



## Proposed By Laws of Springwood United Football Club Inc.

Issued	23 <sup>rd</sup> December, 2011
Approved by Board	30 <sup>th</sup> December, 2011
Submitted to:	
<ul style="list-style-type: none"> <li>• Nepean District Soccer Football Association</li> <li>• Football NSW</li> </ul>	

### Version Control

Number	Date	Approved by	Amendment
2	7/5/12	Board	Cl. 13 "Training & Playing Venues" amended
3	8/4/13	Management Committee	<ul style="list-style-type: none"> <li>• Edited references to 'Board' and titles reflecting change to 'Management Committee'</li> <li>• Deleted reference to 'Rep Football' and 'Mountains United'</li> <li>• Replaced 'sub-committee' with Football Committee where relevant</li> </ul>
4	15/7/14	Management Committee	Inclusion of new Clause 13 'Long Service Recognition' as approved at the AGM 1 <sup>st</sup> November, 2013
5	12/12/15	Management Committee	Amend Clause 4.6 Long Service Awards Amend Clause 13 'Long Service Recognition' as approved at the AGM 24 <sup>th</sup> October, 2015

<u>6</u>	<u>30/09/17</u>	<u>Management Committee</u>	<u>Update logo (Crest)</u> <u>Proposed amendments as per red text markings within document</u> <u>Tidy formatting within</u>
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## 1. Composition of Teams

### 1.1. General:

- 1.1.1. Membership of teams shall be open subject to Management Committee decisions.
- 1.1.2. The number of players per team shall be determined by the Football Committee ~~within which the team participates~~ but at all times will be within the limits prescribed by the Parent Sporting Body.
- 1.1.3. All junior players shall play in their correct age groups except as authorised by the Football Committee on the application of the players' parents or guardian in writing and after discussion with the ~~coaches~~Coaches concerned.
- 1.1.4. In all cases where the Club has more than one team in a particular age group, players may be upgraded or downgraded permanently to another team only with the consent of the Football Committee and with the approval, where necessary, of the Parent Sporting Body in which the team participates.
- 1.1.5. Entry of all sporting teams in various competitions shall be at the discretion of the Football and Management Committees.

### Football:

- ~~1.1.6.~~ Football players who were not previously registered with the Parent Sporting Body. All junior players in competition age groups are to be graded and selected at a common training session/s at the beginning of the season by the Grading Committee and persons authorised by the Grading Committee to assist. ~~Coaches~~ of each age group may be called upon to assist or apply to the Grading Coordinator seeking approval to assist.
- ~~1.1.6-1.1.7.~~ The decision whether to grade senior teams or to grade select senior teams will be reviewed each season by the Football Committee at least 2 weeks in advance of the date required to nominate teams to the Parent Sporting Body and any decisions made communicated to the relevant Coaches, Managers and players within 48hrs of such decision to allow sufficient time for grading to occur, or if grading is not occurring, for teams to be formed by other means.
- 1.1.8. In all cases, Football team selection is provisional and subject to change, until such time as the Football Committee determines but no later than the date required by the Parent Sporting Body, ~~where possible,~~
- ~~1.1.7-1.1.9.~~ In an 11 a side format for junior teams, where possible player numbers should be limited to a maximum of ~~thirteen (13)~~ fourteen (14) players per team.
- ~~1.1.8-1.1.10.~~ All ~~coaches~~Coaches must direct all requests for upgradingtransfers and/or borrowing of players through the relevant Age Coordinator. Where this is not possible at short notice, upgrading and/or borrowing may be permitted provided there is mutual agreement between the ~~coaches~~Coaches of the teams concerned; but in all cases, details must be forwarded to the relevant Age

Coordinator within seven (7) days. All upgrades and borrowing of players must be within the Rules and Regulations of the Parent Sporting Body.

~~1.1.9. Female players are allowed to register in mixed teams up to and including the Under 12 age group, and thereafter are eligible to participate in Ladies Under 14 and above competitions. Exceptions to this rule shall only be considered where:~~

~~1.1.9.1. there are insufficient numbers to form an all female team in that age group, and;~~

~~1.1.9.2. in the view of the Grading Committee, the player has the strength, skill and stamina to participate in the competition for which she is applying, and;~~

~~1.1.9.3.1.1.10.1. the parent/s or legal guardian/s (if a minor) are satisfied the player meets these requirements and releases the Club in writing from any claim arising out of or related to her playing in a male competition.~~

## 2. Coaches and Managers

- 2.1. All ~~coaches~~Coaches and ~~managers~~Managers will be appointed by the Football Committee (subject to their membership being approved by the Management Committee) and the Football Committee will endeavour to see that they are of good character and obtained a WWCC. The Football Committee shall advise them of their duties and responsibilities.
- 2.2. All ~~managers~~Managers should advise the Rregistrars of any alteration to the composition of their teams.
- 2.3. All ~~coaches~~Coaches and ~~managers~~Managers will become ~~h~~Honorary ~~m~~Members of the Club from the time of their appointment until the 31st January in the next AGM Calendar Year or until they resign or are otherwise removed ~~form from~~ their position, whichever is the sooner, and will be entitled to the same rights and privileges as ~~s~~Senior ~~financial~~ Playing members and accept the same responsibilities.
- 2.4. Any complaints or grievances concerning a Coach and/or Manager within a team, if not resolved within the team by the Coach and/or Manager and/or player/s and/or parents/guardian/partners/relatives within the team, should be brought to the attention of the Football Committee.~~The only contact for any Club business between coaches and managers and officials of any affiliated Parent Sporting Bodies shall only be through the Football Committee member of this Parent Sporting Body.~~

## 3. Players

- 3.1. All players shall be insured if the sport in which they participate is registered with a scheme through the appropriate Parent Sporting Body.
- 3.2. All players under the age of eighteen (18) years of age shall, on registration with the Club, provide proof of age acceptable to the Parent Sporting Body in which they will play. Players will not be eligible to participate in any competition until such proof of age has been sighted.
- 3.3. All senior players and a parent or guardian of a junior player must sign the Parent Sporting Body's registration form when registering with the Club. Where on-line registration is used, players must acknowledge acceptance of Terms & Conditions.

- 3.4. All players shall, at all times during regular matches and other approved matches, wear the official uniform approved by the Parent Sporting Body for the particular sport in which they are participating.
- 3.5. Any complaints or grievances concerning a player, or by a player within a team, if not resolved/satisfied within the team by the ~~coach~~Coach and/or ~~manager~~Manager and/or player/s of the ~~player's~~ team, should be brought to the attention of the Football Committee.
- 3.6. Any player of any team in any sport who is sent from the field of play for a serious infringement of the rules or for repeated infringements that can lead to a suspension may be required to appear before the next meeting of the Football Committee in addition to the disciplinary committee of the Parent Sporting Body concerned.
- 3.7. Upon acceptance as a member and registered player with the Club it is understood and agreed that the Club cannot be held responsible or liable in any way for any medical and/or hospital expenses incurred by a member as a result of playing football, or participating in any other activities associated with the Club or Parent Sporting Body.
- 3.8. All players in junior teams are entitled to a fair and reasonable amount of playing time on the field throughout the season, unless affected by illness, absence, poor attendance records, poor behaviour, injury or disciplinary suspension. Disciplinary suspension must be sanctioned by the clubs Football Manager relevant Sub-Committee prior to implementation.

In view of the above, ~~coaches~~Coaches shall endeavour to alternate players as much as possible with due regard to their playing position and capabilities.

For Small-~~s~~Sided Football (SSF), ~~coaches~~Coaches shall ensure that all players in attendance at matches share playing time, as far as possible.

The Football Committee shall have the final decision on any disputes regarding the interpretation and application of this ~~b~~By-Law.

- 3.9. No player shall take the field for grading, training or in any game for the Club if he/she has not paid all registration and associated fees due for the current season, unless prior arrangements have been made with the Management Committee.
  - 3.9.1. Any player owing monies (i.e., fines, etc.) to the Club or Parent Sporting Body when the timeframe for payment expires shall be declared unfinancial with the relevant Parent Sporting Body.
  - 3.9.2. Any player owing monies at the end of the season shall not be eligible to register with the Club in the following season until all outstanding monies are paid, unless prior arrangements have been made with the Management Committee.
  - 3.9.3. Once a player has been declared unfinancial, he/she shall not train or trial with any team until all outstanding monies are paid.

3.10. All fines relating to red/yellow card, match sheet errors, forfeits are to be covered by the incurring player/team unless otherwise supported by the Football Committee and approved by the Management Committee.

~~3.10.~~3.11. Any player issued with a suspension of 2 or more matches by a Parent Sporting Body that wishes to lodge an appeal, must notify the Clubs Football Manager before lodging the appeal.

3.12. Any player lodging an appeal with a Parent Sporting Body is to provide the Football Manager and Secretary a copy of the written grounds including any witness statements and supporting documentation.

3.13. Any player required to attend any hearing or tribunal of a Parent Sporting Body for the purposes of an appeal, must have a member of the Club Committee present, this shall be either the Football Manager, Competition Secretary or a member of the Executive.

3.13.1. If deemed appropriate, the player can have a legal representative present, as nominated by the player. The player will be required to cover any expenses incurred.

~~3.11-3.14.~~ 3.14. Player Commitment - Once selected into a team with the Club, all players are expected to be committed to training and playing for their teams. Dual registration in other winter sports which may interfere with this is discouraged.

#### **4. Trophies and Awards**

4.1. The Club will make awards each year in recognition of sporting achievements by individual players and teams, and such awards will be determined by the Football Committee and confirmed by the Management Committee on the recommendations and nominations of team ~~coaches~~Coaches and ~~managers~~Managers. The Club will have an absolute discretion in the making of awards and whether or not to make an award.

4.2. The Management Committee may also make special awards to persons making outstanding contributions to the Club.

4.3. All such awards as described in paragraphs 4.1 and 4.2 shall not be of a monetary nature.

4.4. No player shall receive any trophy or award if he/she is unfinancial.

4.5. The Football Committee may select trophies for the season, which shall be approved by the Management Committee.

4.6. Long Service Awards; see Clause 13 of By Laws.

#### **5. Coaching Courses**

5.1. The Club shall offer to all ~~new coaches~~Coaches the opportunity to participate in a coaching course relevant to the sport they intend coaching.

5.2. Registered Any coachCoaches of the Club wishing to undertake a professional coaching course, provided it is pre-approved they are nominated by the Club, will be reimbursed for the fees to an amount agreed by the Management Committee, subject to ; that coach giving coaching service to the Club for one full season after completing the course.

5.2.1. Where the coaching course is compulsory the club shall reimburse the Coach after completion of the course as long as the Coach is still coaching the nominated team;

5.2.2. Coaches that have had a minimum of one seasons continuous coaching service at the club within the past two seasons may be reimbursed after completion of the course as long as the Coach is still coaching the nominated team;

5.2.3. Coaches that have had less than one season of continuous service and are doing a coaching course that is not compulsory for the team they are coaching will be reimbursed after both completing the coaching course and completing one season of continuous service and then returning to coach a team the following season;

5.2.4. Coaching courses that were completed prior to a Coach becoming a registered Coach of the club may not be reimbursed unless expressly approved by the Management Committee upon request. Such requests for reimbursement may be declined;

5.1.1.5.2.5. Reimbursement of fees for any coaching courses that are not part of the community or grass roots pathway will be at the total discretion of the Management Committee and may be deemed as not subject to reimbursement

5.2.5.3. On the recommendation of a ~~coach~~ Coach, the Club will consider sponsoring a suitable coaching clinic for any junior player who shows a high degree of enthusiasm and potential for the sport in which he/she participates.

## 6. Meetings

- 6.1. All meetings will be of a maximum of three (3) hours duration with the exception that a single extension of thirty (30) minutes may be approved by a majority present if it appears that the business of that meeting can be completed within the period of such extension.
- 6.2. Should the meeting not be able to be concluded in the time allocated in Clause 6.1 the meeting shall be adjourned to another date no more than seven days after the date of the original meeting

## 7. Donations to Representative Players

- 7.1. Any player who is selected as a State representative in football may receive a donation to assist with costs at the discretion of the Management Committee. Such a player must have played for the Club for a minimum of ~~two~~ ~~four~~ (24) years. He/she must also produce, in writing, proof that he/she will incur out-of-pocket expenses as a participating State team representative.
- 7.2. Any player who is selected as an Australian representative in ~~either soccer or netball a~~ football may receive a donation to assist with costs at the discretion of the Management Committee. Such a player must have played for the Club for a minimum of ~~two~~ ~~four~~ (24) years. He/she must also produce, in writing, proof that he/she will incur out-of-pocket expenses as a participating Australian team representative.
- 7.3. Only State or Australian representative players shall be eligible for consideration for any donation.

## 8. Life Members - Benefits

- 8.1. A Life Member shall be entitled to all privileges as an ordinary member of the Club without paying the Membership fee, the Club's registration fee or any special payment for such Life Membership. Playing Life Members player registration fee shall be the Parent Sporting Bodies fees and their insurances, plus any BMCC levy, with that total rounded up to the nearest five (5) dollar increment. Any such discounts are applicable to the Life Member only and not their family members.

## 9. Committee – Benefits

- 9.1. ~~AA~~ Committee ~~m~~M Member, and their immediate family, shall be entitled to a 40% discount on the published registration fee, ~~with the exception of registration for Senior Representative teams. Such entitlement shall be redeemable only after that member is part of that committee for 12 months. The period of service required to qualify for reimbursement will be at the discretion of the Management Committee and must be~~

agreed by majority vote at a Management Committee meeting prior to registrations opening. No further discounts will apply e.g. family discounts.

- 9.2. A Committee member shall be eligible for the reimbursement of reasonable expenses. Such expenses must be approved by the Management Committee prior to being incurred and must be supported by receipts.

## 10. Responsibility to Contribute to the Running of the Club

As a community organisation the Club relies on the voluntary contributions of its players, parents and supporters. It follows that all who participate in and enjoy the benefits of the Club have a responsibility to contribute to the running of the Club.

- 10.1. To emphasise the fundamental importance of such support and participation, when seeking registration parents, guardians and players shall be asked to acknowledge and commit to a minimum number of volunteer hours throughout the year. This may include, but not be limited to:
- a) Working as Coaches and Team Managers
  - b) Being supportive to Coaches and Managers with the running of their teams
  - c) Helping out as Unofficial Referees, Marshals and Linesmen
  - d) Assisting with “nets up” and “nets down” work and other setup and pack up duties
  - e) Participating in Canteen and Barbecue duty rosters
  - f) Contributing to the Club’s fundraising efforts
  - g) Helping to arrange financial sponsorships and supporting the Club’s sponsors
  - h) Volunteering specialist services and participating in working bees
  - i) Attending the Club’s General Meetings and Annual General Meeting
  - j) Running for office and taking on Committee responsibilities
- 10.2. Canteen and Barbecue Roster
- 10.2.1. Every team shall be required to staff the canteen and/or BBQ at least once during the season. This duty is essential to the successful running of the Club.
- 10.2.2. The Canteen Manager will advise Team Managers as to what day their teams are scheduled to staff the Canteen and barbecue and the number of volunteers required.
- ~~10.2.3.~~ The Team Manager will roster his / her team’s parents, guardians, players or supporters to assist behind the Canteen counter and to operate the barbecue for the full day, the time period required to volunteer will vary from season to season and throughout the season and will be determined for each day the canteen is operating based upon quantity of teams available and matches to be played from 30 minutes before commencement of the first game until 15 minutes after the finish of the last game.
- 10.2.4. Children under the age of 16 years are not allowed to assist in the Canteen or on the barbecue. This is a legal requirement and has insurance implications.
- 10.2.5. ———Teams that fail to meet their volunteer commitments may face forfeit of their next game or have other sanctions imposed by the club and will be required to “make up” the volunteer time during the season.
- 10.3. Field Set Up and Take Down Duty

10.3.1. 'Nets up' work shall be the responsibility of every team scheduled for the first game of the day at the Club's home ground, or in the case of neutral field games where the Club ~~are~~ designated the "home" team. This must be completed prior to the scheduled kick-off time. There will also be a requirement to assist with other setup duties around the home ground facility.

10.3.2. 'Nets down' work shall be the responsibility of every team scheduled for the last game of the day at the Club's home ground or in the case of neutral field games where the Club are designated the "home" team. The last teams must also assist the Ground Duty Officer to collect any litter on the ground into the rubbish bins. There will also be a requirement to assist with other pack up duties around the home ground facility.

#### 10.4. Marshalls

10.4.1. Each team shall provide a Marshal at every game, at both home and away games. Marshals shall be recorded on the Team Sheet, must be clearly identifiable by wearing a Marshal's Vest, and should be introduced to the Referee prior to commencement of the game.

10.4.2. All Marshals shall be responsible persons who are at least 18 years of age.

10.4.3. The Marshal's role is to see that spectators, ~~coaches~~ Coaches and ~~manager~~ Managers do not encroach on the pitch, and to help ensure that good order is maintained off the field of play.

10.4.4. Should any incidents arise out of a match, Marshals may be asked to provide written reports and may be required to appear as neutral witnesses before any enquiry.

### 11. Team Playing Shirts

11.1. Playing shirts represent the largest single investment made by the Club and remain the property of the Club at all times. Team Playing shirts are only to be worn while participating in matches sanctioned by the Club. ~~a Club game.~~

11.2. When the Club plays at home way against another Club with similar colours, the away playing shirts must be worn.

11.3. Playing shirts are not to be worn outside of a match, nor to and from matches or for any training purposes. Breaches of this By Law and/or the Playing Shirt Policy may result in disciplinary action or sanctions being imposed against such person/s or team/s that are in breach of this By Law.

~~11.2.~~ 11.4. Loss of playing shirts by a team and/or individual will require financial reimbursement of the cost of the shirt/s to be made to the Club by the team/s and/or individual/s.

The Club Policy on Playing Shirts is available on the website.

### 12. Training & Playing Venues

12.1. All teams are to train at the clubs designated home ground, Summerhayes Park, or other fields formally made available for training purposes by the Club.

12.2. Bookings are to be made through the Competition Secretary, or the authorized representative of the Football Committee.

12.3. Teams will be allowed one (1) training session per week of one (1) hour on Summerhayes Park unless additional training time or sessions are approved by the ~~Field~~



~~Maintenance and~~ Management Committee. Teams must forward such requests to the ~~President of~~ Football ~~Manager~~ who will forward onto ~~the MC. FM&MC. The~~ Management Committee must be advised of such approval which will only be made in exceptional circumstances. Approval will only be granted if the fields are deemed to have the capacity and are in a suitable condition without having a detrimental impact to the playing surface due to increased wear and tear. Such request may be declined and are not subject to appeal or review.

- 12.4. Where teams train at alternate venues due to closure of Summerhayes, the Secretary must be advised PRIOR to the use of such facilities. Such advice MUST include field details, dates of use and a completed and a signed copy of the FNSW Ground Inspection Checklist. Should there be any likelihood of potential injury caused by problems with the facility, the fields MUST not be used.
- 12.5. No SUFC team or individual member is to use the fields (designated to be the grassed area inside the fence-line) when the fields are closed.
- 12.6. Where teams use a public facility such as a school oval or hall, written approval must be obtained from the owner/manager of the facility prior to use and this approval sent to the Secretary.
- 12.7. Use of any local Council facility MUST only be undertaken where a formal booking has been made by the Club.
- 12.8. Where the owner or manager requires a copy of a Public Liability Insurance Certificate of Currency, this can be obtained from the Secretary
- 12.9. No teams shall use private property (e.g. players home) for training purposes without confirmation in writing that the public liability insurance of the private property or that of SUFC or the governing bodies will protect members, private individuals and the Club.

### **13. Long Service Recognition**

Long Service Awards may be awarded to Members or Honorary Members for ten (10) years' service to the Club and then each additional five (5) years of service thereafter. Years of service do not need to be consecutive. Members shall be eligible for long service awards for having played, coached, managed, acted as Age Coordinator or been directly involved in Club Committees, or any combination of these roles respectively for the stated period of time that the award is recognising. Nominations for such awards are to be submitted to the Management Committee on the appropriate form within the timeframe announced by the Secretary. Nominations will be ratified by the Management Committee and awards announced at either Junior or Senior Presentation ~~the Annual General Meeting~~.

### **14. Communication with Governing Bodies**

14.1. The only contact for any Club business with any governing bodies, inclusive of but not limited to BMCC, NFA, NRG, FNSW or FFA by anyone affiliated with SUFC inclusive of but not limited to players, Coaches, Managers, parents, guardians, relatives and partners shall only be through the Football Committee or Management Committee. Failure to comply with this By-Law may result in disciplinary action being taken against the member and or team involved.

### **15. Communication with Match Officials**

15.1. Any concern a member has regarding the performance of a Match Official (Referee or Assistant) must be communicated to the Football Committee and must not be communicated directly to the Match Official or the NRG or NFA. Coaches may lodge a feedback form with NRG or NFA regarding the performance of a Match Official, but only if

invited to do so by NRG or NFA, and provided when doing so they provide a copy to the Football Committee prior to submitting. Failure to comply with this By-Law may result in disciplinary action being taken against the member and or team involved.

#### **14.16.Policies**

The Club shall abide by the policies set down by the relevant Parent Sporting Bodies, local councils and will publish relevant Club Policies on the website. To the extent that there is an inconsistency between the Club policy and the Parent Sporting Body's policy the latter will prevail to the extent of the inconsistency.

#### **17. Club Equipment**

17.1. Any member not having returned equipment (including playing shirts) and not having paid for their replacement will be ineligible to register. If they have been registered then their registration can be cancelled or they can be declared an unfinancial member.

#### **18. Grievances and Complaints**

18.1. All Grievances and Complaints that are not resolved at team level should be brought to the attention of the Football Committee, or to the Secretary in writing or to the Member Protection Information Officer (MPIO). Details regarding the role of the MPIO can be found on the Clubs website.

#### **15.19.Changes to By Laws**

Changes to the By-Laws may be made at the Annual General Meeting or at a General Meeting with the simple majority vote required of eligible voters attending the meeting. The Committee may amend or override a By-Law by simple majority. Such a decision will have effect for that Season only. No By-Law may be overridden in consecutive years without being submitted to the members at an Annual General Meeting.

Such amendments shall be communicated to members as soon as is reasonably possible.