

# CONSTITUTION

## RULE 1      NAME OF THE CLUB

The name of the club shall be the McLaren District Soccer Club (Incorporated). Hereafter in these rules shall be referred to as the “Club”.

## RULE 2      OBJECTS OF THE CLUB

2.1

The Basic objects of the club shall be:

- a. To foster and develop the game of Soccer in the McLaren Vale, McLaren Flat and Surrounding areas
- b. To encourage and foster sense of fair play and sportsmanship in the game of soccer amongst the players, parents and spectators.
- c. To establish, maintain, control and administer funds of the Club, in accordance to Rule 2.1 (a&b)

## RULE 3      AFFILIATIONS

3.1

The club shall by resolution of the General Committee affiliate with an appropriate Soccer Association, which the General Committee deems to be the most appropriate to further the best interest of the Club, its members and players. (Hereafter in these rules, the affiliate association shall be referred to as the “Association”)

3.2

The Club shall enter into arrangements with any Government or Semi Government body, (including local Government Authorities) that may be conducive to the Club’s objectives. And to obtain any rights, privileges and concessions which the General Committee of the Club may deem desirable to obtain, and to carry out, exercise and comply with such arrangements, rights and concessions.

3.3

The Club shall from time to time by resolution of the General Committee, affiliate, associate or combine with any other organization for the purpose of fund-raising and social functions for any of the objects and purposes of the Club.

## RULE 4      CLUB MEMBERSHIP

4.1

- a. All players who have paid a registration fee, and the parents of those players under 16 years of age automatically become members during the period for which that player’s registration is effective.
- b. Membership to the Club shall be open to any person sixteen years of age and over, regardless of sex, color, race or creed on payment of a Membership fee, to be determined by the General Committee at the Annual General Meeting.
- c. A person wishing to apply for membership of the Club shall submit to the Club Secretary a completed Membership Application form, together with the Annual Membership Fee. The Club Secretary shall table the application at the next General Committee meeting of the Club.

## **CLUB MEMBERSHIP cont...**

- d. The General Committee of the Club has the right to refuse membership of the club to any applicant for membership who the committee decides is not a fit and proper person to be a member of the Club. Upon acceptance or refusal of membership the Club Secretary shall advise the applicant in writing.
- e. The Annual Club Membership Fee and, or a Registration Fee shall be due, and payable on, or before first day of May in each year. Should a member of the Club fail to pay the Annual Membership Fee and, or the Registration Fee by the 21<sup>st</sup> day of May in any year, the member shall be deemed unfinancial.
- f. Only Financial Members of the Club shall be entitled to take part in, move or second any motions at, vote at, or address any meeting of the Club.

### **4.2 LIFE MEMBERSHIP**

- a. A member shall be eligible for nomination as a “Life Member” of the Club if the Member in question has been a financial member of the Club for not less than ten consecutive years and has rendered exceptional service to the Club in the position of Official, Coach or Manager.
- b. A nomination for “Life Membership” of the Club shall be proposed and Seconded by current financial members of the Club and shall be lodged with the Club Secretary, and approved by the General Committee.
- c. A “Life Member” shall be eligible to stand for any position in the Club shall have full voting rights and from the date of election as a “Life Member” be deemed financial and not liable to pay subscriptions.

### **4.3 CESSATION OF MEMBERSHIP**

A Club Member shall cease to be a member of the Club if that Club Member.

- a. resigns that membership
- b. dies
- c. is expelled from the Club
- d. Fails to pay the Annual Membership Fee on, or before, the twenty-first of May in any year.

### **4.4 LIABILITY OF CLUB MEMBERS**

The liability of a member of the Club, or the cost, charges and expenses of the winding up of the Club, is limited to the amount, if any, unpaid by the member in respect of Membership of the Club as required in Rule 4.1

## **RULE 5**

### **CLUB EXECUTIVE**

#### **5.1**

The Club Executive Officers shall be:-

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Treasurer
- e. Elected Office Bearers

#### **5.2 Chairperson**

The Chairperson shall Chair all meetings and conduct such meetings in accordance with “Rules of Debate” and the Rules of the Club and shall

- A. Be responsible for ensuring that all Officials carry out their appointed duties
- b. Be the ambassador of the Club to promote goodwill between the Club and outside interests.
- c. Have casting vote only. However, in the event of a secret ballot, the Chairperson shall have an ordinary vote only.
- d. Be ex-officio on all sub-committees.
- e. Sign the minutes of the preceding General Committee Meeting at the next succeeding General Committee Meeting, together with the minutes of the proceedings of any Executive Committee Meeting held between General Committee Meetings.

#### **5.3 VICE CHAIRPERSON**

The Vice Chairperson shall:-

- a. Preside as Chairperson at all Meetings of the Club at which the Chairperson is not present and when so presiding shall have the same voting entitlements as the president.
- b. In the absence of the Chairperson, take over the Chairpersons duties.

#### **5.4 SECRETARY**

The Secretary shall attend to all general business of the club and shall:-

- a. Be the Public Officer of the Club and carry out all functions required of that office in accordance with the regulations of the Associations Incorporations Act 1985 and as amended.
- b. Establish and maintain a Register of Members of the Club, specifying the name and address of each person who is a member of the Club, together with the date on which the person became a member.
- c. Call all meetings and shall accurately record the business transacted at all meetings in the minute’s book and keep a record of attendance.
- d. Attend to all correspondence.
- e. Prepare the Annual Report
- f. Undertake any other duties as are found necessary for the improvement of the Club, and generally ensure that the business and the affairs of the Club are in order.

5.5 **TREASURER.**

The Treasurer shall:-

- a. Cause to open, in the Club's name, an account with such Bank, Building Society or other financial institution as directed by resolution of the General Committee.
- b. Receive all monies, issue receipts in return, and promptly bank same, without deduction in the Club's account.
- c. Produce a financial statement to be presented at each General Committee Meeting, together with a bank statement reconciled to the financial statement so presented.
- d. Prepare an Annual Statement of the Club's income and expenditure over the preceding twelve months.

5.6 **OTHER OFFICE BEARERS**

- a. The following other Office Bearers shall be elected at the Annual General Meetings.
  - (1) Association Representative
  - (2) Ground Curator
  - (3) Equipment Officer
  - (4) Canteen Manager
  - (5) Competition Secretary
- b. All Officials and Office Bearers of the Club shall be Honorary Officials and shall not receive payment or remuneration other than as may be set out in these rules.
- c. All Office Bearers shall subject to these rules, hold office until the Annual General Meeting next after the date of their election, but shall be eligible for re-election.
- d. All Office Bearers shall have a Working with Children Check completed and Paperwork submitted to the Secretary who will hold these or the period of service from that Office Bearer
- e. An Official, or office Bearer, who wishes to resign prior to the completion of their term of office (refer 5.6(c)) shall do so by notifying the Secretary in writing of the intention to resign. The Secretary shall table the "Notice of Resignation" at the next General Committee Meeting.
- f. In the event of a vacancy occurring during the year of an office of the Club, a member of the Club may be co-opted to fill that vacancy until the next General Committee Meeting. The Secretary shall notify all Club Members of the vacancy which has occurred and an election shall be held at the next General Committee Meeting to fill the vacancy.

**OTHER OFFICE BEARERS cont...**

- g. Should any Official, or Office Bearer, be absent from three (3) consecutive appointed meetings, without reasonable cause, the President shall declare the position held by that person to be vacant and an election shall be held at the next General Committee Meeting to fill the vacancy, subject to all Club Members having been notified by the Secretary of the position being declared vacant.

**RULE 6 BANKING AND FINANCE**

- a. The funds of the club shall be derived from Annual Subscriptions of Members, Registration Fees, Donations, Sponsorships and Fundraising as organized by the General Committee.
- b. The financial Year of the club shall be from 1<sup>st</sup> November to the 31<sup>st</sup> October of the following.
- c. No Cheque shall be drawn on the Club's bank account except for the payment of expenditure that has been authorized by the General Committee and such authorization is recorded in the minutes.
- d. All cheques and other negotiable instruments shall be signed by the Treasurer and shall be countersigned by either the Chairman, Secretary, or Vice Chairman, (or by any other member of the Executive Committee as the General Committee may authorize.
- e. Where two members of the same family are entitled, by reason of their holding positions on the Executive committee, or by reasons of a decision of the General Committee under clause 6(d), to sign cheques on the Club's behalf, they shall not sign cheques in conjunction.
- f. Except with the authority of the Committee, no payment of a sum exceeding fifty dollars shall be made from the funds of the Club, otherwise than by Cheque drawn on the Club's bank account, but the General committee may from time to time provide the Chairperson with a sum to meet urgent expenditure, postage and petty cash; subject to the observance, by the Treasurer, of such conditions in relation to the use and expenditure thereof, as the General Committee may impose.
- g. Such funds of the Club not immediately required for its continuing operation, may be invested by the Treasurer in such manner as the General Committee may from time to time determine.
- h. The income and property of the Club shall be applied solely towards the objectives and purposes of the Club.

## **BANKING AND FINANCE cont...**

- i. At each Annual General Meeting of the club the Members present shall appoint a person as the Club's auditor for the ensuing twelve months. In the event that an auditor is not elected at the Annual General Meeting the General Committee shall appoint an auditor as soon as possible after the Annual General Meeting.
- j. The auditor shall not be a member of the Club. The auditor so appointed shall not be paid any remuneration without the prior approval of the members.
- k. Once, at least, in each calendar year, and by no later than the thirtieth (30<sup>th</sup>) November in each year. The accounts of the Club shall be examined by the auditor, who shall certify as to the correctness of the accounts, and shall report thereon to the members present at the Annual General Meeting.

## **RULE 8 COMMITTEES**

### **8.1 EXECUTIVE COMMITTEE**

- a. The Executive Committee shall consist of the Club's Office Bearers. They shall be empowered to deal with all matters of urgency in the best interest of the Club. They shall act as a committee and shall report their actions to the next General Committee Meeting which shall endorse or override such decisions.
- b. The Executive Committee shall determine all matters of dispute in regard to the upgrading and degrading of players.
- c. The Executive Committee shall have the power to fine, suspend or otherwise deal with players or members of the Club cited to appear before it by the General Committee of the Club for breaches of the constitution, Rules and by-law's of the Club. Breaches of the Constitution, Rules and by-law's of the Association or its successors, or for any action deemed not to be in the interest of the Club. The Association or its successors, or of the game of Soccer.

### **8.2 GENERAL COMMITTEE**

- a. The General Committee shall consist of all current Financial and Life Members and shall conduct and manage the affairs of the Club, subject to the Rules and by-law's of the Club, for the carrying out of the objectives and purposes of the Club.

The Committee Shall:-

- b. Have the power to perform all such acts and do all such things as appear to be necessary for the proper management of the Club.

## **COMMITTEE's cont...**

### **GENERAL COMMITTEE cont...**

- c. Delegate to one or more sub-committees, (consisting of such member, or members of the Club as the Committee thinks fit). The exercise of such powers and functions of the General Committee, or for any purpose which the Committee may think and shall prescribe the functions and powers thereof,
- d. Have the power to remove any Office Bearer or Official of the Club, from that office before the expiration of the member's term of office, if that Office Bearer or Official is deemed guilty of conduct considered prejudicial to the interests of the Club and may, by resolution, appoint another person to hold office until the expiration of the term of office of the member so removed.
- e. Have the power and responsibility to cite to appear before the Executive Committee any member, player or spectator (including Committee Members, Coaches and Managers) for any breach of the Constitution, Rules and by-law's of the Association and its successors and for any action deemed not to be in the best interest of the Club, the Association or its successors, or the game of Soccer Football.
- f. Act as an Appeals Board to hear any appeal resulting from a decision of the Executive Committee in respect of action taken by the Executive Committee under Rules 8.1 (c) and 8.2 (e).
- g. Set the Membership and Registration Fees and shall decide on such other charges and levies as may be determined from time to time by the Committee.
- h. Decide on the budget for all expenditure.
- i. Have the power to make gifts, subscriptions or donations to such persons or institutions as the General Committee may from time to time determine.

## **RULE 9 ANNUAL GENERAL MEETING**

- a. The Club shall in each year hold an Annual General Meeting at such time and place as decided upon by resolution of the General Committee, but held no later than 1<sup>st</sup> March each year.
- b. The business of the Annual General Meeting shall be:-
  - (I). to confirm the minutes of the last preceding Annual General Meeting.
  - (II). to receive reports from the Club's Officers and Office Bearers on the Club's activities in the preceding year.
  - (III). to receive the Annual Financial Statement and Auditor's Report.

- (IV). to elect the Officers and Office Bearers for the forthcoming year.
- (V). to transact any special business of which due notice has been given i.e. proposed alterations to the Constitution and applications for Life Membership.

**ANNUAL GENERAL MEETING cont...**

- c. The order of business at the Annual General Meeting shall be set out in Schedule A of these rules and no other business shall be transacted at the Annual General Meeting.
- d. The Secretary shall notify all Club members in writing of the time, date and place of the Annual General Meeting not later than 1 calendar month prior to the date on which the Annual General Meeting is to be held.
- e. Persons who wish to seek office at the Annual General Meeting shall nominate in writing to the Secretary of the Club no later than fourteen days prior to the date of the Annual General Meeting, stating the office of the Club the person wishes to stand for.
- f. The General committee shall appoint or elect a Returning Officer at a general Committee Meeting prior to the date set for the Annual General Meeting.
- g. The returning Officer shall conduct the election of Officials and Office Bearers at the Annual General Meeting in the order set out in schedule A of these Rules and in accordance with the following procedures
  - 1. Where writing nominations for Club Office Bearers have been received in accordance with Rule 9(e) only these nominations shall be considered.
  - 2. Where two nominations are received for the same position the Returning Officer shall appoint two Scrutinizers and a ballot shall be held. In the event of a tied vote the ballot shall be reheld and if still tied the election shall be held over until the first General Committee meeting after the Annual General Meeting.
  - 3. Where only one written nomination or one nomination from the members present, pursuant to Rule 9(g (5) of these Rules, is received for a position, the Returning officer shall conduct a ballot to accept or reject the nomination.
  - 4. In the event of a single nomination for an office of the Club being rejected by the members of the Club. The returning Officer shall call for nominations from the members present to fill the position in question and upon a nomination or nominations being received shall conduct a ballot in accordance with these Rules. If no nominations are received from the members present, the Returning Officer shall declare the position vacant and an election shall be held at the first General Committee Meeting after the Annual General Meeting to fill the vacancy.



5. Where no written applications are received for an Office of the Club, nominations shall be called from the members present and the position filled according to these rules. If no nomination is received from the members present, the Returning Officer shall declare the Office vacant.

### **ANNUAL GENERAL MEETING cont...**

- h. A quorum of the Annual General Meeting shall be twelve members, at least three of whom shall be members of the Executive Committee.

### **Rule 10**

### **GENERAL COMMITTEE MEETING**

- a. The General Committee meetings of the Club shall be held at such time and place as may be determined by the General committee.
- b. The Club shall hold a minimum of six General Committee Meetings each year in addition to the Annual General Meeting.
- c. Business to be conducted at such General Committee Meetings
  1. Confirmation of minutes of the preceding General Committee Meeting and any Special General Meeting or Executive Meeting held since the previous General Committee Meeting.
  2. To receive and approve correspondence not previously dealt with by the General Committee.
  3. To receive reports from the Office Bearers and Officials of the Club and all Sub-Committees.
  4. General business.
- d. The order of business at General Committee Meetings shall be set out in Schedule B of the Rules.
- e. A quorum of the General Committee shall be five members at least three of whom shall be members of the Executive Committee.
- f. No business shall be transacted by the General Committee unless a quorum is present, and if within half an hour of the time appointed for the meeting, a quorum is still not present, the meeting stands adjourned to the same place and at the same hour of day within the following week.
- g. If, at the adjourned meeting, a quorum is not present within the half hour of the time appointed for the meeting, the meeting shall be dissolved.
- h. At a General Committee Meeting where an appeal is to be heard in respect of a decision of the Executive Committee, pursuant to its power under 8.1 © of these Rules. The appeal shall take precedence over all other business and shall be heard prior to the commencement of the ordinary business of the meeting.

## **GENERAL COMMITTEE MEETING cont...**

- i. Visitors shall be permitted to attend any General Committee Meeting of the Club but shall not be allowed to address the meeting unless invited to do so by the Chairperson or the person acting in the capacity of the Chairperson.
- j. In the event of both the Chairperson and the Vice Chairperson not being in attendance at a General Committee Meeting, and there being a quorum of the General Committee in attendance, the members present shall elect a Chairperson to conduct the meeting.
- k. Except as elsewhere provided in these rules, questions arising at meetings of the General Committee shall be determined by simple majority of those present on a "show of hands" or, if requested, by three or more members present, by secret ballot.
- l. In the event of a tied vote in any secret ballot on any motion or resolution raised at a General Committee Meeting, the motion or resolution shall be stood over until the next General Committee Meeting. It shall become the first item of General Business and shall be decided by secret ballot. Should the vote still be tied, the motion or resolution shall be deemed to have been defeated

## **RULE 11 EXECUTIVE COMMITTEE MEETINGS**

- a. The Executive Committee shall meet at such times and places as from time to time it deems necessary.
- b. A quorum of the executive Committee shall be five members.

## **RULE 12 SPECIAL GENERAL COMMITTEE MEETINGS**

- a. A special General Committee Meeting shall be convened if the Secretary receives a requisition in writing signed by eight financial members of the club.
- b. The requisition to convene a Special General Committee Meeting shall:-
  1. State the purpose for which the meeting is to be convened.
  2. Be signed by the members making the requisition.
  3. be lodged with the Secretary
- c. The secretary, on receipt of a requisition to convene a Special General Committee Meeting, shall notify all Club members of the reason stated in the requisition for convening a Special General Committee Meeting and of the time, day and place of the Meeting shall be decided by the Executive Committee.
- d. A Special General Committee Meeting shall be convened within a month of the day on which the Secretary receives the requisition.
- e. A quorum of a Special General Committee Meeting shall be seven members, at least three of whom shall be members of the Executive Committee.

**RULE 13**      **AMENDMENTS TO THE CONSTITUTION**

- a. Proposed amendments to the Constitution Rules may only be dealt with at an Annual General Meeting of the Club, or a Special General Committee Meeting.
- b. A proposal to amend the Constitution shall be made in writing, signed by the member proposing the amendment and shall be served on the Secretary of the Club not less than twenty-one days prior to the date set for the Annual General Meeting.
- c. On receipt of a proposal amendment, served in accordance with Rule 13(b), the Secretary shall forward to all members of the Club, a copy of the proposed amendment to the constitution, not less than fourteen days prior to the date set for the Annual General Meeting, and shall place the proposal on the agenda of the Annual General meeting.
- d. A Constitutional Amendment to be successful shall require the affirmative vote of at least seventy-five percent of the members present and voting by secret ballot at the Annual General Meeting.

**RULE 14**      **AMENDMENTS TO THE BY-LAWS**

The By-Laws of the Club may be added to, altered or repealed by the General Committee of the Club at a General Committee Meeting in accordance with the following Rules:-

- a. Any member of the Club wishing to add to, alter or repeal any By-Law of the Club shall serve on the Secretary not later than fourteen days prior to the next General Committee Meeting, the Proposed amendment in writing, signed by the member proposing the amendment.
- b. The Secretary on receipt of a proposed amendment to the By-Laws of the Club in accordance with Rule 14(a), shall forward in writing to all Club members a copy of the proposed amendment not later than seven days prior to the next General Committee Meeting.
- c. A proposed amendment to the By-Laws of the Club to be successful shall require the affirmative vote of at least two-thirds of the members present and voting by secret ballot at the General Committee Meeting at which the proposed amendment is dealt with.
- d. A proposed amendment to add, alter or repeal the By-Laws of the Club which has been defeated a General Committee Meeting shall not be submitted again in the same year.

**RULE 15**      **DISCIPLINE OF MEMBERS**

- a. Should the General Committee by resolution at a General Committee Meeting pursuant to its powers under Rule 8.2 (d) of these Rules, decide to cite to appear before the Executive Committee any member or player, the Secretary shall:-

## **DISCIPLINE OF MEMBERS cont...**

1. notify the person, or persons, being cited in writing of the reason for the citation
  2. Notify the person, or persons, being cited giving a minimum of seven days notice, the time, date and place of the Executive Committee Meeting at which the person or persons, is, or are, to appear.
- b. A person cited to appear before the Executive Committee who has not attained the age of sixteen years shall be accompanied by a parent or guardian.
  - c. Should a person fail to attend the Executive Committee Meeting at which the person has been cited to appear, the Executive Committee shall hear the matter in the persons absence and the cited person shall be notified by the Secretary of the Club in writing of the Committee's decision within forty-eight hours.

### **15.1 APPEALS**

- a. A person who is fined, suspended or otherwise dealt with by the Executive Committee shall have the right to appeal to the General Committee against the Executive Committee's decision.
- b. An appeal against a decision of the Executive Committee, pursuant to Rule 8.2(e), shall be received by the Secretary of the Club in writing no later than ten days after the Executive Committee Meeting at which the decision being appealed against was made. The appeal must state the reasons on which the appeal is based and be accompanied by a ten dollar Appeal Fee.
- c. The appeal shall be heard at the next General Committee Meeting of the Club and the Appeal Fee shall be forfeited if the appeal is dismissed.

## **RULE 16 COACHES AND MANAGERS**

- a. The General Committee shall appoint a Coach and Manager to each of the Club's teams prior to the commencement of the soccer season.
- b. All Coaches and Team Managers shall be financial members of the Club.
- c. Each Coach of a competition Team, shall, if required by the General Committee, be available to attend any Training Course or Clinic approved by the Committee, and shall in the event of the General Committee appointing a Director of Coaching, co-operate with the director of Coaching so appointed.

## **RULE 17 COMMON SEAL**

- a. The Common Seal of the Club shall be kept in the custody of the Public Officer.
- b. The Common Seal of the Club shall not be affixed to any instrument except by the authority of the General Committee and the affixing of the Common Seal shall be attested to by the signatures of two members of the Executive Committee, one of whom shall be the Public Officer of the Club.

**RULE 18**      **CUSTODY OF THE BOOKS AND RECORDS**

Except as otherwise provided by these Rules, the Secretary of the Club shall keep custody and control of all records, books and other documents relating to the Club, including the Register of members of the Club.

**RULE 19**      **INSPECTION OF BOOKS AND RECORDS**

The records, books and other documents of the Club, including the Register of Members of the Club, shall be open to inspection, free of charge, by any member of the Club at any reasonable hour.

**RULE 20**      **PUBLIC POLICY OF THE CLUB**

The Club's Chairperson and Secretary shall be the only persons authorized to make public statements to Media Representatives or outside organizations in respect of Club policy or decisions made by the General Committee. All inquiries in respect of these two areas of the Club's activities are to be referred to one or other of the Chairperson or Secretary of the Club.

**RULE 21**      **WINDING UP OF THE CLUB**

- a.      In the event, for any reason, that the Club ceases to operate, or disbands, the property and assets of the club shall become the Equal property of the McLaren Vale Primary School, McLaren Flat Primary School and Tatchilla College.
- b.      A special resolution to disband or wind up the club to be successful must receive an affirmative vote of at least seventy-five percent of all members present at the General Committee Meeting at which the motion is table.
- c.      All members of the Club shall be given at least twenty-one days notice of the motion to disband the club, and of the time, date and place of the general Committee Meeting at which the motion is to be dealt with.

## SCHEDULE 'A'

### STANDING ORDERS FOR ANNUAL GENERAL MEETINGS OF THE CLUB.

1. Opening by the Chairperson
2. Apologies.
3. Confirmation of Minutes of the last Annual General Meeting.
4. Submission of the Annual Reports:
  - (A). Chairperson
  - (b). Secretary
  - (c). Treasurer
  - (d). Association Representative
  - (e). Ground Curator
  - (f). Equipment Officer
  - (g). Canteen Manager
  - (i) Competition Secretary
4. Submission of the Financial Statement and Auditor's Report.
5. Suspension of Standing Order.
6. Election of Office Bearers:
  - (A). Chairperson
  - (b). Vice Chairperson
  - ©. Secretary
  - (d). Treasurer
  - (e). Association Rep
  - (f) Ground Curator
  - (g) Equipment Officer
  - (h) Canteen Manager.
  - (i) Competition Secretary .
- 6 Revert to Standing Orders.
- 7 Election of Club Auditor.
- 8 Motions of which due notice has been given-  
Constitutional amendments and nominations for Life Memberships.
11. Date of next General Committee Meeting.
12. Closure.

## SCHEDULE 'B'

### STANDING ORDERS FOR GENERAL COMMITTEE MEETINGS OF THE CLUB

1. Opening by Chairperson.
2. Apologies.
3. (A). Confirmation of Minutes of previous General Committee Meeting.  
(b). Confirmation of Minutes of Executive Meetings since previous General Committee Meeting.  
©. Confirmation of Minutes of any Special General Committee Meeting held since previous General Committee Meeting.
4. Correspondence:
  - 4.1 Incoming /Business Arising
  - 4.2 Outgoing/Business Arising.
- 1 Treasurer's Financial Report
- 2 Reports of Office Bearers:
  - (A). Chairperson
  - (b). Secretary
  - ©. Treasurer
  - (d). Association Rep.
  - (e). Ground Curator
  - (f). Equipment Officer
  - (g) Canteen Manager
- 3 Motions of which "due notice" have been given.
- 4 New Members.
- 5 General Business.
- 6 Date of Next Meeting
- 7 Closure.

## **BY – LAWS**

### 1. **AFFILIATION**

- a. The Club shall be affiliated with the Noarlunga & Districts Junior Soccer Association and the south Australian Amateur League Association and shall comply with the Constitution Rules and By-Laws, and with all decisions made by those Associations.
- b. The Club shall be affiliated with the McLaren Vale Primary School, McLaren Flat School and Tatchilla College and to obtain any rights, privileges and concessions as by arrangements between all those School Councils and the Club.
- c. The Club shall be affiliated with the McLaren Flat Recreation Committee for the sole purpose of leasing the McLaren Flat Recreation Park and surrounding facilities.

### 2. **CLUB COLORS**

The colors of the club shall be Navy Blue, Sky Blue and Gold.

### 3. **ANNUAL MEMBERSHIP FEES**

- A. The Annual Membership Fee for the Club shall be as per families:-
- |                        |                                  |          |
|------------------------|----------------------------------|----------|
| High School Players: - | First Player only-               | \$135.00 |
|                        | Subsequent Players               | \$135.00 |
| Primary School Players | First Player only                | \$120.00 |
|                        | Subsequent Players               | \$120.00 |
| JSL Players            | First Player Only                | \$375.00 |
|                        | Subsequent Players               | \$375.00 |
|                        | Coaches Family First Player Only | \$200.00 |
| Amateur Players        | All Players                      | \$170.00 |
- c. If the first player is in High School all other players in the family including primary players will be known as subsequent players

### 4. **BANK AND INVESTMENTS ACCOUNT**

The Club's bankers shall be the Westpac Banking Group

### **GENERAL COMMITTEE MEETING**

The General Committee Meetings of the Club shall be held at least once a month throughout the season with extra meetings to be held accordingly before the start of the season as deemed necessary by the General committee.

### 6. **DUTIES OF OFFICE BEARERS**



## 6.1 COMPETITION SECRETARY

- a. The Competition Secretary shall be responsible for the collection of the competition draws from the Association and shall translate the draws and distribute them to the respective Team Managers, and the Chairperson, Secretary and the Ground Curator of the Club.
- d. Shall receive all match results and collate them for the school newsletter.

## DUTIES OF OFFICE BEARERS CONT...

## 6.2 EQUIPMENT OFFICER

- a. The Equipment shall maintain a record of all the Club's equipment and property and of its location.
- b. Shall act as purchasing Officer of the Club; obtain quotations and arrange the purchase and supply of goods and services directed by the General Committee.
- c. Shall be responsible for the distribution of equipment to the Coaches, and for the return of equipment at the end of season.

## 6.3 GROUND CURATOR

- a. The Ground Curator shall ensure that all playing fields required by the Club on the Clubs oval are adequately and correctly marked and maintained.
- b. Shall ensure that the equipment shed, nets, goals and other property of the Club at the Club's home ground are properly maintained
- c. Shall have the final decision on whether the oval is fit to play or train on.

## 6.4 CANTEEN MANAGER

- a. The Canteen Manager shall be responsible for the running of the canteen on match days and at training sessions.
- b. The Canteen Manager shall be responsible for the purchase of stores and goods to effectively run the canteen and have the final say on what goods are to sold from the canteen.
- c. The Canteen manager shall make up a roster for parents to help in the canteen for each match day.

## 6.5 ASSOCIATION REPRESENTATIVE

- a. The Association Representative shall attend all Association Meetings representing the Club and taking information to the Meeting and also bringing back any information relevant to the Club.

## 7. COACHES

## 7.1 **CLUB COACHES**

- a. Persons wishing to coach teams shall obtain an application form from the Secretary, complete same stating experience or qualifications in coaching, and submit the form to the Secretary for approval by the General Committee.
- b. Coaches shall have full control of their team, ensuring that all players receive equal time on the park, shall carry out all functions directed on the Club's list of "Duties of a Coach" and shall abide by all the decisions of the General Committee.
- c. Coaches will also obtain a Working with Children Check record and present to the club and its affiliate's

## 7.2 **DIRECTOR OF COACHING**

- a. The General Committee may from time to time, at its discretion appoint a suitably qualified senior Coach to act in the capacity of "Director of Coaching".
- b. Such appointee shall carry out duties as determined by the General Committee and comply with such criteria as may be set down by that Committee.
- c. The General Committee shall determine the amount if any, the honorarium paid to the "Director of Coaching".

## 8. **MANAGERS**

- A, Persons wishing to manage teams shall obtain an Application Form from the Secretary and submit the completed form to the Secretary for approval from the General Committee.
- d. Managers shall assist the Coach with the Managerial functions of the team, shall carry out all functions as directed on the Club's list "Duties of Team Managers" and shall abide by all the decisions of the General committee of the Club.
- e. Managers will also obtain a Working with Children Check record and present to the club and its affiliate's

## 9. **COACHES AND TEAM MANAGERS MEETINGS**

The Club shall convene prior to the commencement of the season, a Coaches and Managers Meeting at which each coach and Manager shall receive:-

- a. A list of Coaches and Managers duties
- b. A list of the By-Laws of the association
- c. All relevant documentation to assist Coaches and Managers in the performance of their respective duties.
- d. All Coaches and Managers shall be required to attend this Meeting.

10. **TEAM SQUADS**

- a. The registered squad of each team may not exceed fifteen players, unless the Team Manager can satisfy the Executive Committee that one or more players are no longer eligible or able to play.
- b. The Executive Committee may approve squad exceeding fifteen players where special circumstances exist and where the best interest of the Club and the respective team would be served by increasing the team's squad of registered players.
- c. The policy of the Club in respect of selection of players in a team squad, shall be that the coach of the squad shall select teams on an equitable basis with the primary object being the best interest of the club, the team and all individual players. The Club will abide by the Association By-Laws in relation to selection criteria

11. **PLAYING STRIP**

All registered players are required to wear the Club's correct playing strip when playing in any match for the Club. The Club's correct strip is Navy and Sky Blue Shirt, Navy Blue shorts and Navy Blue socks with Three Sky Blue hoops at top of sock.

12. **TROPHIES AND AWARDS**

- a. The Club shall present every registered player with a participation award at the conclusion of the Season, subject to Rule 8.2(i) of the constitution.
- b. The Club shall present any player who has attained seven consecutive years playing service with a medallion and register their name and years of playing service on our Players Plaque.

13. **UPGRADING OF PLAYER**

- a. The policy of the Club shall be that all players should be registered in their own age group.  
However, in special circumstances where parental consent is obtained, a player may register in a team two years above their own age group.
- b. In the case of a player needing to be upgraded, the Coach or Manager of the borrowing team must first obtain parental consent to upgrade that player, before obtaining the consent of the Coach or Manager of the team the player is registered with.
- c. In accordance with the By-Laws of the Association, an upgraded player can play for two matches without permanently having to play with the borrowing team.

- d. The Manager of the team which plays the upgraded player must notify the Secretary of the Club that the player has been upgraded.
- e. The policy of the Club on minimum age for registration shall be that a player must attain the age of five years and be registered at the primary schools, for the registration of the said player to be accepted by the Club.

14. **REGISTRATION and REGISTRATION FEES**

- a. Registration will be done as per the FFSA registration instructions listed below in Appendix 1
- b. Registration Fees are due on the 21<sup>st</sup> of May of any year unless arrangements are made with the Treasurer for part Payments due to financial difficulties.
- c. No refund of Registration Fees shall be made to a player who has already played an Official Association game for the Club in the season the said fees were paid.
- d. A player who is registered with the Club but does not play an official Association Game during the season shall have the registration fee refunded.

15. **REGISTRATION FEE OF A LIFE MEMBER**

The Club shall pay the registration fee to the Association of a person elected as a “Life Member” should that person wish to register as a player with the Club.

16. **REINBURSEMENT FOR EXPENSES**

- a. Office Bearers, elected Officials, Coaches and Managers of the Club shall be entitled to reimbursement for all telephone calls made on behalf of the Club. A record shall be made of all calls and submitted to the general Committee for approval. Such approval being granted the Treasurer shall reimburse the member for the telephone charges incurred.
- b. The Chairperson, Secretary, Equipment officer and the Association Representative of the club may claim for any travelling expenses incurred whilst on club related business to the particular position held. A record stating the reason for the travel and the kilometer’s covered, should be submitted to the General Committee for approval. Such approval being granted the Treasurer shall reimburse the member being liable for the expense incurred.
- c. All other expenses incurred by elected members of the Committee shall have the approval of the General committee before purchases are made or personal expenses incurred. Failure to do so may result in the person being liable for the expense so incurred.

17. **TOBACCO AND ALCOHOLIC LICQUOR**

Whilst any junior team is training or playing games at the McLaren Primary School, or at McLaren Flat Oval no tobacco or Alcoholic beverages will be allowed.

18. **ACCEPTANCE OF REGISTRATIONS**

The Executive Committee of the Club shall have the responsibility for the acceptance of registration of players wishing to play with the Club. Should the Executive Committee decide not to accept the registration of a player with the Club, they shall report their decision and the reasons for their decision to the next General Committee Meeting of the Club.

19 **GRADING OF PLAYERS**

The General Committee of the Club shall appoint, or elect a selection Committee of one or more persons but not exceeding three persons to grade players to their respective age groups.

## RULES OF DEBATE

1. The Chairperson will preserve order and rule all points of order. Decide priority of speakers in accordance with the order in which speakers catch his /her eye. All speakers will address the chair.
2. No speaker shall interrupt another whilst that person is speaking.
3. Each member shall be allowed three (3) minutes (Subject to extension by the Chairperson) and the mover of a motion, three (3) minutes in reply. No member shall speak more than once on a question unless by way of personal explanation.
4. On a point of order being raised the speaker so interrupted shall take a seat until the point has been determined by the Chairperson, who will rule, and while the chairperson's ruling is being taken, the objector shall sit down. Should there be dissent against the ruling, the reason shall be expressed and a vote taken without discussion.
5. Every motion and every amendment shall have a seconder before being taken into consideration. When an amendment is taken on a motion, no second amendment shall be taken until the first is disposed of. If the amendment is carried out it shall be put as an original motion and an amendment may be moved, but only one amendment may be submitted to the meeting at any one time.
6. The motion "to pass on to next business" shall have priority over all other amendments and if this is carried, the meeting shall at once proceed to the consideration of the next business.
7. Discussion shall cease if the motion "that the question now be put" is carried by a two-thirds majority. (The mover of the first motion having had the right of reply)
8. At an adjourned debate, the mover of the adjournment shall be heard first.
9. In the case of disorder arising, the Chairperson shall have the power to adjourn the meeting to a date which the chairperson shall fix and by leaving the chair shall terminate the business.

# Appendix 1

## McLaren Districts Soccer Club Self Registration Guide

Please follow the following instructions to register online for our club:

### 1. Login:

- a) Go to the Playfootball website: [www.Playfootball.com.au](http://www.Playfootball.com.au)
- b) Click on “Register Now”
- c) Select “Player Registration”
- d) Follow the prompts to proceed to login pages, find your FFA number and/or reset your password
- e) Login using your FFA number and password:
  - **FFA Number:**
  - **Password:**

### 2. Start Registration

- a) Once logged in, select “Make a Registration” or “Register Now”
- b) Update contact details if necessary.
- c) On the next screen, enter the club name (**McLaren Districts Soccer Club**)  
*NB: If you get a message saying there are no packages then click OK and check the club name*
- d) Select the Registration role as: “Player”  
*NB: If this is the first time you have registered to play football in Australia you will need to confirm whether you played in another country*
- e) Select the correct Registration Package that applies for your registration.
- f) Click the “Add” button.
- g) Click the Next button at the bottom of the screen.
- h) Read and acknowledge the Terms and Conditions then click next.
- i) Click on “manual Payment at Club” if you want to pay at our club information day.  
*NB: Payment must be made before a registration can be accepted.*
- j) Answer the questions on the final page and click the “Save All Answers” button.

Your registration has now been submitted. Make sure you have paid your fees and completed any necessary ID checks, etc. [<please bring printed invoice with you>](#)

### 3. Where do I go if I need help with my registration?

If you have any trouble with your registration you can use the following resources to help you.

- Visit the FAQ’s page on the MyFootballClub website.
- View the Player Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre [\(02\) 8020 4199](tel:0280204199) if you are having problems with your password to login.