

THE CONSTITUTION OF ST MARYS SOCCER CLUB INCORPORATED

1. Interpretation:

In these rules, unless the context indicates otherwise, the following expressions have the meanings as set out below:

"AGM"	Means 33th Annual General Meeting.
"Club"	Means the St Marys Soccer Club Incorporated.
"EC"	Means the Executive Committee.
"ECM"	Means an Executive Committee Meeting
"Gender"	Means Male or Female
"GM"	Means a General Meeting.
"MC"	Means the Management Committee.
"MCM"	Means a Management Committee Meeting.
"Member"	Means a member of the club who can be a Club Committee Member, Life Member, Honorary Member Coach, Manager, Player Parent or Guardian of a Player.
"Junior Player"	Means under the age of 18 years.
"Senior Player"	Means 18 years and over.
"SGM"	Means a Special General Meeting.
"SMSC"	Means the St Marys Soccer Club Incorporated.

"The Committee" consists of all elected or seconded officials of the Club and shall also be known as the Management Committee.

"The Management Committee shall also be known as "The Committee".

"The Executive Committee" consists of the President, Vice President, Treasurer & Secretary.

"The Act" means the Association Incorporation Act, 1985.

"The Regulation" means the Association Incorporation Regulation, 1985.

"The Commissioner" means an official from the Department of Fair Trading" Words in the singular will also include the plural.

Gender refers to Male or Female.

2. Objectives:

The objectives of the Club will be to:-

- (a) Promote soccer and social activities for Members of the Club;
- (b) Promote and maintain the highest possible standard of sportsmanship.
- (c) Affiliate with the Nepean Football Association and other sporting organisations as decided from time to time;
- (d) Participate in sporting competitions organised by but not limited to, the various sporting organisations to which we are affiliated.

3. Membership:

- (a) Membership of the Club will be open to all persons, wishing to participate in the sporting and/or social activities of the Club;
- (b) Duration of membership shall be for the calendar year – 1st January to 31st December.
- (c) Life Membership of the Club shall be conferred on any member who:
 - i. Has achieved twenty-five (25) years continuous service to the club as a player or
 - ii. At the AGM of the Club on the recommendation of the MC, on any member who made an outstanding contribution to the Club and has had at least twenty (20) years continuous service to the club or
 - iii. At the AGM of the Club on the recommendation of the MC, on any member who made an outstanding contribution to the club and has served on the committee for at least five (5) years.
- (d) Honorary membership will be conferred on all Committee members and can be conferred on Coaches, Managers and other people as the Committee deem appropriate.
- (e) The age restriction will be as set out by the Nepean Football Association and other sporting organisations as decided from time to time.
- (f) People who have been Banned and/or deemed un-financial by NFA are not entitled to any form of membership unless approved by the Committee.

4. Nomination for Membership:

1. Playing Membership

- (a) Online registration system as designed each year for playing members must be completed and all fees as determined by the Committee shall be paid upon presenting the receipt of completion of online registration.
- (b) All playing members of the Club shall pay an annual membership fee to the Club as determined by the Committee.
- (c) All applications for membership are subject to Committee approval, before being formally accepted.

2. Non Playing Membership.

- (a) Non playing membership is conferred as per section 3 (b) & 3 (c)
- (b) Parents &/or Guardians of Junior members, will subject to approval of the Committee, be granted Honorary Membership to the Club. Honorary Membership will be granted on the basis of one honorary membership per junior member, with a maximum of two honorary memberships per family. The voting rights of Honorary members is as defined in paragraph 20 Voting. The committee's decision on conferring Honorary membership is not subject to appeal
- (c) Nomination for Life Membership shall be made to the Management. Committee, for submission at least 3 weeks prior to the next Annual General Meeting.
- (d) Online registration system as designed each year non playing members such as coaches, managers, committee members & club referees must be completed.

5. Cessation of Membership:

A person ceases to be a member of the Club:-

- (a) If the person dies;
- (b) If the person resigns that membership and has paid all money owed and returned all club property;
- (c) Is expelled from the Club and has paid all money owed and returned all club property;
- (d) At the end of the Annual General Meeting or presentation day of the year, whichever comes last?
- (e) In the case of death of a playing member the Committee may deem the parents /guardians as honorary members till the Annual General Meeting of the year.

6. Membership entitlements not transferable:

- A right, privilege or obligation which a person has by reason of being a member of the Club:- (a) Is not transferable; and
- (b) Terminates upon cessation of the person's membership as per the above clause.

7. Disciplining of members:

- (1) Following a written complaint received by the Secretary within seven days of the incident occurring, a preliminary investigation by the Committee is to be initiated.

Where the Committee is of the opinion that a Club Member has;

- (a) Refused or neglected to comply with these rules or by laws.
- (b) Acted in a manner prejudicial to the interests of the Club.
- (c) Has infringed the Code of Conduct

The Committee may by resolution call that member or other Committee Person before it to explain his/her actions.

- (2) The Secretary shall, ensure that the member is notified of the following;
 - (a) Requests the member's attendance, setting out the reasons for the request;
 - (b) State the date, time and place of the meeting, to be held within 7 days of the notification.
 - (c) His/her to submit a written report and/or speak at the meeting.
 - (d) His/her right to submit written witness statements and/or have witnesses speak at the meeting.
- (3) The member may request that the meeting as requested by the Secretary or his delegate be postponed for up to 7 days.
- (4) The Member will be informed of the Committees decision and the penalty if one is imposed at the meeting
- (5) The Secretary shall confirm the meetings decision and penalty if one was imposed to the member in writing and indicate that the member has a right of appeal.
- (6) If the member fails to attend the meeting as requested, the committee have the right to suspend that member from all Club activities including playing games until he appears before the committee.

8. Right of appeal of disciplined member:

- (1) A member, who was disciplined, suspended or expelled, may lodge an appeal against the Committee's decision, within 7 days of the meeting, by lodging a notice to that effect with the Secretary.
- (2) Once an Appeal is lodged in accordance with the previous clause, the Secretary shall notify the Committee which shall convene a Appeals Board consisting of 5 People. These people shall be either Life Members, current Team Coaches or current Team Managers.
- (3) At the convened Appeals Board Meeting: -
 - (a) Minutes need to be taken of the meeting and submitted to the Secretary for safe keeping.
 - (b) Both the Committee and the member shall be given the opportunity to state their respective cases for & against the original decision.
 - (c) The Appeals Board members shall inform both parties of their decision to uphold or dismiss the appeal before concluding the meeting.

The Committee:

9. Powers etc, of the Committee:

The Management Committee of the Club, subject to the Act, the Regulation and these rules and to any resolution passed by the Club: -

- (a) Must abide by and enforce this Constitution and the associated By-Laws.
- (b) Has the power to transfer the responsibilities of a Committee Member to different Committee Member where the elected member is not available, unless rules to the contrary exist,.
- (c) Shall control and manage with due diligence the affairs of the Club;
- (d) Exercise all such functions as may have been voted on by a GM of members of the Club;
- (e) Has power to perform all such acts and do all such things as appears to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

- (f) The MC shall have the final decision on any disputes regarding the interpretation of the constitution and by-laws.

10. Constitution and Membership:

- (1) Subject in the case of the first members of the Committee to section 21 of the Act, the Committee shall consist of: -
 - (a) The Executive Committee Members of the Club; and
 - (b) The General Committee members of the Club;
 - (c) Each of the above-mentioned shall be elected at the AGM of the Club pursuant to rule 15.
- (2) The Executive Committee Members of the Club shall be: -
 - (a) The President;
 - (b) The Vice-President;
 - (c) The Treasurer, and (d) The Secretary.
- (3) The General Committee members of the Club shall be: -
 - (a) The Social Secretary;
 - (b) The Sports Manager;
 - (c) The Registrar;
 - (d) The Competition Secretary;
 - (e) The Publicity Officer;
 - (f) The Canteen Manager,
 - (g) The Assistant Secretary;
 - (h) The Assistant Social Secretary,
 - (i) The MiniRoos Coordinator,
 - (j) The Member Protection Information Officer;
 - (k) Person/s that may be co-opted to assist elected committee members.
 - (l) A maximum of six committee members not holding a title can be elected at an AGM but additional members can be co-opted by the MC as required.
- (4) Each member of the Committee shall, subject to these rules, hold office until the conclusion of the AGM or Presentation day, whichever comes last following the date of the member's election, but is eligible for re-election.
- (5) The committee elect shall take office when the incumbent committee stands down.
- (6) In the event of a casual vacancy occurring in the Committee, the Committee may appoint a member of the Club or other person to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the AGM next following the date of the appointment.
- (7) The Executive Committee may be ex-officio members of any sub-committees within the Club.

11. Duties and Functions – Executive Committee:

(a) President

The President should be the Chairperson of all GM's, MCM's ECM's and SGM's. The President shall conduct all such meetings in accordance with the constitution and by-laws of the Club and in accordance with the accepted rules of debate. The President may be the senior delegate of the Club at meetings, functions and assemblies of other clubs, associations, institutions or companies with which the Club is associated, affiliated or invited to participate.

The President shall be responsible to ascertain that the functions of all Committee members are carried out in accordance with the constitution and by-laws of the Club.

(b) Vice President

The Vice President should perform all the functions of the President in the absence of the President. The Vice President may represent the Club at meetings, assemblies or functions of other soccer associations, clubs or institutions with which the Club is affiliated or at which the Club is invited to attend. The Vice President takes the role of Public Officer and duties defined by NSW Fair Trading.

(c) Treasurer

It is the duty of the Treasurer of the Club to ensure that:-

- (1) All monies due to the Club is collected, received and banked and an official receipt is issued and that all payments authorised by the Club are made;
- (2) Correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with activities of the Club;
- (3) The Treasurer shall prepare a statement of income and expenditure for consideration by the MC each month, and shall produce an audited financial statement for consideration at the AGM. The treasurer should in conjunction with various members of the MC, prepare a budget for the forthcoming financial year for consideration of the MC.
- (4) The Treasurer of the Club shall, as soon as practicable after being appointed as Treasurer, lodge notice with any financial institution the Club may have dealings with and provided documentation and specimen signatures of all new signatories.
- (5) Ensure that either the President or Secretary countersigns all cheques

(d) Secretary

- (1) The Secretary of the Club shall, as soon as practicable after being appointed as Secretary, lodge notice with the Club of his or her address or the business address of the club
- (2) It is the duty of the Secretary to keep: -
 - (a) Records of all appointments of Committee members;
 - (b) Minutes of all proceedings at ECM's, MCM's, GM's, SGM's and AGM's, including attendances, apologies and ensure that the minutes are signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (3) The Secretary shall be responsible for the day to day business of the Club and shall receive and dispatch all correspondence. The Secretary shall be responsible for notifying all members of the date, place and time for all meetings in accordance with this Constitution and, in the case of the AGM, shall prepare an annual report and an agenda for circulation to all members.

- (4) The Secretary may be a delegate of the Club at meetings, assemblies and functions of other clubs, associations, institutions or companies with which the Club is associated, affiliated or invited to participate.

12. Duties and Functions (General Committee Members)

(a) Social Secretary

The Social Secretary shall be responsible for the organisation of the Club's social functions and fundraising activities.

1. The Social Secretary shall be responsible for obtaining sponsorship of the based on guidelines set by the Management Committee.
2. Liase with any member or group wishing to sponsor teams at SMSC
3. The Social Secretary shall be responsible for keeping a register of all gifts, money etc obtained from sponsors. This register to be submitted to the secretary at the end of the soccer season

(b) Sports Manager

The Sports Manager shall:

1. Control sports equipment and shall make recommendations to the MC regarding the purchase of additional or replacement equipment.
2. Maintain a register of all persons in the Club who have the use of Club equipment. Once that equipment is no longer required, the Sports Manager shall take the necessary steps to have that equipment returned to the Club and shall keep the M.C. informed of all equipment not returned.
3. On receipt of new equipment, the Sports Manager shall ensure that the new equipment is of the standard and quality as ordered. Any dispute on any equipment ordered and received should be referred to the MC.
4. Once satisfied that the equipment is satisfactory, the Sports Manager shall endorse the account of his/her satisfaction as to the quality and standard of the equipment purchased prior to referring the account for payment to the Treasurer.
5. Be responsible for the maintenance of all playing fields, ensuring that they are adequately marked and in as best a condition as within the power and control of the Sports Manager.
6. Ensure that the Equipment Rooms are kept in a neat and tidy condition at all times.

(c) Registrar

The Registrar shall:

1. In conjunction with the MC, organise the appropriate registration days, ensuring that all requirements are adhered to as to the necessary regulations, to correctly register players under the rules of the Club and those of the affiliated association.
2. Control and maintain the Players Register which can be held by the Registrar.
3. Keep records of all monies collected during registration.
4. Shall pay to the Treasurer all monies received from player registrations.

(d) Competition Secretary

The Competition Secretary shall:

1. Advise all coaches and managers of all scheduled matches as provided by the affiliated association and/or any other affiliated organisation.
2. Record and forward all official match results to the association of which the Club is affiliated and liaise with that association.
3. Liaise with the Social Secretary, Sports Manager, team Coaches and Managers in the event of any social games that have been arranged.
4. Receive notification of fines and suspensions from the affiliated association and liaise with the MC and the relevant coach, manager and player to ensure the fine is paid by the player or team as appropriate.

(e) Publicity Officer

1. Shall publicise all activities of the Club in the Club's Newsletter, at the canteen and in the teams pigeon holes.
2. Shall liaise with the MC and Coaches and Managers of the teams in the Club in order to ensure that a regular newsletter is produced and circulated.
3. Will liaise with the Committee, all Coaches and Managers to produce the Annual Year Book by no later than two weeks before the Junior or Senior Presentation whichever presentation is first.

(f) Assistants to Committee Members

Any Assistant to a position on the MC shall give assistance as delegated by that respective Committee Member and shall carry out the duties of that office in the absence of that Committee Member in accordance with this Constitution.

(g) Committee Person

To assist Management Committee in the running of the club.

h) Communications Officer

1. Shall maintain the web site responsibilities of the Club.
2. Shall liaise with the MC and Coaches and Managers in order to ensure that Club information is readily available and the web site is regularly maintained for accuracy and content

(i) Canteen Manager

To manage the purchasing of stock for the Canteen in conjunction with the Treasurer as well as the staffing of the Canteen.

(k) Member Protection Information Officer ("MPIO")

1. Shall be the first point of contact for any complaint made about a parent, coach, manager or other member of the club and any complaint should be directed to the MPIO.

2. Shall liaise with the MC and EC with a view to providing sufficient information for the complaint to be properly considered.
3. The MPIO shall not be involved in the determination of any complaint.

(I) Mini Roos Coordinator

1. The Coordinator shall closely communicate with, assist, advise nurture & mentor all coaches, managers, players & parents/guardians of the teams registered in the under 5, 6, 7, 8, 9, 10 and 11 age groups.

13. Casual Vacancies

For the purposes of these rules, a casual vacancy in the office of the MC may occur if a member- 1. Dies;

2. Ceases to be a member of the Club;
3. Resigns office by notice in writing given to the Secretary of the Club;
4. Is removed from office under rule 18;
5. Is absent without consent of the committee for three (3) consecutive meetings.
6. A committee position remains vacant at the conclusion of the AGM

14. Election of Committee Members:

- (a) Nominations of candidates for election as Committee members of the Club:-
 - (1) Shall be made by the candidate on the nomination form
 - (2) Shall be delivered to the Secretary of the Club not less than 5 weeks before the date of the AGM.
 - (3) Members may be nominated as candidates for more than one Committee position.
 - (4) Members may hold more than one Committee position but no more than one executive position unless the positions are unfilled
 - (5) Candidates may include a short Resume of their skills that would benefit the Club, with their completed nomination form.
- (b) Further verbal nominations will be sought at the AGM for those positions where insufficient formal nominations have been received
- (c) Any committee position remaining vacant at the conclusion of the AGM shall be deemed to be a casual vacancy.
- (d) If the number of nominations received for a position is equal to the number of people required, the persons nominated shall be deemed to be elected.
- (f) If the number of nominations received for a position exceeds the number of people required, a secret ballot shall then be held.
- (g) The ballot for the election of Committee members shall be conducted at the AGM in such usual and proper manner as the Committee may direct.
- (h) Two or more returning officers will be appointed at the meeting by the chairperson to count the votes.
- (i) Ballot papers shall be destroyed at the end of counting as per paragraph 26

Only senior members and Life Members will be eligible to stand for office on the MC, or to vote at any meeting of the Club

Meetings 15. Committee Meetings and Quorum

- (a) The EC & MC shall meet as required at such place and time as the President or Secretary may determine.
- (b) The Secretary shall give notice of each meeting to each committee member
- (c) Any 4 members of the MC constitute a quorum for a management committee meeting. Any 3 members of the EC constitute a quorum for an executive committee meeting.
- (d) The committee shall transact no business unless a quorum is present. If within half an hour of the appointed time of the meeting a quorum is not formed, the meeting shall be adjourned to a time and place notified by the Secretary
- (e) At a meeting of the EC or MC, the President, or in the absence of the President, the Vice President shall preside, or, if the President and the Vice President are absent or unwilling to act, such one of the remaining members of the EC or MC may be chosen by the members present to preside.
- (f) Any decisions of the EC need to be ratified at the next MCM or GM.

16. Annual General Meetings:

- (a) The Club shall convene an AGM in September of each year. The financial year will be 12 months ending on the 31 July of each year.
- (b) The Secretary shall, at least 4 weeks before the date fixed for the holding of the AGM, give notice of the date, time, place and details of the business proposed to be transacted at the meeting.
- (c) No business shall be transacted unless a quorum of 12 members that are entitled to vote are present.
- (d) A question arising at a meeting of the Club shall be determined on a show of hands or secret ballot. The chairperson shall declare that the question has been carried, carried unanimously or lost and that declaration shall be noted in the minute book of the Club.
- (e) A secret ballot may be demanded by the chairperson or by not less than 3 members present at the meeting.
- (f) Where a poll is demanded at a meeting, the ballot shall be taken: -
 - (1). Immediately where the ballot relates to an election of a chairperson, or to the question of an adjournment; or
 - (2). As directed to by the chairperson during the meeting. The resolution of the ballot shall be deemed to be the resolution of the meeting on that matter.
- (g) When a secret ballot is called for, two or more returning officers will be appointed at the meeting by the chairperson to count the votes. The returning officers will tally the voting and report the results to the chairperson.
- (h) At the conclusion of all the voting, all voting slips shall be destroyed.
- (i) In addition to any other business which may be transacted at an AGM. the business of an AGM shall be:-
 - (1) To confirm the minutes of the last AGM and any SGM held since that meeting;

- (2) To receive from the committee reports upon the activities of the Club during the last preceding financial year,
- (3) To elect the following years MC members of the Club
- (4) To receive and consider the financial statement which is required to be submitted to members pursuant to section 26 (6) of the Act.
- (5) To elect an Auditor for the following Season;
- (6) To consider any nominations for Life Membership;
- (7) To decide on any “notices of motion” calling for alterations to either the Constitution or the By-Laws
- (8) No business other than that covered by “notices of motions” shall be transacted at the meeting.

17. Special General Meetings:

- (1) The MC may, whenever it thinks fit, convene a SGM of the Club after giving 4 weeks notice
- (2) The MC shall convene a SGM, following a request from Club Members, which conforms to the following;
 - (a) Shall state the motions to be put to the SGM, together with any supporting arguments;
 - (b) Shall be signed by 30 current financial members, as indicated by their Signatures, Names and Addresses; the request may consist of several documents in a similar form
 - (c) The written request shall be lodged with the Secretary of the Club;
- (3) If the committee fails to convene a SGM within 8 weeks after the receipt of a request by members for that SGM to be held, any one or more of those members who made the request for that SGM may convene a SGM to be held not later than 12 weeks after that date.
- (4). A SGM convened by a member, as referred to in the previous clause, shall be convened as nearly as is practicable, in the same manner as GM's.
- (5). Any motions passed as referred to in the previous two Clauses, must be submitted to the Secretary of the club as soon as practicable after the meeting.
- (6). The quorum for a SGM is two thirds of those members requesting a SGM. The meeting will be abandoned as null and void if this requirement is not met. The Quorum for a SGM called for by the MC shall be 15 members.
- (7). No business other than that specified in the notice convening the meeting shall be transacted at the meeting.
- (8). A question arising at a meeting of the Club shall be determined on a show of hands. The chairperson shall declare that the question has been carried, carried unanimously or lost and that declaration shall be noted in the minute book of the Club.
- (9). At a Meeting of the Club, a ballot may be demanded by the chairperson or by not less than 3 members present at the meeting.
- (10). Where a poll is demanded at a meeting, the ballot shall be taken: -
 - (a) Immediately where the ballot relates to an election of a chairperson, or to the question of an adjournment; or
 - (b) As directed to by the chairperson during the meeting. The resolution of the ballot shall be deemed to be the resolution of the meeting on that matter.

18. General Meetings:

- (a) General Meetings will be held between February and September each year unless the Management Committee (MC) decides differently. The date, time and venue will be determined by the MC.
- (b) A member desiring to bring any business before a GM may give notice in writing of that business to the Secretary of the Club -
- (c) Notices of General Meetings are to be circulated to the members of the club, in a manner to be decided by the MC.
- (d) 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 the majority present if it appears that the business can be completed within the period of such extension.
- (e) A total of 8 Club Members shall constitute a Quorum.

19. Special Resolution

A resolution of the Club is a special resolution if: -

- (a) It is passed by a majority which comprises of not less than three-quarters of such members of the Club as, being entitled under these rules, personally vote at a GM, provided the adequate notice is given to such special resolution;
- (b) Where it is made to appear to the Commissioner that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner as specified by the Commissioner.

20. Voting

- (a) Upon any question arising at a Meeting of the Club, a member is entitled to one vote only.
- (b) All votes shall be given personally.
- (c) In the event of equal votes at a Meeting of the Club, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A person is not entitled to vote at any Meeting of the Club unless all money due and payable by that person has been paid.
- (e) Questions arising at a MCM shall be determined by a majority of the votes of members of the committee present at the meeting.
- (f) Each member present at the MCM is entitled to one vote. In the event of a tied decision on any question, the Presiding Officer shall exercise a second or casting vote.
- (g) The various Committees may act notwithstanding any vacancy on the committee.
- (h) Any act or thing done or suffered, or purported to have been done or suffered, by the MC, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualifications of any member of the MC.

21. Insurance

- (d) The Club shall effect and maintain insurance pursuant to section 44 of the Act.
- (e) The Club may effect and maintain other insurance in addition to that specified in clause (a).

22. Funds - Source.

- (a) The funds of the Club shall be derived from match fees, annual subscriptions, donations or such other sources as the MC determines.
- (b) All monies received by the Club shall be passed onto the Treasurer of the Club for depositing, as soon as practicable, to the bank account conducted by the Club.
- (c) The Treasurer of the Club shall, as soon as practicable after receiving any monies, issue an appropriate receipt.

23. Funds – Management

- (a) Subject to any resolution passed, the funds of the Club shall be used in pursuance of the objectives of the Club in such a manner as determined by the MC of the Club.
- (b) All accounts payable by the Club shall be paid by cheque “where practicable and a receipt for such payment must be provided.
- (c) The signatories for the bank, investment and cheque accounts of the Club shall be the President, Secretary and Treasurer. Additional signatories are permitted at the discretion of the MC.
- (d) Any cheque issued shall carry two different signatures. Where there are additional signatories at least one of these signatures is to be the President, Secretary or Treasurer.

24. Alteration of objectives and rules

The Statement of Objectives and these rules may be altered, rescinded or added to only by way of a 75% majority at either a properly convened SGM or AGM.

25. Custody of books, etc.,

Except as otherwise provided by these rules, the Secretary of the Club shall keep in his/her custody, or under his/her control, all records, books and other documents relating to the affairs of the Club.

26. Privacy of Information

Any and all information collected by the Club shall be subject to these conditions.

- (a) Things like Proof of Age Documentation, Election, Raffle, other Results and similar items shall be destroyed, as soon as the intended use of the item has been concluded.
- (b) Players personal Information collected by the Club is for the Clubs use only, and will only be distributed to other people including Committee Members on a need to know basis, with the exception of that information that must be passed onto, any association or other body that we are affiliated with.
- (c) Under no circumstances, will any information collected for the Club’s use, be divulged to any other person or entity for any reason.
- (d) Team Coaches and Managers are not entitled to collect any additional player information other than that sought by the Club.

27. Inspection of books, etc..

The records, books or other documents of the Club shall be open for inspection, free of charge, by any member of the Club, who has given at least 14 days notice in writing to the Secretary of the Club.

Will be at a time and place as deemed appropriate by the MC.

Such documentation cannot be copied, photographed or removed by the member unless approved by the MC.

All the above inspections shall be supervised by delegates of the MC.

28. Service of Notices

For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member of the Club either personally or by post to the address of the member as it appears in the Register of Members. Where a notice is posted, service is considered effective at the time that the notice would have normally been received by ordinary post

29. Disbanding of the Club

Should the Club, for any reason be disbanded, any monies or assets of the Club will be handed over to the Trustees comprising of two nominees of the retiring MC plus one other nominee from one of the following organisations (if possible):-

- (a) The Penrith City Council;
- (b) The N.F.A. or
- (c) The N.S.W. Department of Sport and Recreation.

A member's maximum liability to the Club is their unpaid fees.

30. Auditors

The Club may appoint an Auditor at the AGM each year. The person appointed shall not be Committee members of the Club.

31. Colours of the Club

The official colours of the Club shall be green and white.

All players participating in soccer competitions for the Club will wear the uniform of the Club as approved by the MC and defined in the by-laws of the Club.

32. Players Service A Player can request in writing to the MC for approval to maintain their "Continuity of Service" for the season. A new application can be submitted each year.

Approval can only be considered for the following reasons;

- (a) Where a registered player can not be placed into an appropriate team and is forced to play with another Club.
- (b) Where a registered player has been selected to play for a Youth League Club.
- (c) Where a player is suffering a Medical Condition or Injury & a Doctors Certificate has been included with the application.

33. Term of Appointment for Elected Executive Committee

Members elected to an Executive position from September 2015 cannot hold the same position continuously for more than five (5) years.

34. By-Laws

The MC and members of the Club shall abide by the Club by-laws. Any change to the by-laws by the MC must be published to notify all members. Members may by special resolution procedure, apply to have either the by-laws or this constitution changed at either a SGM or AGM.

**THE BY-LAWS
OF
ST MARYS SOCCER CLUB INCORPORATED**

1. Composition of Teams

- (a) The MC shall determine the number of players in a team.
- (b) All players shall play in their correct age group except as authorised by the MC on application by the player or player's parents / guardian in the case of Junior Members.
- (c) Players can not transfer to another team without the consent of the MC.
- (d) Grading is not compulsory. Ungraded players will play in a lower division unless otherwise decided by the MC.
- (e) All players in Competitive teams wishing to play in the top division will be graded each season in a manner determined by the MC.
- (f) Borrowing of players shall be in accordance with the procedure determined and published by the MC. Under no circumstances must a player be borrowed without following this procedure.
- (e) Unless otherwise decided by the MC all players MUST play their first competition game in their allocated team.

2. Coaches and Managers

- (a) Under the Child Protection Prohibited Employment Act all prospective coaches, managers or other persons that will be dealing with children must complete the relevant forms prior to being accepted
- (b) Members need to apply for the position of Coach or Manager on the appropriate club nomination form.
- (c) Teams without Coaches or Managers at the start of the season will have one appointed to them by the MC.
- (d) That the MC has the sole responsibility to appoint all Club Coaches & Managers.
- (e) Where there are two or more coaches vying for the same position, the MC will base the final selection on one or more of the following:
 - i. Experience
 - ii Credentials
 - ii. Years with the club
- (f) All managers shall advise the Registrar of any alteration to their team composition.
- (g) The only contact for any Club business between coaches and managers and officials of the affiliated Association will always be through the relevant MC member of the Club.
- (h) The manager shall collect all match fees as determined by the MC. Prior to returning the match fees to the Canteen, a Match Payment Slip shall be completed. The Manager shall include the date and their team on the Match Payment Slip in the place provided. Match Fees shall be handed into the Canteen or a committee member, no later than one week after the game.
- (i) No coach and/or manager shall be relieved of his or her position except by a resolution as determined by the MC. In the event of a coach and/or manager being relieved of his or her position by the MC, that coach and/or manager has the right of appeal.

- (j) The Coach and/or Manager shall advise the Secretary and Competition Secretary of any player who is sent from the field of play by the referee (official or unofficial) by 5.30 pm on the day of the send off.
- (k) When a player suffers an injury which requires medical treatment, an injury report must be submitted to the EC.
- (l) Any player of any team who is sent from the field of play by the referee, (official or otherwise), may be required to appear before the MC and / or the Disciplinary Committee of the Association
- (m) In view of the above, coaches shall endeavour to alternate players as much as possible with due regard being given to the players' playing position and capabilities.
- (n) For mini-soccer, Coaches shall ensure that all players in attendance at match's share playing time, to the extent that it is as fair as is possible.
- (p) A Team Coach once appointed will be responsible for the following in addition to any existing requirements:
 - training of the team
 - improving the soccer skills of the players
 - allocating of field positions to each player, if appropriate
 - approving the loaning of players to other teams
- (q) A Team Manager once appointed will be responsible for the following in addition to any existing requirements:
 - the completion of the team sheet
 - the players identification cards
 - the custody of the playing strips
 - organising of the Alternate Strips when needed
 - Appointment of a Marshall for the Game & informing him/her of their Duties.
- (r) Both the Coach & Manager are responsible for;
 - Working together for the betterment of the team, by keeping one another informed of any situation affecting the team.
 - Ensuring players are encouraged to do better by everyone instead of being criticised for not being good enough. When it all said and done, it is only a Game.
 - Promoting Fair Play and Good Sportsmanship within the team
 - Ensuring that they themselves, their players or their supporters do NOT threaten an Official or Unofficial referee or other game official or player either Verbally or Physically, before, during or after a game. If necessary ensure that he/she is physically safe from all threats.
 - Encouraging players and/or their parents to attend Club Social functions and Monthly Meetings.
 - Distribute all material issued by the Club via the Pigeon Holes to each and every Player and/or Parent in a timely manner
 - Advising the Secretary of any Red Cards issued to a team member on the day it is issued.
 - Advising the Secretary of any Injuries sustained by players that require medical attention, on the day the injury occurs.
 - Removing any player from the field during a game, if a player is either too vocal, abusive or threatening to any referee, official or player. It should not be allowed to continue from the sideline either.
 - Asking any Parent or spectator who is abusing or threatening any referee, Official or Player involved with a game, to stop those activities or leave the field
 - Informing the MC by way of the Secretary, of any problems or issues affecting the team, particularly those that can't be resolved within the team.
 - Only borrow players when not enough of your own are coming to a game.
 - Do not borrow players to replace non performing players in your team

- Ensuring that they themselves, their Players and/or their Supports do not use foul or abusive language at the field, especially before, during or after a Game.

3. Players and /or Non Playing Members

- (a) All players shall be insured with a scheme through the Association in which the Club is affiliated.
- (b) All players and non playing members are required to abide by the SMSC Code of Conduct.
- (c) All players shall, provide acceptable proof of age as and when required. The player will not be permitted to participate in any competition game until such proof of age is sighted.
- (d) All players shall, at all times, turn out in the official uniform of the Club for social and/or competition games.
- (e) Any complaints concerning players, or by players, if not resolved by the coach and/or manager of the players team, shall be brought to the attention of the MC.
- (f) Upon acceptance as a member and registered player with the Club. It is understood and agreed that St Marys Soccer Club Incorporated cannot be held responsible or liable in any way for any medical, ambulance or hospital expenses incurred by a member as a result of participating in soccer or any other activities associated with the Club. It is the responsibility of the player or member to pursue any medical claim.
- (g) 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, injury or disciplinary suspension.
- (h) ALCOHOL AND /OR PROHIBITED SUBSTANCES ARE BANNED FROM SMSC GROUNDS AND MATCHES.

4. Players History

History records for each player will be kept by the registrar.

The player history and comments regarding performance and recommendations are to be completed by all coaches on the forms provided by the Club.

History records and other relevant documentation remain the property of SMSC.

5. Trophies and Awards

- (a) The Club may make awards in recognition of achievements by individual players and/or teams, and such awards will be determined by the MC.
- (b) The MC may also make special awards to persons making outstanding contributions to the Club.
- (c) The "Carol Leavey Club Person of the year award" may be presented in recognition of exceptional contribution to the club.
- (d) Player service is rewarded by unbroken service over 5, 10, 15, 20, 25 or 30 years (subject to paragraph 32 of the Constitution) in a manner to be decided by both tradition and the MC.
- (e) Coach and/or Manager is rewarded by unbroken years of loyalty for 5, 10, 15, 20 or 25 years of service.

6. Coaching Course

Any member of the Club wishing to undertake a coaching course and whom the Club nominates, will be reimbursed with the fees involved subject to the member giving service to the Club for one

full year after completing the course. On the recommendation of a coach, the Club will consider sponsoring to a suitable coaching clinic, any junior player who shows a high degree of enthusiasm and potential for soccer.

7. Canteen

- (a) It may be necessary for volunteers from teams to man the canteen on certain days. Any roster as determined by the MC is to be fulfilled to the best of their ability of the persons rostered for that day.
- (b) Rules for the canteen will be determined by the MC and displayed for the information of all members.
- (c) No person under the age of 15 is permitted to serve in the canteen.
- (d) Only authorised personnel are allowed into the canteen area.
- (e) Coaches / Managers are permitted to enter the canteen area for the purpose of paying fees, obtaining equipment etc.

8. Sponsorship

- (a) All Sponsorship proposed must first be approved by the MC and be in accordance with the rules as set down by the affiliated association this includes Club, team and/or individual.

9. Team Fundraising

All team fundraising for any purposes must first be approved by the MC.

CODE OF CONDUCT

St Marys Soccer Club inc. believe the principles of fair play & a high standard of conduct should be upheld by ALL Players, Coaches, Managers, Officials and Spectators. It is particularly important to set an example to the junior players within the club.

The following is an example of some of the basic standards of conduct which should be adhered to both on and off the field when representing this club.

- NO FOUL OR ABUSIVE or DEROGATORY LANGUAGE TO A REFEREE (INCLUDING ACTING REFEREES), SPECTATOR, OFFICIAL OR OTHER PLAYER.
- NO THREATS OR ACTS OF VIOLENCE TOWARD A REFEREE (INCLUDING ACTING REFEREES), SPECTATOR, OFFICIAL OR OTHER PLAYER OR THE PROPERTY OF THE AFOREMENTIONED PERSONS.
- NO PARTICIPATION AS A PLAYER, OFFICIAL OR SPECTATOR WHILST UNDER THE INFLUENCE OF ALCOHOL OR PROHIBITED DRUGS.
- NO CONSUMPTION OF ALCOHOL OR PROHIBITED DRUGS WITHIN THE FENCED AREA OF SHEPHERD PARK (ALSO KNOWN AS POTTER FIELD) WHILST ACTIVITIES INVOLVING ST MARYS SOCCER CLUB ARE BEING CONDUCTED.
- ANY OTHER ACTION WHICH MAY BRING THE NAME OF ST MARYS SOCCER CLUB, AND/OR THE GAME OF SOCCER INTO DISREPUTE.

The above mentioned codes are a sample only of what is expected and may be extended if other matters arise which the Management Committee believes may bring the name of the club into disrepute.

The Club may, at its discretion, call an offending person before the Management Committee requesting an explanation for any breach of conduct & may impose a penalty, in addition to any which may have been imposed by the Nepean Football Association, for such breaches of conduct.

Your signature on the registration application is deemed to be your acceptance of compliance with the above mentioned conditions relating to the expected code of conduct. If you are uncertain as to your obligations in relation to these conditions, you should request clarification prior to signing the registration application forms.