

WARNERS BAY FOOTBALL CLUB



Constitution



Production:

This Constitution was prepared by the Committee of Warners Bay Football Club Incorporated.

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CONSTITUTION

WARNERS BAY FOOTBALL CLUB INCORPORATED

(Established 19 54)

PART 1 - PREMINILARY

Definitions

In these rules:

Club means Warners Bay Football Club Inc.

MFL mean the Macquarie Football Limited.

Season the period of time between when a player's registration form is signed and accepted by the Club until the completion of the last game played by the registered player in any one (1) calendar year

ordinary member or member means a member of the committee who is not an office-bearer of the Club

General

1. The Club shall be called the Warners Bay Football Club Incorporated
2. The main object of the Club shall be to foster and develop the game of football particularly in the Warners Bay area.
3. The colours of the Club shirt will be primarily maroon with white trimmings which will be supplied by the Club.
4. Socks are to be maroon with white turndowns at the top which are to be supplied by the player.
5. Team shorts shall be primarily maroon with white trimmings which are to be supplied by the player.
6. In reference to point 3, alternate shirts will be supplied by the Club when a clash of colours occurs.
7. In reference to points 4 and 5, the use of alternate shorts and socks may be considered for one off events and will be at the Committee's discretion upon application by individual teams. Alternate socks and/or shorts are to be supplied by the player.

8. The Club shall adopt the Rules as laid down from time to time by Macquarie Football Limited.

9. The Club logo is owned by the Club and as such cannot be used by any person or persons for merchandise, clothing or in any written material unless such items are from the Club. Should any member wish to use the Club logo for any reason, approval is required in writing from the Club prior to its use.

PART 2 - MEMBERSHIP

10. Membership Qualifications

A person is deemed to be a member of the club if and only if that person is:

- a) A team coach or manager of the club.
- b) Parent/s or legal guardian/s of a registered player under the age of eighteen
- c) A person having the custody, care and/or control of a registered player under the age of eighteen.
- d) A registered player over the age of eighteen.
- e) A life member of the club or a person nominated as a member and supported by a vote of 75% of a committee meeting.
- f) With the exception of (e), membership of the Club is effective from the date the players application is signed and accepted by a Club official and continues for the season unless terminated prior to the end of the season either by mutual release or due to misconduct.

11. Cessation of Membership

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

- a) dies, or
- b) is no longer a registered player for Club,
- c) who's child or child that they care for is no longer a registered player for the Club
- d) is expelled from the Club.

12. 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 capable of being transferred or transmitted to another person, and
- b) terminates on cessation of the person's membership.

13. Register of Members

- a) The Secretary of the Club must 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.
- b) The register of members must be kept at the principal place of administration of

the Club and must be open for inspection, free of charge, by any member of the Club at any reasonable hour.

14. Members Liabilities

The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, 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. .

15. Resolution of Internal Disputes

- a) Disputes between members (in their capacity as members) of the Club, and disputes between members and the Club, are to be referred to the Executive Committee for mediation.
- b) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the Executive Committee.

16. Complaints

- a) A complaint may be made to the committee by any person that a member of the Club:
 - i) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - ii) has persistently and willfully acted in a manner prejudicial to the interests of the Club.
- b) On receiving such a complaint, the committee:
 - i) must cause notice of the complaint to be served on the member concerned; and
 - ii) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - iii) Must take into consideration any submissions made by the member in connection with the complaint.

17. Disciplining Members

- a) The executive shall have the power to call upon any player or member of the Club to attend a meeting, and to reply to any questions that may be put. If such member, or player after receiving due notice fails to attend such meeting, or answer such questions, the member or player may be, unless reasonable excuse is given, disqualified from taking part in any match or business of the Club during the executive's discretion.
- b) If any player or member is found guilty of misconduct, that person shall be liable to suspension or to any penalty the executive deems necessary.
- c) All decisions of the Club executive are final but should a member or player have fresh evidence to offer the member or player should seek leave to appeal against any decision submitting details of such evidence in writing.
- d) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 21.
- e) The expulsion or suspension does not take effect:
 - i) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - ii) if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution.

18. Right of Appeal of a Disciplined Member

- a) A member may appeal to the Club against a resolution of the committee within 14 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- b) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- c) On receipt of a notice from a member, the secretary must notify the Executive committee which is to convene a

Meeting of the Committee of the Club to be held within 28 days after the date on which the secretary received the notice.

- d) At a meeting of the Committee convened:
 - i) no business other than the question of the appeal is to be transacted, and
 - ii) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - iii) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- iv) If at the general meeting the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART 3 - MEETINGS

19. The meetings of the Club to be held are the Annual General Meeting, General Meetings and any Special Meetings.

20. Frequency of Meetings

- a) The General Meetings shall be held once a month or as decided by the Club executive.
- b) The committee must meet at least three times in each period of 12 months at such place and time as the committee may determine.
- c) Additional meetings of the committee may be convened by the president or by any member of the committee.

21. Notice of a Meeting

- a) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- b) Notice of a meeting must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- c) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- d) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (a), the intention to propose the resolution as a special resolution.

- e) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting.
- f) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member

22. Meeting Quorum

- a) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- b) Seven members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- c) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - i) if convened on the requisition of members, is to be dissolved, and
 - ii) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

23. Presiding Member

At a meeting of the committee:

- a) the president or, in the president's absence, the vice president is to preside, or
- b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

24. Delegation by committee to sub-committee

- a) The committee may, by instrument in writing, 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 of the functions of the committee as are specified in the instrument, other than:
 - i) this power of delegation, and
 - ii) a function which is a duty imposed on the committee by the Act or by any other law.
- b) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- c) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- d) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- e) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- f) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- g) A sub-committee may meet and adjourn, as it thinks proper.

25. Voting and decisions

- a) Questions arising at a meeting of the committee or of any sub-committee

Appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.

- b) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote. Any person other than the President-chairman shall have a deliberate vote but no casting vote.
- c) Subject to clause (a), the committee may act despite any vacancy on the committee.
- d) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a subcommittee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.
- e) A member or proxy is not entitled to vote at any general meeting of the Club unless all money due and payable by the member or proxy to the Club has been paid, other than the amount of the annual subscription payable in respect of the then current year.

26. Adjournment

- a) Any meeting may be adjourned to such time, as a majority of those present shall resolve.
- b) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- c) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- d) Except as provided in clauses (a) and (b), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

27. Making of decisions

- a) A question arising at a general meeting of the Club is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- b) At a general meeting of the Club, a poll may be demanded by the chairperson or by at least three members present in person or by proxy at the meeting.
- c) If a poll is demanded at a general Meeting, the poll must be taken:
 - i) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - ii) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

28. Special resolution

A resolution of the Club is a special resolution:

- a) if it is passed by a majority which comprises at least three-quarters of such members of the Club as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the

Resolution is passed in a manner Specified by the Commissioner.

29. Appointment of proxies

- a) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- b) The notice appointing the proxy is to be in the form set out in APPENDIX B to these rules.

30. Annual General Meeting

- a) The Annual General Meeting and election of officers shall be held November each year if:
 - i) practicable and fourteen (14) days' notice of the date and place of the holding of such
 - ii) Notice of Annual General Meetings shall be given by email.
 - iii) At the Annual General Meeting eleven (11) members are required to constitute a quorum.

31. Special Meetings

- a) A Special Meeting shall be called by the Hon. Secretary, giving at least seven (7) days:
 - i) clear notice to members of such, and stating the business proposed to be transacted either
 - ii) under direction of the executive, or upon receiving a request in writing to that effect signed
 - iii) By at least six (6) members of the Club who must also attend the special meeting.

32. The Hon. Auditor/s shall not be Directors and shall be nominated at the Annual General Meeting.

33. On matters of urgency the Directors shall act as they think befitting the interest of the Club and shall report to the next meeting.

PART 4 — THE COMMITTEE

34. Powers of the committee

The committee is to be called the committee of management of the Club and, subject to the Act, the Regulation and these rules and to any resolution passed by the Club in general meeting:

- a) is to control and manage the affairs of the Club, and
- b) may exercise all such functions as may be exercised by the Club, other than those functions that are required by these rules to be exercised by a general meeting of members of the Club, and
- c) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Club.

35. Constitution and membership

- a) Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:
 - i) The Directors of the Club, and
 - ii) a minimum of 3 ordinary members, each of whom is to be elected at the annual general meeting of the Club.
- b) The Directors of the Club are to be:
 - i) the president
 - ii) the junior vice-president
 - iii) the senior vice president
 - iv) the treasurer, and
 - v) the secretary.
- c) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- d) In the event of a casual vacancy Occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

36. Election of members

- a) Nominations of candidates for election as office-bearers of the Club or as ordinary members of the committee:

- i) must be made in writing, signed by 2 members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - ii) must be delivered to the secretary Of the Club at least 14 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- b) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- c) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- f) The ballot for the election of Directors and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

37. The Members of the Committee

- a) The Directors shall consist of
The:
President
Junior Vice President
Senior Vice President
Secretary
Treasurer
- b) Other officials are:
Registrar
Assistant Registrar
Fixtures Officer
Resource Officer
Women's Football Liaison Officer
MFA Delegate {2}
Coaching Coordinator
Small Sided Football Coordinator
Sponsor Officer

- c) Associate Officials:
Club coach
Grounds person
Canteen Supervisor
Gear steward
Functions Officer

38. Casual vacancies

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- a) dies, or
- b) ceases to be a member of the Club, or
- c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
- d) resigns office by notice in writing given to the secretary, or
- e) is removed from office under rule 19, or
- f) becomes a mentally incapacitated person, or
- g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.
- h) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the club to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

- 39. Voting for the election of officers shall be on the prescribed nomination form shown in APPENDIX B. If two or more nominations are received for any one position, the vote will be by secret ballot with scrutinizers to be nominated by the Directors.**

40. The duties of the President shall be:

- a) to manage the overall strategic and Operational direction of the Club

41. The duties of the Junior Vice President shall be:

- a) To assist the President in matters involving all junior teams of the Club.
- b) To administer the running of all junior teams. The junior teams are teams under 18 years of age, All age competition teams, over 35 and over 45 teams.

42. The duties of the Senior Vice President shall be:

- a) To assist the President in matters involving the senior teams of the Club.
- b) To administer the running of the senior teams. The Senior teams are the open men's teams playing in the Zone competitions or higher

43. The duties of the Hon. Secretary shall be:

- a) To administer the affairs of the Club, as directed by the Directors and as authorized by the rules.
- b) To keep a record of all proceedings.
- c) To prepare the Annual Report.
- d) To execute such other duties as may come within his/her province.
- e) To record all monies received in the absence of the Treasurer and issue an interim receipt.

44. The duties of the Hon. Treasurer shall be:

- a) To receive all monies due to the Club from all sources
- b) To bank all monies as received at the earliest opportunity.
- c) To have the custody of the cheque, cash and pass books and to provide financial reports at all general meetings and at the annual general meeting.
- d) To pay items of expenditure on receiving an order from the President or after due consultation and acceptance by other Directors.

45. The duties of the Registrar shall be:

- a) To record all registered players in Club Register.
- b) To check all players' nominations and birth certificates.
- c) To record the grading's of players after consultation with the Grading Committee.
- d) To ratify team grading's within the Club, and to submit them to MFL.

46. The duties of the Gear Steward shall be;

- a) To control the allocation, maintenance, return and disposal of Club team gear, training resources, nets and balls.
- b) To submit an annual report on Club team gear so as to help with expenditure for the following year.

47. The duties of Grounds person shall be:

- a) To decide on the fitness of the grounds for play and advise the MFL.
- b) To prepare a roster for training and for ground preparation prior to games.
- c) To advise the Directors on all matters pertaining to grounds and their essential equipment such as goals, line marking devices, corner posts, coach's benches etc.

48. The duties of the Canteen Supervisor shall be:

- a) The selection and purchase of canteen stock.
- b) Assist Directors in preparation of canteen duty roster.
- c) To keep a daily sales record.
- d) General supervision of the canteen and its facilities.

49. The duties of Coaching Coordinator shall be:

- a) To assist team coaches.
- b) To organize coaching courses for players and coaches.
- c) To organize club trial matches

50. The duties of the Club Coach shall be:

- a) To assist the Coaching Coordinator
- b) To assist team coaches

51a. The duties of the Sponsors Officer shall be:

- a) The publication of a regular newsletter.
- b) The upkeep of the Club's web page.
- c) The sourcing and co-ordination of team and Club sponsors

51b. The duties of the Functions Officer shall be:

- a) To organise club functions
- b) To organise team photos
- c) To assist the Directors with presentation day

52. The duties of the Fixtures Officer shall be:

- a) To liaise with team management and the Committee on deferred or re-scheduled games as soon as possible after the information is received by the Club from the MFL.
- b) To submit the team sheets for all home fixtures to the MFL Office as required by the Club.
- c) Prepare teams sheets for each home fixture

53. The duties of the Women's Football Liaison Officer shall be:

- a) To be a contact point for the decimation of information to all Women's teams both Junior and Senior.

54. The duties of the Small Sided Football Coordinator shall be:

- a) To manage and administer the Small Sided games by ensuring the smooth running of match days.
- b) Ensure all equipment; balls e.c.t. is readily available on match days.
- c) Organise players into teams after registrations.
- d) Organise the planning & running of gala days.
- e) Ensure the training & rostering of referees.

55. The duties of the Resource Officer shall be:

- a) To sell club merchandise
- b) To perform a half yearly and annual stock take and submit reports to the Directors

56. Receipt and Cheques

- a) All receipts shall be given on printed forms numerically numbered and bearing the name or stamp of the Club.
- b) All cheques shall bear the signatures of any two (2) of the following officers, President, Vice President, Hon. Secretary or Hon. Treasurer. The Club shall produce their books and documents for examination upon request in writing by any seven (7) members giving fourteen (14) days' notice to the Directors.

57. Removal of member

- a) The Club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the Club, the secretary or the president may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

PART 5 — REGISTRATIONS

58. Registrations

- a) A closing date to be decided at the Annual General Meeting for all registrations and number of registrations to be received after that date unless there are vacancies in that particular age group. Then late applications be date stamped by the Registrar and players to be accepted as first in, first accepted.
- b) A late fee for registration application received after 1 May for the upcoming year shall be determined at the Annual General Meeting.
- c) The maximum number of players in a team squad should be no more than fourteen (14) unless the respective team managers desire to accept more registrations taken during the advertised registration period. If more than one team squad can be formed, the squads should contain as near as equal numbers as possible.

59. Grading

- a) A Grading Committee:
 - i) Shall be elected at the Annual General Meeting to grade Club players for the following year.
 - ii) The Grading Committee shall consist of the Coaching Coordinator (Chair) Club Coach and two (2) Committee members.
 - iii) Can be assisted in the selection of teams by a manager and/or coach when that team is under consideration.
 - iv) Is to confer with the President and Vice President in order to finalise team selections, and
 - v) Is to confer with the President, Vice President and Club Registrar with respect to the recommended team grading's prior to submission to the Club.
- b) The teams for each competition age group will be known as the firsts, seconds, thirds and so on. The players for each team will be graded on their ability.
- c) Any parent, player or manager with complaints on grading can be heard at a special meeting of the Directors and Grading Committee. All complaints in writing are to be in the

hands of the Secretary within seven (7) days of announcement of grading.

60. Coaches and Managers

- a) Nominations will be taken for both team coaches and managers at or prior to registration time and these will be resolved by a joint meeting of the Directors and the Grading Committee.
- b) All teams shall be under the supervision of a manager. The duties of a manager shall be:
 - i) To abide by the Constitution of the Club and that of the Macquarie Football Association.
 - ii) To submit a team report to be in the hands of the Secretary prior to the last game of the season.
 - iii) To see that all players in teams receive equal opportunity where practicable.
 - iv) To attend all Club meetings or send a team representative.
 - v) To act as the Team contact person or appoint a team representative.
 - vi) To promote effective communication of ideas or complaints within the Club

61. Players

- a) Players refusing to play with the team selected will, unless under unforeseen circumstances, be brought under the notice of the Directors and dealt with.
- b) All players shall be considered available for selection unless they notify their manager.

62. Recognition

- a) No trophy or recognition bearing the name or initials of the Club shall be allocated to any player or team of Warners Bay Football Club unless approved by the General Meeting.
- b) All recognised Club trophies to be purchased by the Directors or their representative.

PART 6 - MISCELLANEOUS

63. All sub-committees to be elected at a General Meeting and their recommendations to be subject to a General Meeting for approval.

64. The storage life of all Club documents shall be two (2) years excepting the Treasurer's records, the minutes of Annual General Meetings, General Meetings and any Special Meetings and Players Registration details which should be safely maintained.

65. Life membership is the highest honour that can be bestowed by the Club. It is awarded for very distinguished service to Football. Life Members shall be selected by the Directors of the Club. Nominations for selection to a Life Membership can only be made in writing by Members in Good Standing and the nominations must be received by the Club at least sixty (60) days before each AGM. The awarding of the Life Membership shall be at the AGM.

66. Insurance

The Club may effect and maintain insurance.

67. Funds —source

- a) The funds of the Club are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.
- b) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- c) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

68. Funds — management

- a) Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the committee determines.
- b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the committee or employees of the Club, being members

or employees authorised to do so by the committee.

69. Alteration of objects and rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Club.

70. Custody of books

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

71. Inspection of books

The records, books and other documents of the Club must be open to inspection, free of charge, by a member of the Club at any reasonable hour.

72. Service of notices

- a) For the purpose of these rules, a notice may be served on or given to a person:
 - i) by delivering it to the person personally, or
 - ii) by sending it by pre-paid post to the address of the person, or
 - iii) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- b) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - i) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - ii) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - iii) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

**PART 7 — POLICY FOR GUIDELINES FOR
LIFE MEMBERSHIP**

1. Nomination for selection shall be made in writing from Members in Good Standing
2. Nominations must be received by the Club at least sixty (60) days before an AGM.
3. Nominees must have served on the Club's Executive.
4. Notwithstanding the provisions of item 3 of this rule, the committee may in its sole discretion nominate for life membership any person considered by it to have rendered exceptional or outstanding service to the Club irrespective of whether such person is or has been an Director member or not.
5. Nominees must have served 10 years continuous service in football under the banner of the Club.
6. A detailed profile of the nominee's past activities and accomplishments must accompany the letter of nomination.
7. Selection of Life Members shall be made by a majority vote of the Club's Directors.
8. Awarding of the Life Membership shall be made at the AGM by a resolution carried by three-fourths majority of members present and entitled to vote.

APPENDIX A

WARNERS BAY FOOTBALL CLUB



PO Box 1011 WARNERS BAY NSW
2282 PH: 4948 4657 [Email: warnersbaysoccer@bigpond.com.au](mailto:warnersbaysoccer@bigpond.com.au)
[u Web: www.warnersbayssc.com](http://www.warnersbayssc.com)

FORM OF APPOINTMENT OF PROXY

Warners Bay Football Club Incorporated
(incorporated under the Associations Incorporation Act 1984)

I.
(full name of member)

of
(address)

being a member of Warners Bay Football Club Incorporated hereby appoint

(full name of proxy)

of
(address)

being a member of Warners Bay Football Club as my proxy vote for me on my behalf at
the
meeting of the Warners Bay Football Club to be held on
and at adjournment of that meeting

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

Signature of Member Date / / 2007

Signature of Proxy Date / / 2007

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

APPENDIX B

WARNERS BAY FOOTBALL CLUB



P* Box 1011 WARNERS BAY NSW
2282 PH: 4948 4657 [Email: warnersbaysoccer@bigpond.com.au](mailto:warnersbaysoccer@bigpond.com.au)
Web: www.warnersbaysc.com

Nomination for

Executive Officers and Officials

Directors
President
Junior Vice President
Senior Vice President

Secretary
Treasurer

Officials
Registrar
Assistant Registrar
Resource Officer
Fixtures Officer
Small Sided Game Convenor

Publicity & Sponsorship Officer
Woman's Football Liaison Officer
Coaching Coordinator
MFA Delegate (2)

Associate Officers
Grounds person
Club Coach

Canteen Supervisor
Gear Steward

I ~~~~~being a member of Warners Bay Football Club

Incorporated hereby nominate _____ for the position of

Print Name of Nominee..... Date ~~~~/~~~/20

Signature of Nominee Date ~~~~/~~~/20

Signature of proposer Date ~~~~/~~~/20

Signature of Seconder Date ~~~~/~~~/20

**N*TE: This Application must be submitted not less than fourteen days prior to the
WBFC Annual General Meeting.**

