Home Ground Duty Officer" on rotation,
- (i) be responsible for keeping copies of all inward and outward correspondence to, for and on behalf of the "Club" and to present copies of that correspondence at monthly meetings,
- (j) be the Public Officer of the Incorporated Association and hold the official "Club" common seal.



(iv) **TREASURER**

The Treasurer shall;

- (a) be responsible for reconciliation and administration of the "Club's" financial records and also to prepare and submit, to the Management Committee, monthly statements reflecting the financial dealings of the "Club".
- (b) receive all monies e.g. match fees, canteen takings, sponsorship and any income what-so-ever, giving an official receipt where needed in return, and bank same in the "Club's" Bank Account(s),
- (c) be responsible for management and control of the "Club's" bank books.
- (d) be a signatory for the "Club's" bank account(s),
- (e) be responsible for approving "Club" expenditure in consultation with the Management Committee,
- (f) make available on request, the "Club's" bank books at each Executive, Management Committee and General meeting,
- (g) pay all claims and expense accounts when duly authorised to do so by the "Club" Executive or Management Committees,
- (h) arrange for "Club" auditor (as appointed in consultation with the Management Committee) to review books and submit an audited financial statement at the Annual General Meeting,
- (i) carry out duties of "Home Ground Duty Officer" on rotation,
- (j) prepare end of year statements based on the "Club's" financial year which shall end on 31st October each year.
- (k) submit to the Campbelltown Catholic Club Sports Committee required financial information at the times requested by the Council, with the approval of the Management Committee

(v) **REGISTRAR**

The Registrar shall;

- (a) attend to the registration of all players, coaches and managers which includes ensuring all registration papers are completed & liaise with the "Governing Soccer Body" registrar,
- (b) ensure that all registered players, coaches and managers names and addresses are forwarded to the Secretary,
- (c) maintain a service record for all players who have continuous service with the "Club",
- (d) hold all the "Club's" registration forms and player information, including proof of age and photographs,



- (e) arrange for the assembly of the photo identification books and issue same. Collect and hold the books at the end of the season,
- (f) receive all applications for coaches and managers and refer to the Management Committee,
- (g) carry out the duties of "Home Ground Duty Officer" on rotation.

(vi) **RECORDER**

The Recorder shall;

- (a) maintain a record of all Junior and Senior match results and all match cards, in consultation with the "Governing Soccer Body" Recorder,
- (b) collect and verify all match cards after home matches, phone and/or fax results to "Governing Soccer Body" Recorder and deliver the match cards to the "Governing Soccer Body" representative as required,
- (c) liaise with all Team Coaches and Managers regarding correct match card procedures,
- (d) maintain a record of players as referred to in 6(f) of this constitution, and report this record to the Management Committee at Management Committee meetings,
- (e) ensure all match card fines issued by the "Governing Soccer Body" are warranted,
- (f) carry out the duties of "Home Ground Duty Officer" on rotation.

(vii) **PUBLICITY OFFICER.**

The Publicity Officer shall;

- (a) be responsible for the internal and external promotion of the "Club",
- (b) produce and distribute the "Club's" newsletter on a regular basis and maintain clubs website.
- (c) assist the Fundraising Officer in dealing with "Club" sponsors,
- (d) prepare and arrange for publication of the year book. (for inclusion in Campbelltown Catholic Club Sport Council Year book),
- (e) carry out the duties of "Home Ground Duty Officer" on rotation.



(viii) **EQUIPMENT OFFICER**

The Equipment officer shall:

- (a) ensure that the "Club's" equipment and uniform needs are identified, produced and maintained and that appropriate plans are developed to allow for scheduled purchasing and maintenance of equipment and uniforms.
- (b) ensure the ground equipment (that game day accessories) are in good order and available before each match day,
- (c) be responsible for the "Club" Flag,
- (d) prepare a duty roster for the season, involving allocations of match day tasks to teams on a rotational basis,
- (e) sell equipment and market club merchandise as required and re-order replacement equipment accordingly. Any purchases or sales of equipment of a significant amount, as stipulated by the Management Committee each year, should be made with the approval of the Management Committee,
- (f) at the beginning of each season issue all teams with equipment (a register of all equipment issued is to be kept) and at the end of the season ensure the return of all equipment from the "Club's" teams.
- (g) carry out the duties of "Home Ground Duty Officer" on rotation.

(ix) **CANTEEN COORDINATOR**

The Canteen Coordinator Shall;

- (a) order adequate supplies/stocks at commencement of season, monitor canteen sales and ensure that sufficient supplies are available for sale on home match days,
- (b) pass canteen takings to the Treasurer less the statutory float, takings to be verified/checked by two persons prior to handing to the Treasurer,
- (c) arrange special items such as show bags for the "Club's" presentation day,
- (d) ensure strict levels of hygiene are maintained in the canteen at all times.
- (e) Ensure all canteen equipment is safe and in good working order.

(x) **FUNDRAISING OFFICER**

The Fundraising Officer shall;

- (a) seek and maintain "Club" and/or team sponsorship,
- (b) promote fundraising activities throughout the "Club",
- (c) carry out the duties of "Home Ground Duty Officer" on rotation,



- (d) perform other duties which may be relevant or called upon.
- (e) maintain relationship with "Club" and/or team sponsors.

(xi) **GROUNDS ATTENDANT**

- (a) ensure amenities are in a safe and working order.
- (b) ensure ground maintenance equipment is in working order.
- (c) liaise with Campbelltown City Council for the ongoing maintenance of council facilities located at the clubs home ground.
- (d) arrange for the setting out and line marking of fields before the commencement of each season.
- (e) inspect and maintain line marking as required throughout the season.
- (f) arrange for the inspection of the home ground in the event of inclement weather and if the ground is to be closed notify the club secretary by the required time.

(xii) **CLUB COACHING COORDINATOR**

- (Desirable) Minimum 5 years coaching/playing experience, level 2 or equivalent coaching qualifications.
- (Essential) Current level one (1) coaching certificate or junior license.

The Club Coaching Coordinator shall:

- (a) assess the players (of a competitive age) and assist with their selection into teams; this would require him to view the teams at home and away throughout the season and in consultation with the team coach, suggest movement of players into teams with similar capability IN THE FOLLOWING SEASON,
- (b) implement the grading policy of the "Club" as set out in Policy Document 4,
- (c) assist coaches where required,
- (d) perform relevant/related duties when called upon,
- (e) attend all Management Committee Meetings and provide written interim reports as required,
- (f) liaise with the Governing Soccer Body Club Coaching Co-Coordinator and advise coaches of forthcoming training/practical sessions,
- (g) must make every endeavour to keep up to date with the FIFA rules of the game.
- (h) maintain and develop clubs coaching accessories for example videos, CD-ROMs and books
- (i) Organise and distribute information relating to training camps.



(xiii) **FIXTURES OFFICER**

- (a) ensure club coaches and managers are aware of season draw and any changes to the draw.
- (b) ensure fixtures are posted on notice board on match day before kick off.
- (c) preparation of the duty roster and notification of teams required for duty.

(xiii) **MEMBER PROTECTION OFFICER**

- (a) To Coordinate the Clubs response to member protection.
- (b) Administer the record keeping associated with the Prohibited Employment Declarations.
- (c) Ensure the Working with Children Check process is followed.
- (d) Ensure all people involved in with the Club are aware of our child protection policy.
- (e) Promotes awareness and ensure children and adults have someone to go to if they have a concern or need information on child protection.

**10. TEAM MANAGER**

A Team Manager shall be appointed at the discretion of the Management Committee for each Mini and Junior team. The prime objective of the Team Manager is to assist the Coach in the preparation of the team. Ideally, the Team Manager should be a "Member" of the "Club".

The Team Managers duties are as follows;

- (a) ensure that the team is fully aware of the Playing Policy of the "Club" at all times,
- (b) ensure that all injuries are reported to the Secretary within twenty four (24) hours of the incident,
- (c) ensure that the team is aware of the time and place of each match and is ready to take the field on time and that they are in correct strip, correctly dressed, registered and are eligible to take the field,
- (d) ensure that the referees' fees are paid at each match when applicable,
- (e) be familiar with "Club's" Constitution and the "Governing Soccer Body's" rules and by-laws and adhere to playing policy of the "Club" and Policy Document 3,
- (f) attend meetings as requested by the Management Committee or arrange a delegate and ensure business discussed at the meeting and news letters are passed on to the team,
- (g) in conjunction with the Team Coach, be responsible for the discipline of the team whilst it is under his control,



- (h) be responsible for ensuring that all match results are reported to the nominated "Club" Official by the time stipulated by the Management Committee. The Team Manager shall record the team results throughout the season, in the case of Mini teams only under eight's (8) shall have their results recorded as this will assist in the placement of these teams in the following season,
- (i) at home games it is the responsibility of the Team Manager to ensure the match cards are properly completed, signed and given to the "Club" Official as nominated by the Management Committee.
- (j) at away games the match card shall be handed to the opposition Club Official or as otherwise instructed by that Club's Match Day Official
- (k) organise team on duty days so that duties are carried out on the designated day,
- (l) arrange for parent's to carry out duties when required by the duty roster.
- (m) be responsible for the player registration cards and ensure that they are at every game. Ensure the return of these cards at season's end to the registrar.

## 11. TEAM COACH

Essential - To attain a Level 1 or equivalent Coaching Certificate within the period allowed by "Governing Soccer Body". The Coach is to facilitate the coaching and development of Mini, Junior and senior soccer players by providing information and methods for improving skills, fitness and awareness of the rules and strategies for playing soccer. The coach should ideally be a "Member" of the "Club"

Team Coach's will carry out the following duties;

- (a) select player's positions for "Club" Teams in accordance with the Playing Policy of the "Club",
- (b) organise regular training of the team for team members as appropriate for team members and the Team Coach. Coaching Coordinator to be advised of the training day, time and location,
- (c) attend meetings as requested by the Management Committee or arrange a delegate,
- (d) to always conduct himself in accordance with the Playing Policy of the "Club" and Policy Document 3, 4 and 5,
- (e) take receipt of the team equipment as issued by the Equipment Officer and return same as soon as possible after the last match of the season,
- (f) ensure that competition footballs are available for each competition match and that they are used only in competition play.





## 12. MEETINGS

- (a) All meetings of the "Club" shall commence at 7.30 p.m. and finish not later than 10.30 p.m.. Variations of times may be granted at the discretion of the chairperson.
- (b) At the Executive and Management Committee meetings only those present and entitled to vote, may vote. At all other meetings votes shall be given personally or by proxy but no "Member" shall hold more than five (5) proxies.
- (c) EXECUTIVE COMMITTEE
  - i) A quorum for an Executive Committee Meeting shall be three (3).
  - ii) The committee to meet as appropriate.
- (d) MANAGEMENT COMMITTEE MEETINGS;
  - (i) The Management Committee shall meet at least once a month during the soccer season.
  - (ii) A Special Management Committee Meeting may be called by the Secretary by giving at least twenty four (24) hours notice to the Management Committee "Members".
  - (iii) A quorum shall consist of five (5) Management Committee "Members".
  - (iv) The order of business at a Management Committee Meeting shall be the same as prescribed for a General Meeting.
- (e) APPOINTMENT OF PROXIES;
  - (i) Each "Member" shall be entitled to appoint another "Member" as proxy by notice given to the "Club" Secretary no later than twenty four (24) hours before the time of the meeting in respect of which the proxy is appointed.
  - (ii) The notice appointing the proxy shall be in the form set out in the annexure 6 in this Constitution.

## 13. GENERAL MEETING

- (a) General Meetings shall be open to all "Members" and non members of the "Club" and only "Members" may vote. Either in person or by proxy subject to the conditions laid down in clause 12 e) of this constitution.
- (b) General Meetings will be held at times and dates determined by the Management Committee with a minimum of three (3) being held between February and September. A quorum at General Meeting shall consist of no less than fifteen (15) current "Members" being present at the meeting, or one third of the current "Members", whichever is the lesser.
- (c) General Meetings shall lapse if a quorum is not present within half an hour of the time set down for the commencement of the meeting.



- (d) The order of business at a General Meeting shall be as follows;
  - (i) Apologies
  - (ii) Confirmation of the minutes of the previous General Meeting.
  - (iii) Business arising out of the previous minutes
  - (iv) Correspondence
  - (v) Treasurer's Report
  - (vi) President's Report
  - (vii) Committee Report(s)
  - (viii) Motions on notice
  - (ix) General Business
- (e) Except as provided for the rules pertaining to Special General Meetings, any resolution at a General Meeting may be reviewed at a subsequent General Meeting providing the Secretary is notified of the intention to seek a review, in writing at least twenty one (21) days prior to the next General Meeting.
- (f) At all General Meetings the accepted rules of debate shall apply.

#### **14. SPECIAL GENERAL MEETING**

- (a) Special General Meetings shall comprise of all persons entitled to be present at a General Meeting. The Secretary shall give twenty one (21) days notice in writing to all such persons. Notices shall state the business to be considered, and no business other than that for which the meeting has been called shall be considered. Special General Meetings shall only be convened as follows:
  - (i) by a resolution carried by a majority at a General Meeting or,
  - (ii) by a decision of a majority of the Executive Committee or Management Committee or,
  - (iii) by a requisition to the Secretary in writing from at least five (5) "Members".
- (b) A quorum shall be the same as for a General Meeting.
- (c) Special General Meetings shall lapse if a quorum is not present within half an hour of the time set down for the commencement of the meeting.
- (d) At all Special General Meetings the accepted rules of debate shall apply.
- (e) At a Special General Meeting a majority of at least two thirds of those present and entitled to vote is required to carry a motion.
- (f) Proxy votes will be accepted subject to the conditions as laid down in Clause 12. (e) in this Constitution and Clause 24 (c) (iii).



## **15. ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting shall be held in November each year.
- (b) All "Members" are to be advised of the date of the meeting no later than 28 days prior to the meeting by the "Club" Secretary
- (c) The order of business at the Annual General Meeting shall be -
  - (i) Apologies
  - (ii) Presentation for adoption of the minutes of the previous Annual General Meeting.
  - (iii) Business arising from the previous Annual General Meeting minutes.
  - (iv) President's Report
  - (v) Treasurer's Report
  - (vi) Committee Report(s)
  - (vii) Presentation for adoption of the Annual Report and Audited Financial Statement.
  - (viii) Life membership
  - (ix) Determine Annual membership fee
  - (x) General business pertaining to Annual General Meeting.
  - (xi) Declaration that all offices are vacant and a returning officer appointed.
  - (xii) Election of the Management Committee by closed ballot, if more than one nomination for each position is received and accepted by the meeting.
  - (xiii) General business.
- (d) At the Annual General Meeting, the accepted rules of debate shall apply.
- (e) A quorum shall be the same as for a General Meeting.
- (f) The "Club's" financial year shall end on 31st October each year.

## **16. REGISTRATION**

Registration Day/s will be held in January and February.

## **17. PLAYER'S EQUIPMENT**

Uniform shirts will be provided by the "Club" for each match. This equipment will remain the property of the "Club".

## **18. AUDITOR**

To retain integrity, the "Club's" books shall be audited by an agreed third-party (as appointed in consultation with the Management Committee)



**19. BANK AUTHORITY**

- (a) The "Club" shall have a general operating account with a banking/financial institution as agreed by the Executive Committee
- (b) All cheques drawn by the "Club" must be signed by at least two (2) members of the Executive Committee.

**20. ALTERATIONS TO THE CONSTITUTION**

- (a) Any "Member" shall have the right to apply for a variation, alteration or amendment to this Constitution. Any such applications must be seconded and shall be made in writing to the Secretary and shall be discussed and voted on at a Special General Meeting.
- (b) The Constitution shall only be varied by a vote of at least a two third majority of persons present and entitled to vote. Proxy votes will be accepted subject to the conditions in Clause 12. (e) of this Constitution.
- (c) Twenty one (21) days notice in writing shall be given for any proposed Constitutional change/s. Fourteen (14) days written notice shall then be given to all "Member's" detailing any proposed constitutional change(s).

**21. LIABILITY OF THE "CLUB"**

The "Club" shall maintain insurance's as required by the "Governing Soccer Body" and the Government body overseeing the Incorporation of Associations.

**22. DISSOLUTION**

If at a Special General Meeting of the "Club", held after due notice a majority of the "Members" present decide to dissolve the "Club" and wind it up, the property and assets of the "Club" shall be sold and realised and all debts and liabilities of the "Club" shall be discharged and repaid from the proceeds from such a sale or otherwise and the surplus remaining shall be paid to the Mary Immaculate Parish Primary School Eagle Vale Parent's and Friend's Association whereupon the "Club" shall cease to operate.

**23. DISCIPLINING OF "MEMBERS" AND "NON MEMBERS"**

- (a) Where the Management Committee is of the opinion that a "Member"/"Non Member" of the "Club" -
  - (i) has persistently refused or neglected to comply with a provision or provisions of this Constitution; or
  - (ii) has persistently and willfully acted in a manner prejudicial to the interests of the "Club",  
  
the Management Committee may, by resolution -
    - (iii) expel the "Member" from the "Club"; or
    - (iv) suspend the "Member" from Membership of the "Club" for a specified period, or
    - (v) impose any penalty(ies) upon any "Member"/"Non Member" that the Management Committee deems proper.



- (b) A resolution of the Management Committee under Clause 23.(a) is of no affect unless the Management Committee, at a meeting held not earlier than fourteen (14) days and not later than twenty eight (28) days after serving on the "Member"/"Non Member" of a notice under Clause 23.(c), confirms the resolution in accordance with this rule.
- (c) Where the Management Committee passes a resolution under Clause 23. (a), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the "Member"/"Non Member" -
  - (i) setting out the resolution of the Management Committee on the grounds on which it is based;
  - (ii) stating that the "Member"/"Non Member" may address the Management Committee at a meeting to be held not earlier than fourteen (14) days and not later than twenty eight (28) days after service of the notice;
  - (iii) stating the date, place and time of that meeting; and
  - (iv) informing the "Member"/"Non Member" that the "Member"/"Non Member" may do either or both of the following:-
    - (a) attend and speak at that meeting, with or without support person(s),
    - (b) submit to the Management Committee at or prior to the date of that meeting written presentations relating to the resolution,
- (d) At the meeting of the Management Committee held as referred to in Clause 23. (c), the Management Committee shall -
  - (i) give to the "Member"/"Non Member" and/or support person(s) an opportunity to make oral representations,
  - (ii) give due consideration to any written representations submitted to the Management Committee by the "Member"/"Non Member" at or prior to the meeting; and
  - (iii) by resolution determine whether to confirm or to revoke the resolution. this determination must be carried by at least three quarters of a majority of those "Members" present and entitled to vote. Proxy votes will not be accepted.
- (e) Where the Management Committee confirms a resolution under Clause 23. (d), the Secretary shall, within seven (7) days after that confirmation, by notice in writing inform the "Member"/"Non-Member" of the fact and of the "Members"/"Non-Member" right of appeal under Clause 24.
- (f) A resolution confirmed by the Management Committee under Clause 23. (d) does not take affect -
  - (i) until the expiration of the period within which the "Member"/"Non Member" is entitled to appeal against the resolution where the "Member"/"Non Member" does not exercise the right of appeal within that period; or



- (ii) where within that period the "Member"/"Non Member" exercises the right of appeal, unless and until the "Club" confirms the resolution pursuant to Clause 24. (d)

#### **24. RIGHT OF APPEAL OF "MEMBER"/"NON MEMBER"**

- (a) A "Member"/"Non Member" may appeal to the "Club" in a Special General meeting against a resolution of the Management Committee which is confirmed under Clause 23. (d), within seven (7) days after notice of the resolution is served on the "Member"/"Non Member" by lodging with the Secretary a notice to that affect.
- (b) Upon receipt of a notice from a "Member"/"Non Member" under Clause 24. (a) the Secretary shall notify the Management Committee which shall convene a Special General meeting of the "Club" to be held within twenty one (21) days of the date on which the Secretary received the notice.
- (c) At a Special General Meeting of the "Club" convened under Clause 24. (b),
  - (i) no business other than the question of the appeal shall be transacted;
  - (ii) the Management Committee and the "Member"/"Non Member" and their support person(s) shall be given the opportunity to state their respective cases orally or in writing, or both; and
  - (iii) the "Members" present shall vote by secret ballot on the question of whether the resolution should be confirmed, revoked or amended. It must be passed by at least a two thirds majority of those "Members" present and entitled to vote. Proxy votes will not be accepted.
  - (iv) any "Members" of the Management Committee who heard the resolution disciplining the "Member"/"Non Member" will not be permitted to vote (in person or by proxy) at the "Member's"/"Non Member's" appeal. Nor will they be permitted to hold a proxy vote(s) for any other "Member(s)" at the appeal.
- (d) If at the Special General Meeting the "Club" passes a special resolution in favour of the confirmation/amendment of the resolution, the resolution is confirmed/amended.



**Annexure 1**  
**St Mary's Eagle Vale Soccer Club Incorporated**  
**Policy Document Number 1**

**Players Code of Conduct and Ethics**

1. Be proud to represent St Mary's Eagle Vale Soccer Club Inc.
2. Do not argue with the referee or lines people.
3. Listen to your coach and attempt to do everything they ask.
4. Work hard to support your team mates.
5. Display good manners at training and games.
6. Do not use foul language at any time.
7. Work hard at your game, at training and at home.
8. Dress appropriately for training.
9. Arrive at training sessions early enough to start on time.
10. Arrive at all matches at least 30 minutes before kick off.
11. Arrive at all matches in correct uniform. Incorrectly dressed players will not be permitted to take the field.
12. Socks must be pulled up and shirts tucked in during matches.
13. Players guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.



**Annexure 2**  
**St Mary's Eagle Vale Soccer Club Incorporated**  
**Policy Document Number 2**

**Parents and Supporters Code of Conduct**

1. Do not criticise or enter into any discussion with the referee or lines person at matches.
2. Provide encouragement and support for your child and their team mates at matches but do not offer coaching advice.
3. Encourage your child to work hard at their game at home and at training.
4. Your child is required to arrive at matches at least 30 minutes before kick off time and is to remain with the team until dismissed by the team coach.
5. Your child is required to attend all training sessions and is required to arrive in time to prepare themselves to start at the appointed time.
6. If your child is unable to attend training or a match, it is the parents' responsibility to inform the Coach or Manager prior to training or the match.
7. Treat the opposing team and officials with respect. St Mary's Eagle Vale Soccer Club is well respected within the Association and wishes to reciprocate with all Clubs.
8. Each team's parents will be asked to assist during the year with Duty Roster, washing of shirts and fundraising - for the benefit of your children. Please contribute generously and in the good spirit the "Club" has developed.
9. Parents guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.
10. Provide an example of sportsmanship and fair play to your children.





**Annexure 3**  
**St Mary's Eagle Vale Soccer Club Incorporated**  
**Policy Document Number 3**

**Coaches and Managers Code of Conduct**

1. Do not criticise or enter into any dispute with the referee or lines person at matches.
2. In your coaching role, provide encouragement and support for the players in your team at matches.
3. Encourage the players in your team to work hard at their game at home and at training.
4. You are required to attend all training sessions in time to prepare to start at the appropriate time.
5. If you are unable to attend training or a match, it is your responsibility to inform all the parents and make suitable alternative arrangements prior to training or the match.
6. Treat the opposing teams and officials with respect. St Mary's Eagle Vale is well respected within the Association and wishes to reciprocate with all Clubs.
7. Coaches and Managers guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.
8. Provide an example of sportsmanship and fair play to the players in your team.



**Annexure 4**  
**St Mary's Eagle Vale Soccer Club Incorporated**  
**Policy Document Number 4**

**Grading Policy**

1. The objective of the grading system is to ensure that player(s) of equal ability are placed together and that their team is then placed into a division where they will remain competitive.
2. All grading of eligible players within the "Club" shall be carried out by the grading committee.
3. The Club Coaching Co-Coordinator shall head the grading committee and the committee shall be made up of three (3) other "Club" coaches. They must hold a current level one (1) coaching accreditation.
4. Coaches wishing to apply for a position on the grading committee must lodge their applications (in writing) on or before the "Club's" second registration day. In the event of more than three (3) coaches applying for a position on the grading committee the Club Coaching Co-Coordinator in liaison with the "Club" Management Committee shall appoint the coaches to the grading committee.
5. Team coaches will be asked to rate all players' performance at the end of each season then submit a recommendation as to whether or not the player should be moved in the following season. This information will then be used to place players into initial team placing and a caretaker coach will be appointed (by the Executive Committee) prior to grading being completed. New Players will be assessed taking into account playing experience and level played as well as being assessed during grading sessions)
6. Grading will be carried out when there is more than one team per age group. The players will be graded on their performance during the session and feedback from last seasons coach. If necessary, trial games will be used to grade players.
7. The number of grading sessions will be determined by the grading committee. Attendance at grading days is not compulsory BUT if players wish to be considered for grading in a higher division they MUST attend specified grading days. If they wished to be assessed and are unavailable they must give prior notification to the Club Coaching co-Coordinator.)
8. Any "Member" of the grading committee shall have no input in relation to their own child's grading.
9. After grading has been completed players will then be placed into final team allocations (pending any appeals). The grading committee will then be responsible for the placement of each team into a particular division. Both of these will be done by a majority vote of the grading committee. The Coaching Coordinator shall have a second and casting vote.
10. At this point coaches and managers will also be appointed (this will be done by the Management Committee).
11. Any appeals must be lodged in writing to the "Club" Management Committee within seventy two (72) hours of final team allocations (players may be required to attend a special grading session). Their decision will be final.



**Annexure 5**  
**St Mary's Eagle Vale Soccer Club Incorporated**  
**Policy Document Number 5**

**Breaches of Codes of Conduct -**  
**Players, Parents, Coaches and Managers**

1. Any serious breaches of Policy Documents 1, 2 and 3 may be brought to the attention of the "Club" Management Committee by Coaches, Managers, Parents or Club "Members".
2. The "Club" Management Committee will then determine any disciplinary action if necessary.
3. The "Club" Management Committee will (if they deem action necessary) then discipline the offending person(s) under Clause 23 of this constitution.



**Annexure 6**  
**Form of Appointment of Proxy**

(Clause 12. e.)

I,  
(Full Name)

of.....  
(Address)  
being a member of St Mary's Eagle Vale Soccer Club Incorporated

hereby appoint.....  
(Full name of proxy)

of.....  
(address)  
being a member of that incorporated association, as my proxy to vote for me on my behalf at  
the general meeting of the association (annual general meeting or special general meeting,  
as the case may be) to be held on the

.....

day of .....19.....and at any adjournment of that meeting.

\* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution  
(insert details).

\* To be inserted if desired.

.....  
Signature of member nominating proxy.

Date.....

.....  
Signature of member appointed proxy.

Date.....

NOTE: A proxy vote may not be given to a person who is not a member of the association.



**Annexure 7**  
**ST MARY'S EAGLE VALE SOCCER CLUB INCORPORATED**  
**APPLICATION FOR MEMBERSHIP**

*Information:*

*Under the provisions of the Club's by-laws, as registered with the Corporate Affairs Commission, St Mary's Eagle Vale Soccer Club Inc. is required to have financial membership. Only financial Club members are entitled to participate in voting at General, Annual General and Special General meetings of the Club.*

*This application form must be lodged, together with a \$ \_\_\_\_\_ (amount) joining fee and a \$ \_\_\_\_\_ (amount) annual subscription for \$ \_\_\_\_\_ (year) with the club Secretary.*

SURNAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

I, \_\_\_\_\_ hereby make application for membership of St Mary's Eagle Vale Soccer Club Inc., and undertake to observe the provisions of the Club's by-laws as administered by the Committee.

\_\_\_\_\_  
Signature:

I, \_\_\_\_\_ hereby nominate the above mentioned person for membership of St Mary's Eagle Vale Soccer Club Inc.

\_\_\_\_\_  
Signature:

I, \_\_\_\_\_ hereby second the above nomination for membership of St Mary's Eagle Vale Soccer Club Inc.

\_\_\_\_\_  
Signature: