

Hinchinbrook Sports Club Inc.

Club by Laws

As Amended 29th March 2017

Section 1 – Introduction & Interpretation

1-1 ADMINISTRATION

Any matter not specifically covered by The Articles of Incorporation, By-laws or Rules of the Club (Club Rules) or its parent bodies, shall be determined by the M.C.

1-2 DEFINITIONS

- 1-2.1 The phrases “these rules” and “the Club rules” and any such similar terminology shall be taken to mean The Articles of Incorporation, BY-LAWS and CLUB RULES as promulgated by this club.
- 1-2.2 For the purpose of these rules any reference to “year”, unless the context otherwise indicates, shall mean the period from January 1st up to and including December 31st of the calendar year.
- 1-2.3 For the purpose of these rules the masculine gender shall be read to mean bother masculine and feminine, except where the rule deals specifically with one sex, in which case the gender shall read as applicable to that sex.
- 1-2.4 Where the following abbreviations appear throughout these rules, they shall have meanings set her under:

A.G.M.	Annual General Meeting
DHC	Disciplinary Hearing Committee
E.C.M.	Executive Committee Meeting
FFA	Football Federation Association
FNSW	Football New South Wales
G.M.	General Meeting
M.C.	Management Committee
M.C.M.	Management Committee Meeting
S.D.S.R.I.	Southern Districts Soccer Referees Association Incorporated
S.D.S.F.A.	Southern Districts Soccer Football Association Incorporated.
S.G.M.	Special General Meeting

1-3 ALTERATIONS TO BY-LAWS

- 1-3.1 Notwithstanding anything else contained herein, The Club may alter and repeal all such By-laws as it may be deem necessary or expedient for the proper conduct and management of the Club. In particular, but not only, it may, by By-law regulate the control and management of all business by the Club.
- 1-3.2 Alterations to By-laws.
- A. Each Club Member shall have the right to apply for variations to the By-laws.

- B. Variations to the By-laws in accordance with this paragraph will only be considered at an A.G.M. or S.G.M.
- C. Notice of motion for such variation will close with the Secretary not later than twenty-eight (28) days prior to the date set for the A.G.M. or S.G.M.
- D. The By-laws shall only be varied by a majority vote of those in attendance and entitled to vote.

1-4 ALTERATIONS TO CLUB RULES

- 1-4.1 In pursuance of efficient administration and control of Members, Players and Parent's of Players, rules shall be formulated and shall be known as Club Rules.
- 1-4.2 Meetings will be convened to determine amendments to the Club Rules prior to the commencement of that season, or where deemed necessary by the M.C.

SECTION 2 – OFFICIALS COMMITTEES & PATRONS

2-1 OFFICIALS OF THE CLUB

The officials of the Club, as listed in The Constitution, shall have the functions and duties as follows:

2-1.1 PRESIDENT

The President shall be appointed every two (2) years with the year ending with an even number.

The President shall be Chairman at all meetings, but not necessarily those of the P.D. and J.C., and shall conduct such meetings in accordance with the Rules of the Club.

The President shall have a casting vote at all meetings.

The President shall be an ex-officio member of all subcommittees.

2-1.2 VICE-PRESIDENT

In the absence of the President at any meeting, the Vice-President shall be Chairman.

The Vice-President, upon appointment each appointment, shall automatically assume the position of Chairman of disciplinary hearings.

2-1.3 HONORARY SECRETARY

The Secretary shall be appointed every two (2) years alternate to the President with the year ending with an odd number.

The Secretary shall:

- A. Attend the general business of the Club.
- B. Hold the Official Stamp.
- C. Accept any money due, giving an interim receipt only.
- D. Pay the Hon Treasurer all monies received within seven (7) days.
- E. Record any action taken by the Executive Committee between Meetings, and submit a report to the M.C.
- F. Attend to correspondence.
- G. Prepare the Annual Report.
- H. Be Delegate to S.D.S.F.A. Inc., and/or nominated alternate.
- I. Arrange appropriate insurance cover in respect of Club Property.
- J. Be an ex-officio member of all subcommittees.
- K. Keep true minutes of all meetings
- L. Undertake any other duties found necessary in the carrying out of the above functions.

2-1.4 HONORARY TREASURER

The Treasurer will be appointed every two (2) years with the President but alternate to the Secretary.

The Hon. Treasurer shall:

- A. Receive all monies, giving an official receipt in return, and bank same in the Club's Bank Account within seven (7) days.
- B. Have charge of the bank books.
- C. Produce the bank books at each M.C.M. and G.M.
- D. Prepare a financial statement and submit it to each M.C.M. and G.M.
- E. Pay all accounts passed for payment in accordance with these rules.
- F. Present an audited financial statement and submit it to the A.G.M.

2-1.5 HONORARY REGISTRAR

The Hon. Registrar shall be responsible for:

- A. The registration of all players
- B. Keeping a register of all players.
- C. Furnish a report at each M.C.M. and G.M.

- D. Keeping a register of all defaulting and disqualified players as received from the FFA, FNSW Ltd, S.D.S.F.A. Inc., all other governing bodies and or the M.C.

2-1.6 SUB-COMMITTEES

Where necessary the M.C. may appoint Sub-Committees to assist the M.C. members in the completion of their duties.

2-2 EXECUTIVE COMMITTEE

- 2-2.1 The Executive Committee of the Club shall consist of the Executive Officials of the Club, namely:

- A. The President.
- B. The Honorary Secretary.
- C. The Treasurer.

- 2-2.2 The Executive Committee shall be empowered to deal with all matters of urgency in the interests of the Club. They shall report their actions to the next G.M. or M.C.M., whichever occurs first.

2-3 MANAGEMENT COMMITTEE

- 2-3.1 The M.C. of the Club shall consist of the Officials of the Club as per the Constitution.

- 2-3.2 The order of business at any M.C.M. shall be the same as described herein for a G.M.

- 2-3.3 The duties and functions of the M.C. shall include the following:

- A. Admission or rejection of applications by persons for membership
- B. Admission or rejection of applications for registration of players, coaches and managers.
- C. Approval or rejection of a players application for transfer.
- D. The suspension or expulsion of any team, player, coach, manager or person, from participation in any function, competition match or activity under the jurisdiction of this Club.
- E. The imposition of fines on any Member, Team, Player, Coach or Manager.
- F. The suspension or expulsion of any Club Official from participation in the Club's affairs where such a Club Official is deemed guilty of conduct considered prejudicial to the interest of the Club.
- G. The control and management of all finances of the Club.

- 2-3.4 The M.C. when elected shall declare their current position or anticipated involvement with all Club Teams, also to advise any changes to their position at the next M.G.M. or G.M. whichever comes first.

2-4 PROTEST DISPUTES & JUDICIARY COMMITTEE

- 2-4.1 The Disciplinary Hearing Committee, hereafter referred to as DHC, shall be composed of at least three (3) members, as set out hereunder:

- A. The Vice-President shall be the Chairman, or, in his absence a Chairman shall be elected from the members present.
- B. Should a member of the Committeeman's family or team be on trial the said Committeeman shall take no part in the hearing or voting.
- C. Any person elected or requested to sit on the DHC, shall be obligated to declare any interest in a team matter being heard or in a person who is appearing before the said Committee.
- D. All members of the DHC, must be existing Members of the Club.
- E. No more than two (2) persons from the same family or team shall be allowed on the DHC, at any one time.

- 2-4.2 The DHC shall only be required to meet upon notice received from the M.C. or from the show of hands at a G.M. or S.G.M.

- 2-4.3 The meeting shall convene with a quorum of two (2) members.

- 2-4.4 The DHC are delegated to hear any or all matters, and make decisions and determinations, relating to the following:

- A. Any player who is ordered from the field of play by the officiating referee.
- B. Any player, coach, manager or Club Official reported to the Club by the referee or Ground Officials, who indulges in violent or ungentlemanly conduct to any of the following:
 - (i) Referee or Linesman.
 - (ii) Player of the same or opposition team.
 - (iii) Official or spectator from this or any visiting Club.
- C. Adjudicate on any disputes between members, players, parents or officials.

- 2-4.5 Each Member of the DHC, shall have one deliberate vote, and the Chairman a casting vote. The Chairman shall report in writing on all matters of the DHC to the M.C.

2-5 APPEALS COMMITTEE

- 2-5.1 The Appeals Committee shall comprise of Members, or Parent's of Junior Players of Four (4) Club Teams.
- 2-5.2 A quorum shall comprise of four (4) Members under the Chairmanship of Delegated Management Committee member whom shall have a casting vote.
- 2-5.3 A roster system will be used to ascertain which Teams comprise each Appeals Committee.

2-6 PATRONS

- 2-6.1 Invitations may be extended to:
 - A. The State Member of Government for Liverpool
 - B. The Mayor of Liverpool
 - C. Any other person or organisation, as nominated.

SECTION 3 – MEETINGS

3-1 TIMES

- 3-1.1 Unless otherwise notified all meetings shall commence at 7.30p.m. All meetings shall finish no later than 10.30p.m.
- 3-1.2 Variation to the starting of a meeting shall be included in any mandatory notification but shall not be less than seven (7) days.
- 3-1.3 Extensions to the finishing time of any meeting may be granted at the discretion of the Chairman.

3-2 ANNUAL GENERAL AND SPEICAL GENERAL MEETINGS

- 3-2.1 The A.G.M. shall be held no later than Last Sunday in March.
- 3-2.2 The order of business at the A.G.M. shall be as follows:
 - A. Reading of minutes of previous A.G.M. if requested
 - B. Presentation for adoption of the Annual Report.
 - C. Declaration of vacant offices if applicable.
 - D. Election of officials.
 - E. Appointment of the auditor.
 - F. Alterations to the Rules.
 - G. Business on notice.
 - H. General Business.

I. Endorsement of Patrons.

3-2.3 Each retiring official and member of the M.C. shall be entitled to one (1) vote.

3-2.4 At the A.G.M. and S.G.M.'s the accepted rules of debate shall apply.

3-3 GENERAL MEETINGS

3-3.1 General Meetings will be held where practicable no later than the second week in April and/or at any other time as convened by the M.C. Notification shall be given to all officials, teams and Members of the club via the website, newsletters or on the notice board at the Club.

3-3.2 General Meetings shall comprise of the Officials of the Club as set out in the Articles of Incorporation together with Club Members, or Parent's of Junior Players.

3-3.3 At all G.M.'s a quorum shall consist of five (5) Members entitled to be present (not including Life Members of the Association, present in that capacity).

3-3.4 The order of business at a G.M. shall be:

A. Reading and confirmation of Minutes of previous G.M.

B. Business arising out of previous Minutes.

C. Correspondence.

D. Financial Statements.

E. Reports by Officials, the S.D.S.F.A. Inc., Delegates, and others as requested.

F. Motions on Notice

G. General Business

3-3.5 Except as provided for under SPECIAL GENERAL MEETINGS any resolution of a G.M. may be reviewed at a subsequent G.M. provided the Hon Secretary is notified in writing at least fourteen (14) days prior to the next G.M. of the intention to seek a review.

3-3.6 At all G.M.'s the accepted rules of debate shall apply.

3-3.7 Each M.C. Official, Member and Delegate present shall be entitled to one and only one (1) deliberate vote. The Chairman shall have the casting vote.

3-3.8 Except where otherwise specifically provided by these rules, all decisions made at a G.M. shall have effect for the year in which they were made.

3-3.9 Any team failing to be represent before 8.00p.m. at the G.M., or departing from same without first being excused by the Chairman, will be liable to be fined the amount laid down in these rules.

3-4 DELEGATES

- 3-4.1 Each Team must be represented by at least one Delegate or they will be fined the amount specified in these rules. No apologies will be accepted. Exemption to this rule may only be granted by the M.C. in the case of extreme conditions e.g. accident on-route, natural disaster.

SECTION 4 – MEMBERSHIP

4-1 MEMBERSHIP QUALIFICATIONS

- 4-1.1 All persons wishing to become a Member under the following membership categories:

- (i) Player
- (ii) Coach or Manager

1. Must complete Registration Form as required by relevant sport governing body and submit it to the Registrar for Approval by the Management Committee.
2. Players, coaches, managers and committee members will follow rules as determined by relevant sport governing body controlling competition being entered such as S.D.S.F.A.INC, F.N.S.W., F.F.A., FUTSAL, or others as may apply from time to time. The Club will comply with rules including but not restricted to competition rules, fees, age groups, registration, transfers, and uniforms.

- 4-1.2 Other persons shall be eligible to apply for membership, subject to the requirements laid down in the Constitution, it's associated By-laws and Club Rules.

- (i) Any person who is elected to or accepted in position on the Club Management Committee or General Committee automatically assumes Membership for the term of the appointment.
- (ii) Any one parent of a junior player who has not reached the aged of 18 years automatically assumes membership on behalf of said player for the registration period.
- (iii) Any person who does not fall into one of the above categories may apply for Membership, to the Management Committee as an Associate Member and upon acceptance must pay the prescribed fees as listed in the Club Rules, as soon as practicable thereafter.
- (iv) Any person as described in Section 4-1.1 and 4-1.2 (ii) above shall not have voting rights as a Member until the second General Meeting after becoming an Associate Member.

- 4-1.3 Membership of the Club is from 1st January to 31st December.
- 4-1.4 Associate Members shall have all the rights of an ordinary Member, except as in Section 4-1.2, (iii).

4-2 LAPSE AND TERMINATION OF MEMBERSHIP

- 4-2.1 Membership shall lapse until the Member has cleared all outstanding debts with the Club in accordance with the time limit given by the M.C. for the payment of such debts.
- 4-2.2 A Member whose membership has lapsed may not exercise any of the privileges of a Member until such time as his membership renewal has been approved.
- 4-2.3 Any Member whose membership has lapsed may apply for membership renewal.
- 4-2.4 Any Member wishing to resign from the Club shall indicate the same in writing to the Hon. Secretary. No registration will be accepted unless all outstanding monies and dues are paid.
- 4-2.5 All persons wishing to apply for membership with the Club may be required to show proof that they are free from debt from this or any other Association or Club.

4-3 LIFE MEMBERS

- 4-3.1 Any person who has rendered special services to the Club, may be elected a Life Member at the A.G.M. or a G.M.
- 4-3.2 Life Member shall be entitled to all of the privileges of a member. Not more than one (1) Life Member may be elected in one year.

SECTION 5 – FINANCIAL RECORDS & ACCOUNTS

5-1 AUDITOR

- 5-1.1 An Auditor not otherwise connected with the Club may be recommended by the M.C. each year at the committee's absolute discretion.

5-2 BANK AUTHORITY

- 5-2.1 All cheques or direct internet banking transfers issued by the Club shall be signed by any two of the acting committee with one signee being the President, the Secretary, or the Treasurer. Except that special Accounts managed by a Subcommittee shall be operated in accordance with the BY-LAWS promulgated for the purpose of regulating that Subcommittee.

SECTION 6 – DISCIPLINARY ACTIONS

- 6-1.1 All reports must be in writing and in the hands of the Club's Secretary as soon as practicable after the incident or occurrence of the DHC, Chairman to take action on any matter.
- 6-1.2 Where DHC, upon receiving a report regarding a matter has decided to cite a person or persons, the person or persons must be given at least forty eight (48) hours notice to allow him to appear not later than twenty-one (21) days after the incident or occurrence.
- 6-1.3 The DHC may hear any cases in the person's absence upon receipt of the person's written consent.
- 6-1.4 Notwithstanding the fact that a person may be found guilty of any offence the DHC, may issue a caution.
- 6-1.5 In all cases the person will be supplied with a copy of the relevant report/s prior to the hearing.

6-2 CITED TO APPEAR

- 6-2.1 A person shall be deemed to have been cited when the Secretary of the club has informed the person or a member of the person's family of the necessity for such persons to appear before the DHC. Such information shall be rendered by the Secretary of the Club or Chairman of the DHC by telephone, facsimile or electronic mail and if requested, will be confirmed by letter
- 6-2.2 Should a person not appear upon being cited, his Membership rights shall be suspended until he appears.

6-3 APPEALS

- 6-3.1 Persons may appeal against Management Committee and DHC decisions in writing to the Secretary with a \$100 bond (which will be returned within 48 hours of a successful appeal) within seven (7) days after notification of decision to an Appeals Committee.
- 6-3.2 Persons submitting an appeal to the Appeals Committee Chairman, shall outline the basis of appeal, i.e. new evidence, severity of sentence.
- 6-3.3 A member of the Management Committee and or DHC shall have the right to present their case at all appeals.
- 6-3.4 Persons appearing before the appeals committee shall be provided with a copy of the report of the incident and the decisions of both the DHC and the M.C.

SECTION 7 – PROTEST AND DISPUTES

7-1 DISPUTES

- 7-1.1 In the first instance both parties should try to resolve the issue at hand. If this is not successful the matter is to be referred to Club Secretary for listing to be dealt with by the DHC.

- 7-1.2 In the case of disputes:
- A. The onus of proof shall be upon the club official or person making such a claim.
 - B. The complaint shall be lodged in writing with the Club Secretary within forty-eight (48) hours of the incident or occurrence in which the dispute arose.
 - C. The Club Secretary will forward all disputes received to the Chairman of the DHC and they will be dealt with by that Committee.
 - D. The evidence shall be provided to all parties concerned in a dispute.
 - E. A non refundable fee of \$100 may be charged where the DHC deems the issue to be frivolous.

SECTION 8 – FEES

- 8-1 Fees shall be determined by the M.C. from time to time.
- 8-1.1 **NOMINATION & REGISTRATION FEES**
- Each player shall pay a fee in respect to their registration each season. The amounts payable for registration shall be determined by the M.C. prior to the commencement of the season.
- 8-1.2 Membership fee of the Club as in Section 4-1.2 (ii) shall be \$5.00 dollars payable per Member after membership acceptance.

SECTION 9 – REGISTRATION AND TRANSFERS

- 9-1 PLAYER REGISTRATION**
- 9-1.1 Any person wishing to participate in competition matches must, as provided hereunder, be a properly registered player with the Club and the relevant sporting body and/or authority. The Club shall provide all necessary forms for the registration.
- 9-1.2 Any person wishing to represent the club in a sanctioned club event must be electronically registered with the relevant sporting bodies and or authority. ie My Football Club
- 9-1.3 To become a registered player a person shall comply with the requirements of the relevant sports controlling body.
- 9-1.4 All proof of age must be recognisable in English.
- 9-1.5 The registration of a player is deemed effective only when the Team Coach/ and or Manager is in possession of all relevant governing bodies

registration documentation, this having been authorised and process by the relevant sports controlling body and registration payment in full has been received and cleared by the Treasurer.

9-1.6 A player's registration with any team shall be for the current year only, and will end at the end of the governing bodies' season.

9-1.7 The number of players registered in any team shall be deemed by relevant sports controlling body and their competition rules.

9-2 COACH AND MANAGER REGISTRATION

9-2.1 All coaches and Managers are to be registered by 1st April each year. After this date I.D. cards are to be clearly displayed by the Coach/Manager during every game.

9-2.2 All coaches and managers must be registered with the Federal and/or State Government body responsible for Working With Children and provide the club with all relevant registration documentation within 14 days of receiving the documentation from the Government body.

9-3 PLAYING AGE

9-3.1 Playing age shall be deemed by relevant sports controlling body and their competition rules.

9-4 TRANSFERS

9-4.1 A player, having been registered as a member of the club, may not transfer to any other club until requesting, in writing, and receiving, a written clearance signed by the Secretary of this Club.

SECTION 10 – FINES AND PENALTIES

10-1 FINES AND PENALTIES

10-1.1 The club reserves the right to fine any player and or team that does not comply with the relevant code of contact.

10-1.2 Any player, team, member will be liable for any fines imposed by relevant sport governing bodies for any breaches of competition or association rules.

10-1.3 All monies outstanding for registration at 30 June of the current season will be forwarded to a club appointed debt collection agency with a fine of an amount set by the club appointed debt collection agency with management committee approval.

SECTION 11 – UNIFORMS

11-1 UNIFORMS

11-1.1 Players in all matches must appear in club authorised uniforms, approved safety equipment and footwear. Failure to wear shin safety equipment will result in player no being permitted to Participate.