

By-laws of the Normanhurst Sports Club Inc. – Football Section

25 October 2017

As proposed by a committee set up to upgrade the by-laws in accordance with the rules under the heading "Proposed amendments to the by-laws" of these by-laws.

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1 Introduction

1.1 Alterations to the By-Laws

This by-law defines who, how and when the by-laws can be altered, amended or corrected.

- 1.1.1 Any member of the Club has the right to apply for variations or amendments of these by-laws.
- 1.1.2 Amendments to the by-laws are considered at an SGM or AGM providing the petition is received four weeks prior to the AGM and duly signed by a proposer and seconded.
- 1.1.3 For both Annual and Special General Meetings, details of the petition are given to all MC members.
- 1.1.4 Amendments to the by-laws are carried on a three-quarter majority of those members present and voting.
- 1.1.5 Amended by-laws will be published as a new principal version, such as version 2.0, 3.0, 4.0 etc.
- 1.1.6 The EC has the power to correct minor issues with the by-laws, such as typographical errors or grammatical errors that do not change the intent or application of the by-laws. Such amended by-laws shall be published as new minor versions, such as 2.1, 2.2, 2.3 etc.
- 1.1.7 The EC has the power to grant exemptions to the by-laws. Exemptions will be recorded in meeting minutes.

1.2 Explanatory Text

Text in italics is for commentary purposes only and does not form part of the By-Laws.

1.3 Definitions

Item Definition

AGM Annual General Meeting

by-laws These by-laws of the Club, including schedules.

EC Executive Committee

gear In this context, 'gear' refers to socks, shorts and other saleable items. It does not include shirts (see 'strip').

GHFA Gladesville Hornsby Football Association

MC Management Committee

NEFC Normanhurst Eagles Football Club

NWSWF North-West Sydney Womens Football Association

SGM Special General Meeting

Strip In this context, it is a noun which defines shirts, socks and shorts and their specific colour and design. This must be approved by the association.

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2 Club Identity

2.1 Name

2.1.1 The Club is known as the "NORMANHURST EAGLES FOOTBALL CLUB", a Section

of Normanhurst Sports Club Inc. – and will be registered as such.

2.2 Address

2.2.1 The address of the Club is:

- i. For postal deliveries, P.O. Box 2092, Normanhurst, 2076.
- ii. For physical deliveries, either at the club house, Harris Rd, Normanhurst, or at the appropriate committee member's address.

2.3 Colours

2.3.1 **Basic:** Royal blue and white.

2.3.2 **Shirt Design:** Royal blue body and sleeves with white features or trims. All shirts to carry the Normanhurst Eagles emblem on the left-hand side of the garment.

2.3.3 **Alternate Strip:** Contrasting colour (to royal blue) body and sleeves with royal blue features or trims. All shirts to carry the Normanhurst Eagles emblem on the left-hand side of the garment. Note, the alternate strip may be used only with the

approval of the Management Committee.

2.3.4 **Socks:** Royal blue with two white rings to top.

2.3.5 **Shorts:** Royal blue with white features or trims.

2.3.6 **Goalkeeper:** Shirt or jumper to be of any colour other than blue or white.

3 Objectives

3.1.1 To foster, develop and promote the game of football in Normanhurst and surrounding suburbs by organising, nominating and managing minis', juniors', youths' and seniors' teams in the GHFA and girls' and women's teams in the NWSWF competitions.

3.1.2 The jurisdiction of the Club covers all members and registered players of the Club.

3.1.3 The Club adopts the laws of the game as set down by the International Football Association Board and abides by and adopts the decisions, interpretations and amendments thereof, approved by GHFA or NWSWF.

4 Management Structure

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4.1 Executive Committee (EC)

4.1.1 The management of the Club is invested in an executive committee.

4.1.2 The EC is responsible for the administration of the Club.

4.1.3 The EC is responsible for determination on all financial matters presented.

4.1.4 All positions on the EC are declared vacant at the AGM and open for election.
The

elected committee assumes office on 1 October each year.

4.1.5 In the event of any vacancy occurring between AGMs, the MC shall have the power to fill the office.

4.1.6 Any one person may hold only one position on the EC at any one time.

4.2 Management Committee (MC)

4.2.1 The MC is responsible for the detailed playing activities of the Club's teams.

4.2.2 Not more than two (2) representatives from each team being coach and manager or their nominated financial members may also be represented on the MC.

4.2.3 Other sub-committees or officials of the Club may be formed by the EC or as recommended by the MC for such purposes and periods as deemed necessary.

4.3 General

4.3.1 All positions on either the executive or the management committee are honorary.

4.3.2 If a committee member fails to attend three consecutive meetings without leave of absence, his or her position may be declared vacant.

4.4 Executive Committee Positions

4.4.1 The **President** is the Chief Executive Officer of the Club and has the power to convene and preside over general or special meetings of the MC.

4.4.2 The **Vice-President** assists the President and, in the absence of the President at any meeting of the MC, has all such powers and functions and performs all such duties.

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4.4.3 The **Secretary**:

4.4.3.1 Conducts and receives all general correspondence on behalf of the Club and, generally, acts according to the direction of the MC.

4.4.3.2 Attends all general meetings of the Club and the MC and keeps the minutes in media accessible to all committee members.

4.4.3.3 Ensures all correspondence, both issued and received, is recorded by date in the Minutes of meetings.

4.4.3.4 Keeps copies of all correspondence and inserts the Secretary's name and address in all letters and returns.

4.4.3.5 Gives notices of all meetings of the Club and keeps an attendance record of such meetings.

4.4.3.6 Acts as an ex-officio member of all sub-committees formed either by the executive or management committees.

4.4.3.7 Presides over general meetings of the MC in the absence of the President or Vice-President.

4.4.4 The **Treasurer**:

4.4.4.1 Prepares a budget with the EC and submits it to the Normanhurst Sports Club Inc. for approval, at least 2 months prior to the start of the playing season.

4.4.4.2 Receives and takes charge of all moneys belonging to the Club.

4.4.4.3 Reports the financial position at least quarterly, including details of all transactions during that

period.

4.4.4.4 Keeps a correct account of all moneys received and expended, substantiated by receipts and requisitions.

4.4.4.5 Pays all invoices on the Club's account by the most effective and secure means. *This may be by cheque, EFT or cash.*

4.4.4.6 Furnishes to the MC at the meeting before the AGM, a detailed and auditable report of the financial position of the Club and accompanies such reports with a statement of receipts and expenditure and of assets and liabilities. The audited report shall be presented to the MC as soon as it is produced.

4.4.5 Association Delegate.

4.4.5.1 The delegate to GHFA or NWSWF attends all GHFA or NWSWF meetings (respectively) as the nominated representative of the Club and reports all matters relevant to the Club at the following general meeting.

Urgent matters would be raised as soon as possible after the association meeting.

4.4.6 The Honorary Auditor:

4.4.6.1 Audits the club's accounting records as soon after the end of the Club's financial year as practicable.

4.4.6.2 Must not be on the EC or an officer of the Normanhurst Sports Club Inc.

4.5 Management Committee Positions

4.5.1 The executive committee is automatically included in the management committee. An EC member may hold one or more additional positions on the MC.

4.5.2 **Registrar.** The Registrar maintains a full and accurate record of all players

registered with the Club, including their financial status.

4.5.3 Age Coordinator. Minis' Coordinator, Juniors' Coordinator, Youths' Coordinator, Seniors' Coordinator, Women's Coordinator

The Women, Mini, Junior, Youth and Senior Team Coordinators support registration, equipment, pre-season matches and liaise with managers and coaches throughout the season.

The Minis Coordinator provides guidance to the new managers in addition to their attendance at Management Committee meetings.

4.5.4 Member Protection Information Officer (MPIO). The MPIO ensures that all officials dealing directly with minors (under 18) are compliant with Working With Children legislation.

“A MPIO provides information about the rights, responsibilities and options available to an individual making a complaint in sport. [...] MPIOs are impartial and don't mediate or investigate complaints.” Office of Sport.

4.5.5 The Equipment Officer is responsible for the purchase and distribution of the Club's equipment to team managers and coaches. They report to the MC any replacements or new gear required and keep a record of placement of all gear. The Equipment Officer collects all the Club's equipment from team managers and coaches at the end of the season.

4.5.6 The Recorder maintains and records all results from all competition matches and submit them to GHFA or NWSWF as required by their by-laws.

4.5.7 Canteen Coordinator. Keeps an accurate account of all canteen-related transactions (i.e. takings and expenses), keeps account of all stock and assets of the canteen and presents a report at each general meeting during the playing season and at the AGM.

4.5.8 Sponsorship Officer. Co-ordinates marketing activities for the Club, including sponsorship and fundraising. Liaises with sponsors.

4.5.9 The Coaching Coordinator chairs the Grading Committee. They are responsible for the development of Mini, Junior and Youth football players. May be known as the Director of Coaching (DOC).

4.5.10 Premier or Super League Manager. Manages the PL or SL squad, acting as

liaison between the Club's committees, the PL or SL coach and the players.

Other MC roles include Webmaster, Pre-Season Coordinator, Photo Coordinator, Reserve Strip Coordinator, Marketing Officer, Trophy Coordinator.

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5 Meetings

5.1 General Meetings

5.1.1 General meetings of the MC are convened by the EC.

5.1.2 Matters arising at general meetings of the MC are determined by a majority of votes from members of the MC present at the meeting.

5.1.3 A quorum is comprised of 8 members.

5.1.4 No proxy voting is allowed.

5.1.5 In the event of equality of votes on any matter, the person presiding may exercise a second or casting vote.

5.2 Annual General Meeting (AGM)

5.2.1 The date of the AGM is set by the EC.

5.2.2 Notification is the responsibility of the EC. It is given to all Club members, in writing or by email, indicating date, time and place. It must be given at least 14 days (2 weeks) prior to the meeting.

5.2.3 The AGM is held after the end of the playing season and before the end of the

Club's financial year (30 September), typically in September.

5.2.4 The minutes of the previous AGM are presented and the Annual Report and Financial Statement are considered.

5.2.5 The election of Executive Officers (EC) is held. This committee is designated to take office on 1 October following the AGM.

5.2.6 General business may then be dealt with.

5.2.7 All voting is by majority vote of financial members only.

5.2.8 In the event of equality of votes on any matter the person presiding may exercise a second or casting vote.

5.2.9 No proxy voting is allowed.

5.2.10 A quorum shall comprise of twelve members.

5.3 Special General Meeting (SGM)

5.3.1 A special general meeting may be called, on a date as determined below, given

that the President receives a petition supported by at least ten signatories who are financial members of the Club.

5.3.2 This petition states, in the form of a motion, the business to be transacted at the SGM.

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5.3.3 Notice of such a meeting and the details of the petition are given to all MC members at the general meeting next following the receipt of the petition.

5.3.4 The date of the SGM as stated in the notice must be within fourteen days of the general meeting where the notice was given.

5.3.5 The petition is determined by a majority of votes of financial members present at

the meeting. No proxy voting is allowed. In the event of equality of votes on the petition the person presiding may exercise a second or casting vote.

5.3.6 A quorum comprises of twelve members.

6 Membership

6.1 General

6.1.1 Any person is entitled to join the Club providing they are regarded as a fit and proper person. The EC at all times reserves the right to decline the admittance of an applicant if it is considered in the interest of the Club to do so, subject to confirmation on a three-quarter majority vote by a general meeting.

6.2 Financial

6.2.1 A fully paid-up playing member over the age of eighteen years.

6.2.2 Guardian of a fully paid-up mini, junior or youth player. Note: One vote per player or per guardian present at the meeting.

6.3 Committee Members

6.3.1 Any person holding a position on the Executive or Management Committee are members.

6.4 Life Members

6.4.1 All life members of the Normanhurst Sports Club Inc. have voting rights at any Special or Annual General Meeting.

6.5 Registration

6.5.1 Registrations are accepted up to the close of the last formal registration day. Registrations may be accepted after this time subject to available positions within the teams or other extenuating or special circumstances, however, in all such cases, this is subject to approval by the MC.

6.5.2 Players must play in their correct age group as nominated by the Association for which their team is to be registered, that is GHFA or NWSWF. Players requesting to

play outside their correct age group may do so only with the approval of the EC.

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6.5.3 Registrations for Under 6 Mini football will be accepted only if the player has turned 5 years old by the first official game of the season (excluding pre-season games). Players wishing to play Under 6 Mini football and who do not meet this age criterion must apply in writing to the Secretary for permission to register. Such players may register only with the approval of the EC.

6.5.4 If a player does not make payment in full by the first game of the season, the EC holds the right to deregister or withhold ID cards of the player or players concerned. An exception may be made if the Treasurer receives a written explanation before the first game.

6.5.5 A refund of registration fees will be paid to players wishing to withdraw and having submitted such in writing to the Secretary, or as a result of Section 7.8 Composite Teams 7.8, on the following basis:

6.5.5.1 The refund is the proportion of the player's registration fee that comprises external Association fees (team nomination, player registration, insurance, etc.), less actual Association fees incurred by the Club on behalf of the player, as determined by the EC.

6.5.5.2 In special circumstances, additional refund amounts may be granted by the EC.

7 Grading

7.1 Club Ethos

7.1.1 The Club values strong family ties and provides opportunities for its members to play and develop their football skills in a competitive and supportive team environment, all underpinned by fair play and sportsmanship principles. The Club strives to ensure that all players are treated fairly in a team-friendly environment.

7.1.2 Grading is used by the Club to allocate players to appropriate teams and is

designed to maximise each player's enjoyment of football by providing an appropriate level of competitive and/or social football.

7.2 Grading Sessions

7.2.1 Grading sessions are undertaken in each age group up to and including Under 17 where the numbers of registered players are sufficient for two or more teams to be created in that age group. The EC appoints a Grading Committee to undertake the grading sessions. The Grading Committee may be different for each age group and consists of the Coaching Coordinator plus two or more other Club members:

7.2.1.1 Aged 18 years or over

7.2.1.2 Who did not coach or manage a team in these players' age group in the previous year at this Club

7.2.1.3 Who did not have a family member registered in the age group.

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7.2.2 The Grading Committee, subject to the total number of registered players, allocates the number of players in each team as evenly as possible. For Age Groups with graded teams, a larger number should be allocated to a lower grade, as players are then eligible to play in a higher grade.

7.2.3 The Grading Committee may allocate teams with player numbers not meeting the standard requirements, subject to the Approval of the EC on a case by case basis.

See the GHFA Information Book published each year for information about team sizes in each group.

7.3 Team allocations for Under 6 and Under 7 Teams

7.3.1 Players are not graded individually.

7.3.2 Prior to the Grading Session, the Minis Coordinator allocates all players to teams based on prior experience, school attended, family and/or friendships subject to the number of registered players.

7.4 Optional Grading of Under 8 Players and Teams

7.4.1 There will be individual grading for those players who nominate to play for a graded team. Players can nominate to be graded at any time up to the commencement of the grading session. All other non-nominating players are not graded individually.

7.4.2 The Grading Committee grades all players nominating for graded teams. This grading is based on individual performance at the grading session and/or consultation with the player's previous year's coach and/or manager.

7.4.3 The number of graded teams is determined from the number of nominating players and with regards to team sizes determined by GHFA.

7.4.4 Players nominating for graded teams, but not selected for a graded team, plus all other non-nominating players are allocated to teams based on prior experience, school attended, family and/or friendships.

7.5 Under 9 to Under 17

7.5.1 Where there are sufficient players to form two or more teams, the Grading Committee grades all players. This grading is based on individual performance at the Grading Session and/or consultation with the player's previous year's coach and/or manager.

7.5.2 Players are allocated to teams based on their grading, with higher graded players allocated to the higher-grade teams, and with regards to GHFA team sizes.

7.6 Under 18 and adult teams

7.6.1 All players will be allocated to teams at the discretion of the EC considering player experience, family, friendships and/or individual requests.

7.7 Premier (or Super) League

Super League may be substituted for Premier League with change in meaning.

7.7.1 Grading and Selection of players for Premier League football is at the discretion of the Coaching Coordinator, the Premier League Coach and the Premier League Manager.

7.7.2 The Premier League Manager advises the EC of the process for selecting players

for Premier League teams at the close of registration so that the grading and allocation of Under 18 and adult teams can be properly implemented.

7.8 Composite Teams

7.8.1 If there is an excess of players in two consecutive age groups, a composite team

may be formed if sufficient players exist prior to the relevant Association team nominations' due date and all parents/guardians of the affected players agree to accept the inclusion of their child in any such team.

7.9 Excess Players

7.9.1 If there is an excess of players within an age group, after having exercised Section 7.8 Composite Teams, the number of players will be reduced to maximum numbers for each age group as to the continuous length of service to the Club. Where there is equal length of service of two or more players, their skill level will be considered.

7.10 Players Registered after Close of Grading – Under 8 to Under 17

7.10.1 If new players become available to be registered after the grading of players in that age group has been completed, their registration and allocation to a team is subject to the approval of the EC.

7.11 Appeals

7.11.1 Appeals regarding the outcome of the Grading Process may be submitted in

writing to the EC not later than one week prior to the start of the relevant Association competition.

7.11.2 Decisions of the EC on Appeals in Clause 7.11.1 are final.

8 Coaches and Managers

8.1.1 Potential coaches and managers may apply in writing at registration or before the relevant age grading session, of their intention or desire to coach or manage a particular team or player.

8.1.2 The EC appoints coaches and managers for each team after the completion of team allocations at the grading session. Selection of team coaches and managers is based on the coach/manager experience and history with the Club, subject to family, friendships and/or individual requests.

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8.1.3 Where no coach and/or manager nominates for a particular team prior to the grading session, the EC may call for volunteers at the grading session, or independently appoint a person to the vacant position.

8.1.4 All coaches and managers must pass a "Working With Children" check prior to commencing any involvement with any team containing players aged under 18 years of age.

8.1.5 All coaches and managers of Under 6, 7 and 8 teams must attend information sessions prior to the commencement of the season.

9 Code of Conduct

9.1.1 The EC has the power to hear and determine matters, including suspension, relating to the following:

9.1.1.1 Any player ordered off the field of play by a referee.

9.1.1.2 Any player reported to GHFA or any such body replacing the GHFA with whom the Club is affiliated, for unacceptable conduct off the field of play.

9.1.1.3 Matters concerning lack of discipline by players or members including verbal abuse of or written abuse to the GHFA or any such body replacing the GHFA with whom the Club is affiliated, other Club members or spectators. ("Abuse" means use of terminology that does not conform to community standards e.g. swearing and insults).

9.1.2 The player(s) and or member(s) concerned will be informed of the EC's actions in accordance with Clause 11, "Disciplining of Members", of the Model Rules of Normanhurst Sports Club Inc as registered with the Department of Fair Trading (Registered No Y2329426).

9.1.3 Fines incurred from GHFA or NWSWF may be passed on to the team that incurred the fine, at the discretion of the EC.

9.1.3.1 Considerations will include whether the team was informed of their duties, the recurrence and the nature of the fine.

9.1.3.2 Unpaid fines may, at the discretion of the EC, prevent the team from receiving trophies or other end-of-season awards.

Document History

Revision Date Version Status Changes

9 November 2008 1.0 Published

14 August 2014 1.1 Draft 'The Section' was replaced by 'NEFC'. Although the 'section' is more accurate, 'NEFC' is what we normally refer to.

Updated references to cheques, books, etc. to fit in with modern technology.

Added passing on of association fines to individual teams.

3 May 2016 1.2 Draft Changed 'NEFC' to 'the Club'.

1 October 2016 1.3 Draft Introduced 'Youth' as the older age group (u12-18), splitting them from

Juniors (now u9-11). Juniors now represent non-competitive games.

18 January 2017 1.4 Draft Life member definition

11 August 2017 1.5 Draft Added this 'document history', table of contents, Introduction section,

'alterations to the by-laws', 'Name' section changed to 'Club Identity' which now includes 'Address' and 'Colours'

