**SYLVANIA HEIGHTS COMMUNITY & YOUTH CLUB Inc**

**SOCCER ACTVITY**

**CONSTITUTION AND RULES**

PROVISO: This Constitution and Rules is to be, read in conjunction with the Constitution and By Laws of the Sylvania Heights Community Youth Club Inc. Nothing in the Activity's Constitution and Rules can in any way contravene the Constitution and By Laws of the Sylvania Heights Community & Youth Club Inc.

 CONSTITUTION

1. NAME

1.1. This organisation is the Soccer Activity of the Sylvania Heights Community and Youth Club Inc and shall be known as "The Sylvania Heights CYC Soccer Club' (hereinafter called the Activity).

2. OBJECTS

The objects of the Activity shall be:

2.1. To promote and develop the game of Soccer Football to the benefit of the members of the Sylvania Heights Community and Youth Club Inc (herein after called SHCYC) according to the rules of the Football Association as stated in the current edition of the Referees Chart and Players Guide to the Laws of the Game.

2.2. To be affiliated with the Sutherland Shire Junior Soccer Football Association Inc (hereinafter called the SSJSFA) according to the current Constitution, By laws and Competition Rules of that Association.

 3. MEMBERSHIP

3.1. Members are defined as members of the SHCYC who are parents or guardians of soccer players up to and including 18 years of age; players over the age of 18 and other adults who may pay an annual Activity fee of $22. To be a financial member for any particular calendar year the membership fee must be paid on or before 30 June of that year.

4. DISSOLUTION

4.1. This Activity can be dissolved if a resolution to this effect is carried by a General Meeting of the SHCYC according to the Constitution of the SHCYC 4.2. In the event of dissolution the net assets and all records of the Activity shall be transferred to the SHCYC. Inc.

5. AMENDMENTS OF THE CONSTITUTION

5.1. A three-fifths majority at a General Meeting may amend this Constitution, provided that 21 days notice of the proposed amendment has been given by publication in the SHCYC News Sheet and/or the Activities WEB page.

6. MEETINGS

6.1. The Annual General Meeting shall be held in July each year. At least fourteen (14) days notice of the Annual General Meeting shall be given by publication in the SHCYC News Sheet and/or the Activities WEB page.

6.2. Candidates elected at the Annual General Meeting shall take office immediately following the annual presentation of awards for that season. In the period between the Annual General Meeting and the presentation of awards the outgoing committee should liaise with the incoming committee to ensure a smooth transition of functions.

6.3. At least six (6) other General meetings shall be held each year.

7. ACTIVITY EXECUTIVE

a) At the Annual General Meeting an Executive comprising the following shall be elected:

Chairman / President

Vice-Chairman – Seniors

Vice-Chairman - Juniors

Honorary Secretary

Honorary Treasurer

Member Protection Information Officer

Junior Registrar

Senior Registrar

Club Coach

Chief Grounds Controller

b) In addition to the Executive the following Officers shall be elected at the Annual General meeting:

Assistant Secretary

Draw Secretary

Canteen Manager - now paid job

Assistant Treasurer

Point Score Recorder

Assistant Point Score Recorder

Assistant Publicity Officer

Delegates to the SSFA ... two (2)

Assistant Grounds Controller

Equipment Officer

Assistant Club Coaches ... up to eight (8)

Social Games / Under 8 Gala Day Organiser

Rules Committee ... four (4)

RooBall Referees Coordinator - Small Sided Football ?

Webmaster

The position of any member of the Executive or of any Officer absent for three (3) consecutive General or Executive meetings without leave of absence may be declared vacant by a majority vote at a General Meeting. Acceptance of an apology shall be deemed grant of such leave.

The Activity or the Executive may appoint subcommittees. The Chairman shall be an ex-officio member of all subcommittees.

No person may be a member of the Executive or hold office unless they are members of the SHCYC and the Soccer Activity.

Should any of the aforementioned positions remain vacant following the Annual General Meeting; the position can be filled by a qualified nominee at any subsequent General meeting upon a majority vote.

The Activity Executive shall meet as and when required to assist the smooth running of the Activity. A report of its decisions, actions and recommendations shall be made to each General Meeting.

Decisions, actions or recommendations of the Activity Executive may be either adopted or rejected by a majority vote of members at a General Meeting.

Any member of the Activity Executive or any Officer may hold more than one office, but with a maximum of one Activity Executive office.

Officers shall carry out such duties as are provided elsewhere in these Rules and perform such other duties as requested of them by the Activity Executive or a General Meeting.

The duties of these Officers shall be:

7.1 Chairman

The Chairman shall be the recognised head of the Activity and shall as far as possible preside at all meetings and shall represent the Activity as a member of the SHCYC Management Committee. (Refer Clause 4(a) of the SHCYC Constitution)

7.1.1 Vice-Chairman – Seniors

The Vice-Chairman - Seniors shall assume the duties of the Chairman in the absence of the Chairman, and shall fill the position of and act as Chairman of the Activity Social Committee. The Social Committee shall organise social and fund raising activities, subject to the approval of the Executive. In addition, to undertake the duties presently performed by the Vice Chairman as related to Senior and Women members matters, and to work in conjunction with the Vice Chairman - Juniors, all under the Chairman of the Soccer activity.

7.1.2 Vice-Chairman – Juniors

The Vice-Chairman - Juniors shall assume the duties of the Chairman in the absence of the Chairman or Vice-Chairman - Seniors, and shall fill the position of and act as Chairman of the Activity Social Committee. The Social Committee shall organise social and fund raising activities, subject to the approval of the Executive.

In addition, to undertake the duties presently performed by the Vice Chairman as related to Junior and Junior Women members matters, and to work in conjunction with the Vice Chairman - Juniors, all under the Chairman of the Soccer activity.

7.2 Honorary Secretary

The Honorary Secretary shall:

(a) Conduct the business and correspondence of the Activity.

(b) Represent the Activity as a member of the SHCYC Management Committee. (Refer Clause 4(a) of the SHCYC Constitution).

(c) Be the Activity’s Wet Weather liaison Officer, whom the SSJSFA shall contact on any match day when wet weather exists, or when any other conditions cause play to be doubtful, and who shall make arrangements to immediately inform the Activity’s wet weather officers and the Chief Grounds Controller of the information received.

(d) Carry out other such duties that may be necessary from time to time so as to ensure the smooth running of the Activity’s affairs.

7.3 Assistant Honorary Secretary (or Minute Secretary)

The Assistant Honorary Secretary shall:

(a) Take minutes of all meetings of the Activity.

(b) Keep an attendance record of all meetings of the Activity.

(c) Keep a record of the Caution Points allocated by the SSJSFA Judiciary and ensures that all Team Managers are aware of these points. SECRETARY???

(d) Act as the Insurance liaison officer for all matters in relation to player insurance claims.

(e) Ensure that an adequate supply of copies of the Constitution and Rules and other Rule Books used by the Activity are available at all times.

(f) Deputise for the Honorary Secretary at any meetings the Honorary Secretary is unable to attend.

(g) Assist the Honorary Secretary in that person’s duties and shall carry out such other duties which may be necessary from time to time, as requested by the Honorary Secretary.

7.4 Honorary Treasurer

The Honorary Treasurer shall:

(a) Receive and be responsible for security of all moneys due to the Activity and bank to credit of SHCYC Soccer Activity.

(b) Keep a record of the Activity’s income and expenditure and present a statement of the Activity’s finance to all General Meetings.

(c) Produce all books and records pertaining to the finances of the Activity at any time upon request of the Management Committee or Treasurer of the SHCYC or the Management Committee of the Activity.

(d) Be familiar with the arrangements for insurance cover carried for officials, players and the Activity.

7.5 Assistant Honorary Treasurer

The Assistant Honorary Treasurer shall, under the direction of the Honorary Treasurer, assist the Honorary Treasurer in the performance of that person’s duties.

7.6 Draw Secretary

The Draw Secretary shall:

(a) Be responsible for preparing the weekly competition draw for all Activity teams from the Information received from the SSJSFA.

(b) Be responsible for rostering people from appropriate teams each week to carry out the duties associated with Ground Control and Canteen.

(c) Arrange for all the details as determined in (a) and (b) to be published in the SHCYC News Sheet each week and/or the Activities WEB page.

7.7 Canteen Manager New description elsewhere??

The Canteen Manager shall:

(a) Have control of all buying activities on behalf of the Canteen - drinks, confectionery and Foodstuffs.

(b) Supervise the day-to-day running of the Canteen and to be responsible to the Activity Treasurer for all canteen moneys and receipts.

7.8 Registrars

The Junior Registrar will service registrations for the Under 6 years to Under 21 years Divisions inclusive and the Senior Registrar will service registrations for the All-Age and Senior Women Divisions. The Registrars shall:

(a) Arrange for the publication of the dates of registration days prior to the beginning of each season.

(b) Organise with the help of assistants, the acceptance of registrations and fees, proof of birth date and SHCYC membership from intending members.

(c) Comply with the requirements of the SSJSFA regarding registration of players, including affiliation fees.

(d) Make suitable arrangements for acceptance of late registrations.

(e) Account for all registration moneys received and transfer them to the Honorary Treasurer.

(f) Report regularly to the Management Committee regarding the status of registration.

7.9 Point Score Recorder Secretary role?

The Point Score Recorder shall:

(a) Comply with the requirements of the SSJSFA in regard to the transmission of competition match results by telephone and the returning of match cards as required.

(b) Maintain of all goals scored, for and against, in all competition matches in which this Activity participates (for deciding Activity championships).

7.10 Assistant Point Score Recorder

The Assistant Point Score Recorder shall under the direction of the Point Score Recorder, assist the Point Score Recorder in the performance of that person’s duties.

7.11 Publicity Officer Web?

The Publicity officer shall:

(a) Arrange publication of all official notices e.g. notices of meetings, match results and match reports, registration days, social functions, cancellations, etc

(b) Arrange for club returns and writing material to be available at the ground control room for recording competition match results, match reports, etc.

(c) Have the authority to edit any article submitted for publication.

(d) Not act as a spokesperson for the Activity on any matters unless by the authority of the Activity Executive.

7.12 Assistant Publicity Officer

The Assistant Publicity Officer shall, under the direction of the Publicity Officer, assist that officer in the performance of the Publicity Officer’s duties and shall deputise for the Publicity Officer at any meetings that officer is unable to attend.

7.13 Delegates to the SSJFSA

The Delegates to the SSJFSA shall attend the Council Meetings of the SSJSFA. They shall report to the following General Meeting of the Activity on matters that concern the Activity. They shall act and vote on these matters as instructed by the General Meeting and use own judgment if not instructed.

7.14 Chief Grounds Controller

The Chief Grounds Controller shall:

(a) On wet weather days, having been informed of rescheduled matches by the Honorary Secretary, post prominent notices at the Clubhouse publicising such rescheduling.

(b) Ensure the Ground Controllers for the day are in attendance and are informed in all aspects of their duties, and that instructions for the guidance of Ground Controllers are placed in a prominent position in the Ground Control Room of the Clubhouse.

(c) Ensure that the following are always on hand in the Ground Control Room of the Clubhouse:

i. A copy of this Constitution and Rules

ii. A copy of the current Constitution and Competition Rules of the SSFA.

iii. A copy of the Referee’s Chart and Player’s Guide to the laws of the Game of the Football Association.

iv. Accident reports book and forms.

(d) Ensure that all fields scheduled for use are properly marked and that posts, barriers etc, are erected by the appointed starting time of games.

(e) Be responsible for weekly inspections of the fields for the purpose of keeping them in first class condition. If of the opinion that filling etc is required, the Chief Grounds Controller shall confer with the Activity Chairman to arrange appropriate working bees and must also comply with clause 15 (c).

(f) Be responsible for the storage and maintenance of equipment such as goal posts, nets, pegs, corner flags, linesmen flags, ground markers, ground marking materials, whistles, ropes, first aid equipment such as stretchers, first aid kits, etc,

(g) Control the use of all soccer fields on behalf of the Activity and inform the Honorary Secretary and Chairman of additional use of fields by persons or teams other than official Activity functions.

(h) Be aware that these duties apply to all fields allocated to the Activity by the SSJSFA.

7.15 Assistant Grounds Controller

The Assistant Grounds Controller shall, under the direction of the Chief Grounds Controller, assist in the performance of that person’s duties.

7.16 RooBall Referees Co-coordinator

The RooBall Referees Coordinator shall:

(a) Recruit a sufficient number of players to act as Club Referees in the RooBall Division.

(b) Arrange tutoring of such appointees in the laws of the Game.

(c) Arrange provision of necessary equipment and organise the weekly roster of Club Referees to RooBall games.

(d) Monitor such Referees from time to time.

7.17 Equipment Officer

The Equipment Officer shall:

(a) Be responsible for the purchase, storage and maintenance of all soccer equipment used by the Activity’s teams, such as kit bags, soccer balls, playing shirts, pumps, manager’s manuals etc.

(b) Be responsible for the purchase and re-sale of sporting equipment and in this respect maintain a liaison with the Canteen Manager.

(c) Comply with clause 15 (c) as to all purchases.

(d) Declare any interest, financial or otherwise, in any company or organisation that deals wholly in part with the sale of sporting equipment.

7.18 Social Games Organiser Under 8 Gala Day

The Social Games Organiser shall:

(a) Arrange a reasonable number of pre-season training matches with other clubs, in liaison with the Club Coach.

(b) Arrange publication of a draw and exercise overall supervision of these games.

(c) Be responsible for arranging the recording of club participation in social games throughout the year e.g. knockout carnivals etc,

Social Games

Each team shall have the right to enter as many social/knockout competitions as they see fit, but must have both approvals from Activity Executive and Sutherland Shire Junior Soccer Football Association. The Activity shall not however, be responsible for fees associated with those social competitions.

7.19 Club Coach Technical Director?

The Club Coach is responsible for all coaching within the Activity, and shall:

(a) Liaise with all Team Coaches and Managers, and, with the assistance of Assistant Club Coaches, be responsible for:

i. Improving the standard of team coaching, management and soccer generally within the Activity, and reporting regularly on these aspects to General Meetings.

ii. Selecting and arranging purchase of suitable training aids and equipment. (Refer Clause 15.3)

iii. Preparation of coaching manuals, notes and handouts, presentation of lectures, films and discussions during the pre-season and on-season periods as guidelines for Coaches and Managers.

iv. Arranging pre-season coaching and training of all players in the basic skills on an Activity basis, with the involvement of all Coaches and Managers. The presentation of this coaching is to be designed for the benefit of all players, Coaches, Managers and parents.

v. Arranging pre-season and on-season coaching sessions and demonstrations and functional (match situation) coaching.

vi. Upon request attend training sessions or matches to assist the Team Coach or Team Manager (Refer item (d)).

vii. Form a coaching panel comprising the Club Coach and Assistant Club Coaches.

viii. Chairing Coaches and Managers meetings when scheduled.

 ix. Allocating a minimum of one training time and a training area for each team.

(b) Other areas of responsibility of the Club Coach shall be decided by agreement with the Club Executive with whom the Club Coach shall maintain close contact.

(c) The Club Coach will be the Supervisor of grading within the Activity,

(d) The Club Coach shall not make decisions or interfere with the rulings of Team Coaches and managers on specific matters coming within the scope of their responsibilities, unless the Coach or Manager does not observe the prime aim expressed in Clause 8.5

7.20 Assistant Club Coaches

The Assistant Club Coaches shall:

(a) Assist in the duties of Club Coach and act in the position of Club Coach in that person’s absence.

(b) By agreement with the Club Coach, carry out certain duties and responsibilities or the Club Coach which that person may delegate to them from time to time.

8. TEAM COACH

8.1. Nominations for the position of Team Coach for each proposed team shall be called for by announcement in the SHCYC News Sheet and/or the Activities WEB page and be recorded by the Honorary Secretary. The Honorary Secretary shall give no less than two (2) weeks notice of the Selection Committee meeting to appoint Team Coaches. Application shall be made to the Club Coach in writing. Team Coaches shall be appointed by a Selection Committee consisting of the Club Coach and Assistant Club Coaches. The following criteria shall be used as basis for selection:

1) Experience. i.e. proven previous record of coaching and/or playing experience.

2) Contribution. i.e. length of service and quality of contribution to the Activity.

3) Qualifications. i.e. approved certificates.

Any member of the Selection Committee nominating for the position of Team Coach shall not

participate in the selection of Team Coach for the particular team of their nomination. Any

appeal arising from Team Coach selection shall be referred to the D & D Committee (see

Clause 12).

8.1.1. An Assistant Team Coach may be appointed if this is deemed desirable by both the Team Coach and the Club Coach.

8.2. Team Coaches shall hold office for the term of the current year’s official SSJSFA playing season.

8.3. Upon election to a team the Team Coach shall-.

(a) Arrange with the Club Coach for a suitable time and location for training.

(b) Maintain close liaison with the Team manager on all matters relating to the welfare of the Team and on individual player problems, and shall maintain liaison with other Activity officials, particularly the Club Coach.

(c) Be responsible for improving the standard of the Team and every player in the Team, in respect to fitness, technical ability, team tactics, knowledge of the game and its rules and sportsmanship.

(d) Be solely responsible for the selection of the Team for all competition matches and shall determine the tactics to be employed. In this respect, the Team Coach shall inform the Team Manager of the Team for each match so that the Manager may complete the match card correctly.

(e) In conjunction with the Team Manager prepare a short report on each match for inclusion in the SHCYC News Sheet and/or the Activities WEB page. (Refer Clause 8.4) (f) Prior to the end of the season, complete a club grading report supplied by and returned to the Club Coach.

8.4. Match reports will only refer to the game and the performance of the Team and no criticism of referees; Activity or SSJSFA policy is permissible. Any criticism of the Team or opponents must be made in general terms, without naming individuals. An endeavour must be made to offer words of praise to every player in the Team on occasion, and the credit for good performance should be spread among the Team as much as possible; in this respect players should always be clearly identified.

 8.5. The prime aim of the Activity is to ensure that, irrespective of ability or potential, each player shall be given the opportunity to participate in social and competition matches. This Activity accepts the principle that teams receive a grading judged on the merits of the players accepted as team members and not on the ability of any individual or group of players which exist or develop within the Team. In selecting the Team for matches the Team Coach shall follow the procedure set out in Clause 8.6 to 8.9 inclusive.

8.6. For competition matches, the Team Coach shall stand down players as necessary to reduce the Team to the number of players specified for that age group by the SSJSFA, provided the following rules are applied.

(a) For 6, 7 & 8 age groups, players shall be rotated as per those rules of the SSJSFA covered under the heading “RooBall Rules.”

(b) For age group 9 years through under 18 years old inclusive, each player shall play an equivalent proportion of games through the season. TIME?? GAMES??

8.7. The rules regarding stand down of players may be modified only as follows:

(a) The regular goalie need not be stood down.

(b) Where the Team Coach or Manager is notified of an absence through illness or injury, which absence may be counted as that player’s stand down. Where the Team Coach or Manager is NOT notified, the absence may be treated as if the player played.

(c) A player may be stood down for disciplinary reasons, and may be stood down for one competition match for each offence on the joint decision of the Team Coach and Manager for the following reasons:

 i. If the players conduct at training or on the day of the match is considered to be prejudicial to the best interests of the Team and/or Activity.

ii. If the player is unduly absent from regular training or competition matches without acceptable reason.

(d) The stand down rules does not apply for semi-finals, finals or grand finals. However where possible, all players should be given the opportunity to participate in these games (Refer Clause 8.5)

8.8. The following rules shall apply for disciplinary actions:

(a) A stand down for disciplinary reasons shall be counted as though the player had played in that match.

(b) If a player under the age of 18 years is to be stood down for disciplinary reasons the Team Coach or team Manager shall make every reasonable effort to determine whether the player's parents/guardians are in attendance and, if they are in attendance, they shall be informed of the reason for the disciplinary action before the Team takes the field. A record of the disciplinary action shall be made.

8.9. Should serious breaches of discipline occur which are considered by the Team Coach and Team manager to warrant more severe disciplinary action the matter must be referred to the Disputes and Discipline Committee (Refer Clause 12)

9. TEAM MANAGER

9.1. The position of the team Manager shall be determined by the parents concerned in each Team, or by the Team itself. All nominated Team Managers must notify the Honorary Secretary of their election by a date to be advised in the SHCYC News Sheet and/or the Activities WEB Page.

9.2. Team Managers shall hold office for the term of the current year’s official SSJSFA playing season.

9.3. Upon election to the Team, the Team Manager shall:

(a) Be responsible for the welfare of the Team members and closely liaise with the Team Coach on all matters relating to such welfare and to individual player problems: also to be the

representative of the Activity through contact with parents and players and by the

maintenance of co-operation with Activity officials.

(b) Keep informed of all meetings, functions, rulings and requirements, and is acquainted with the Constitution and Rules of the Activity and of the SSJSFA.

(c) Be responsible for the Team’s conduct and its attendance at the right time and place for training sessions, social and competition matches.

(d) Keep a written record of training and match attendance, stand-downs, loaned and borrowed players and team shirt washing roster.

(e) Be acquainted with the Activity’s Manager’s manual and carry out all duties as stated in that manual, such as:

i. Ensuring the Team is at the required field prior to match time.

ii. Collection of communications and all other items from the teams pigeonhole at Ground Control and Canteen.

iii. Correctly complete the SSJSFA match card and ensure the match card is signed at the end of the match.

iv. Be responsible for the team kit, including match ball, player’s shirts etc.

v. Complete an injury report when necessary.

vi. Liaise between Wet Weather Officer and the players regarding wet weather arrangements.

vii. Arrange a roster of parents and/or players as necessary, when the Team is rostered on Ground Control duties.

viii. Carry out any other duties and meet any other requirements stated in the Manager’s Manual.

9.4. In the absence of the Team Coach, the Assistant Team Coach shall act as Team Coach. In the absence of both the Team Coach and the Assistant Team Coach, the Team Manager may act as both Coach and Manager.

10. SELECTION OF TEAMS

10.1. There shall be a Grading Committee consisting of the Club Coach and Assistant Club Coaches. Any other person that the Grading Committee feels qualified to assist in the grading may be called upon.

10.2. A Selection Panel to select players in teams in each age group shall comprise of the Grading Committee.

10.2.1. Prior to commencement of grading, the Club Coach will set a roster for each Grading

Committee member

10.2.2. For RooBall grading, where possible four (4) Grading Committee Members plus the Club Coach

will be allocated to each group time.

For other grades two (2) Grading Committee members plus the Club Coach will be allocated to

each group. If any member cannot make their roster they must find a suitable replacement.

10.2.3. In determining the roster, the Club Coach should not have any member of the Grading

Committee participate in grading sessions where they have applied or intend to apply to be

coach or manager for the age group, or have a son, daughter or relative in that age group.

The Executive Committee can only approve any alteration to this.

10.3 The basis of initial selection will be the combination of:

i. Merit - the application of both individual and team skills in the game of soccer in grading trials.

ii. Grading reports submitted by team coaches at the end of the prior season.

iii. The objective of the initial selection of teams is to group the top ranked players in that age group together and to therefore form the highest ranked team. It therefore follows to group the second ranked players together to form the second team and so on.

iv. There is allowed flexibility in the grading of the Under 6 and Under 7 age groups. Requests can be made to play in the same team as school friends, relatives etc. This decision is totally up to the Club Coach and his/her decision is final with no further appeal possible.

10.4 If a decision on the grading of players cannot be reached, then a majority vote of the Selection Panel will determine the result. In the event of a tied vote, the Club Coach will decide.

10.5 After players have been selected into teams, the Grading Committee, with due reference to grading sheets from the previous year, previous year’s performance and movement of players within the age group, shall determine the grades to be requested from the SSJSFA for the ensuing year.

10.6 As soon as possible after final selection, Teams and their recommended grading shall be published and nominations for team coach and team manager shall be called for.

10.7 Players shall play in the Team in which they are selected unless sufficient reason is given. Should the Selection Panel deem the reason unacceptable or a suitable alternative not available, the Player may withdraw from the Activity.

10.8 The above rules will not apply to Over 35, All Age, Under 21 and Under 18 groups who will be responsible for their own team selection and grading. Registrations must still be made through the Activity Registrar.

10.9 All players up to and including Under 16 shall only be eligible for selection in their applicable age group as defined by competition birth dates per SSJSFA Rules.

10.9.1. Exceptions to the above must be submitted to the Club Coach, documenting reasons for

variation and to be accompanies by parental approval. The Club Coach shall report these to

the Executive of the Activity prior to submission to the SSJSFA.

10.9.2. From time to time an age group may have an imbalance of player numbers. The Activity may

require players to play above their age group. If this situation arises, the following is to apply

i. Players may only be requested to play up; they cannot be forced to play up.

ii. The Club Coach can refuse a player from playing up if he/she is of the opinion it will be detrimental to the player’s performance or well being.

iii. Players deciding to play up do so on the clear understanding that the following year they will return to their appropriate age group.

Iv. If a player plays above his age group for two (2) consecutive years in the same team, he may remain in that age group If he/she chooses, however clause 10.9.2.II will always apply

11. PLAYERS AND PARENTS GUARDIANS OF PLAYERS

All players and parents or guardians have the responsibility to:

(a) Be aware of the affairs of the Activity with respect to such matters as registration, trials, how to contact the Team manager, punctuality and attendance at training and matches, dress etc.

(b) Make themselves aware of the Constitution and Rules of the Activity.

(c) Attend meetings and functions of the Activity when possible.

(d) Maintain the good name and objects of the Activity and do not do or say anything that may be prejudicial to it.

12. DISPUTES AND DISCIPLINE COMMITTEE (hereinafter called the D & D Committee)

12.2 The D & D Committee shall comprise a minimum of three members of the Executive.

12.3 The D & D Committee is charged with the responsibility of dealing with complaints, disputes and disciplinary action within the Activity in a just and unbiased manner in order to maintain the good name of the Activity, and to redress any wrongs that may have been done in accordance with the SHFC Complaints Procedure.

12.4 The D & D Committee will be convened as necessary in response to complaints lodged in accordance with the SHFC Complaints Procedure

12.5 Pursuant to a formal complaint, the SHFC Chairman or the D & D Committee may appoint a person(s) appropriate in the circumstances, to conduct further investigation regarding the complaint. The appointed investigator shall provide a written report to the D & D Committee who will determine what further action to take.

• 12.5a The SHFC Chairman (President) may appoint a person to investigate a situation or complaint in the absence of a formal complaint if there is prima facie information that indicates a situation should be investigated.

12.6 Within seven (7) days of receiving a complaint investigation report or request for disciplinary action, a meeting of the D & D Committee shall be held and persons involved in the action will be notified of the nominated meeting time. In the event that the person concerned is not present

after thirty (30) minutes of the nominated meeting time, the meeting shall be postponed and a second meeting time shall be nominated that is within or equal to seven (7) days of the original nominated meeting time.

The second meeting only requires a quorum of D & D Committee members to proceed with the matter at the appointed meeting time The matter and any associated outcome or disciplinary sanction may be dealt with ex parte if the person(s) involved are not present at the second nominated meeting.

(a) The D & D committee shall decide whether the nature of the dispute is within the scope of the Activity or should be referred to related bodies, such as the SSFA, Football NSW, FFA or other external authority, in which case the complainant must be advised in writing within forty eight (48) hours to redirect their complaint to the appropriate authority.

(b) The D & D Committee may decide that a complaint or dispute is frivolous, in which case it can be dismissed but the matter must be recorded and the complainant notified of the decision.

(c) Any member involved in an action before the D & D Committee may call witnesses on their behalf.

(d) No member shall leave the room whilst evidence is being taken, without the permission of the Chairman.

(e) Any minor appearing before the D & D Committee must be accompanied by at least one adult person appropriate in the circumstances. Example, a parent or guardian.

(f) Should a Team Coach or Team Manager consider that an offence by a player warrants disciplinary action greater than set down as being within their power (Refer Clause 8.5.5) the Team Manager shall notify the player, and, where appropriate, the parents/guardians of the player of the nature of the offence within forty eight (48) hours of the decision to take action, and shall advise the D & D Committee of the offence in the appropriate manner (Refer Clause 12.4).

13. COLOURS

The distinguishing colours of the teams and patterns of the uniform shall be that accepted by the SSJSFA.

14. FEES

(a) Match fees shall be collected from players for the purpose of covering costs of equipment, shirts, competition fees, etc. The amount of such fees shall be determined from time to time by a General Meeting. Inability of players to pay such fees due to financial hardship shall not necessarily prevent a member from playing.

(b) All senior teams, i.e. teams in age groups older than Under 21 age group, both men and

(c) Women, but not including the Under 21 age group, will be required to purchase their own shirts from the Equipment Officer (at cost) and thus be exempt from kiosk duty.

(d) No player will be registered with the SSJSFA prior to payment of all registration and match fees.

(e) If a player is forced out of soccer through illness, injury, moving from the district or any other reason acceptable to the Executive, a pro-rata refund of Activity match fees will be made.

15. FINANCE

(a) All monies received shall be deposited in the SHCYC Bank account, and credited to the Soccer Activity.

(b) At the Annual General Meeting of the Activity, the Honorary Treasurer of the Activity shall present a Balance Sheet and Statement of Receipts and Expenditure for the Activity, covering the period of the season being concluded and the period June to May (Financial Year of the SHCYC).

(c) Except for normal petty cash items, funds shall not be dispersed by any member of the Activity without the prior approval of the Activity Executive. In all cases an order number shall be obtained from the Activity Treasurer from each purchase.

16. VOTING

Each member shall be entitled to one vote. In the event of any equality of voting on any question, the Chairman may exercise a casting vote or refrain from voting in which case the matter shall be resolved so as to maintain status quo.

17. ELECTIONS

(a) Nominations for any position must be made with the consent of the nominee.

(b) Nomination in writing, bearing the signatures of the nominator, seconded and nominee shall be delivered to the Honorary Secretary at least fourteen (14) days prior to the advertised date of the Annual General Meeting. A list of nominees shall be printed in the SHCYC News Sheet and/or the Activities WEB page at least seven (7) days before the advertised date of the Annual General Meeting. In the event that no written nomination is received for the position, verbal nominations for that position shall be called for at the Annual General Meeting.

(c) Elections shall be carried on voices, except where more than one candidate is nominated and seconded for the one position. A secret ballot shall be used to determine the successful candidate.

18. QUORUMS

(a) A quorum at an Annual General meeting shall be sixteen (16) members.

(b) A quorum at a General Meeting shall be seven (7) members.

(c) 18.3 A quorum at an Extraordinary General Meeting shall be fifteen (15) members.

(d) A quorum at an Activity Executive Meeting shall be five (5) members of the Activity Executive.

(e) A quorum of the D & D Committee shall be three (3) members of the D & D Committee.

(f) A quorum for a Rules Committee Meeting shall be two (2) members of the Rules Committee.

(g) If a quorum is not present within thirty (30) minutes of the advertised starting time of a meeting, the meeting shall lapse and another meeting shall be called within seven (7) days.

19. PROHIBITION

No person or group of persons shall publish or communicate to any party any information that purports to represent the policy of the Activity unless empowered to do so by a resolution duly passed at a General or Activity Executive Meeting.

20. PETITIONS

20.1 The Chairman shall, within fourteen (14) days of the receipt of written requisitions to that effect from ten (10) members, call an Extraordinary General Meeting to be held within twenty one (21) days of such receipt. The Chairman shall, within seven (7) days of the receipt of written requisitions to that effect from three (3) Activity Executive members, call an Activity Executive meeting to be held within ten (10) days of such receipt.

20.2 If the Chairman has not, within the stipulated time, called the duly requisitioned meeting, the requisitionists may themselves call it, provided that the President of the SHCYC is given at least twenty four (24) hours notice that such a meeting is to be held.

20.3 The petition and the notice of the meeting shall set out the business it is desired to transact.

21. CLUB TROPHIES AND AWARDS REVIEW SSF now up to U11

21.1. Junior, Intermediate, Senior and Club Championships.

21.1.1. The Bragg Shield, Perpetual Trophy and individual trophies will be awarded the Club Champion

Team. This Team shall either be the Junior, Intermediate or Senior Club Champions.

21.1.2. The Brian Champness Perpetual Trophy will be awarded to the Senior Champion Team.

21.1.3. The Wally George Memorial Perpetual Trophy will be awarded to the Intermediate Club

Champion Team.

21.1.4. The John and Kathy Allingham Perpetual Trophy will be awarded to the Junior Club Champion

Team.

Players in these winning teams will also be awarded individual trophies. Each player in a Club

Champion Team will receive one individual trophy only.

21.1.5. In deciding the Junior, Intermediate and Senior Championships, the Club Teams excluding

those in the RooBall Division but including Over 35, Amateur League and Women’s Divisions

shall be divided into three (3) divisions on the basis of age so that as near as possible equal

number of teams shall fall into each division. All Teams in any particular age group shall be

placed in the same division.

21.1.6. These divisions shall be named the Junior, Intermediate and Senior Divisions of the Club.

21.1.7. The Junior Club Championship shall be awarded to a team from the Junior Division, the Senior

Club Championship shall be awarded to a team from the Senior Division and the Intermediate

Club Championship shall be awarded to a team from the Intermediate Division.

21.1.8. In determining the senior, Intermediate and Junior Club Championships, the following

procedures will be adopted:

(a) In the first instance the award will be made to a team that is a Premiership winner.

(b) If there is more than one such team in the division, preference will be given to the team that is also Minor Premiers.

(c) If there are two or more such teams then the award shall be determined by competition points accumulated for equal rounds played. For example, if all the candidate teams played 18 competition rounds, then account will be taken of all 18 rounds, but if one team played only 14 rounds, then the award will be made on the basis of points accumulated over the first 14 rounds of the competition. In this context, a bye is to be considered as a normal round.

(d) If the procedure in (c) above fails to separate teams, the award will be made on the basis of goal difference. That is, total goals scored in the season less total goals conceded.

(e) In the event there is no Premier Team in the division, the award will be made to the team that is Minor Premier and Runner-Up. If there are two or more such teams they will be separated on the same basis as outlined above i.e. competition points for equal rounds followed by goal difference.

(f) In the event there is no Premier/Runner-Up in the division, the award will be made to a team that is Runner-Up in its competition. Two or more such teams will be separated on the same basis as outlined above.

(g) In the event there is no Runner-Up in the division the award will be made to the team that was Minor Premier in its competition. Two or more such teams will be separated as outlined above.

(h) In the event there is no Minor Premier in the division, the award will be made to the team finishing in the highest position at the end of the competition rounds in its particular competition i.e. 2nd, 3rd, 4th, 5th, etc. Teams equal in this respect will be separated as outlined above.

21.1.9. The Club Championship will be awarded to either the Senior, Intermediate or Junior

Champions. In deciding the Club Champions, points (a) to (h) in Clause 21.1.8 will apply.

21.2. The Coach’s Award

21.2.1. The R & G Bricknell Perpetual Trophy and an individual trophy will be awarded to the Team

Coach, who in the opinion of the Club Coach and the Assistant Club Coaches, has best met the

requirements of Clause 8.3(c) of the Activity’s Rules.

21.3. Outstanding Achievement Trophy

This Trophy will be presented to a team or teams who win Champion of Champions, and/or State, Robertson or Amateur Cups.

21.4. Goal Scoring Trophies (Senior, Intermediate and Junior)

21.4.1. The Bob lngwerson Memorial Trophy will be awarded to the Team from the Junior Division

scoring the highest number of goals as outlined in Clause 21.4.4.

21.4.2. The Roy Axford Memorial Trophy will be awarded to the Team from the Senior Division scoring

the highest number of goals as outlined below in Clause 21.4.4.

21.4.3. The John Grounds Trophy will be awarded to the Team from the Intermediate Division scoring

the highest number of goals as outlined in Clause 21.4.4.

21.4.4. Goals scored for each Team will be calculated on equal rounds played. That is, if all Teams in

the division played 18 rounds, all 18 rounds would be counted but if one or more Teams

played only 14 rounds, then only the first 14 rounds of all competitions would be included. If

one or more Teams played 12 rounds (i.e. a 7 tears competition with a bye) then only the first

12 rounds of all competitions would be considered for the purpose of these awards.

21.5. Club Most Improved Awards

21.5.1. The J Eades Trophy and individual trophies will be awarded to a Team in the Junior Division.

21.5.2. The Peter McIlwain Trophy and individual trophies will be awarded to a Team in the

Intermediate Division.

21.5.3. The Adams Trophy and individual trophies will be awarded to a Team in the Senior Division.

22-Aug-11 19 | Page

21.5.4. Within each division one Team shall be given the Most Improved Award according to the

procedure as per the SSJSFA Constitution and Rules.

21.5.5. Teams winning other Club or SSJSFA Awards are not eligible for Club Most Improved Awards. 21.6. Pennants, Pockets and Other Awards

21.6.1. Suitable pennants will be awarded to all players in age groups up to and including Under 16.

21.6.2. Trophies will be presented to the eligible members of all Premiership winning Teams, all

Premiership Runner-Up Teams, and ail Minor Premier Teams who do not advance to the Grand

Final, with eligibility as specified in Clauses 21.9. (a) and 21.9. (c).

21.6.3. All players in non-competitive RooBall grades shall be presented with an Encouragement

Award.

21.7. Service Awards.

For playing service with the Activity the following awards are to be made:

i. 5 years Inscribed Bronze Medal.

ii. 10 years Inscribed Silver Medal.

iii. 15 years Inscribed Pewter Wine Goblet.

iv. 20 years Inscribed Pewter Mug.

v. 25 years Suitably inscribed Club Track Suit Jacket and Perpetual

Membership of the Activity.

vi. 30 years Acknowledgement at the discretion of the Executive.

21.8. Chairman’s Award

This Award may be presented each year.

(a) The recipient shall be a person who in the opinion of the Activity Chairman has rendered outstanding service to the Activity.

 (b) The recipient shall not be a member of the Executive of the Activity.

21.9. Entitlement to Awards

(a) To be eligible for SSJSFA and Activity Awards a player on the team list must have been an active player in the team for the whole season, except in the case of serious illness or injury or other extenuating circumstances acceptable to the Activity Executive in consultation with the Team Coach and Manager.

(b) To be eligible for Activity Service Awards representative players must be fully affiliated with the Activity and the SSJSFA.

(c) Players borrowed from other teams shall be eligible for Activity and SSJSFA awards made to members of the borrowing team if they play for that team in the final series.

21.10. Perpetual Membership

(a) Perpetual membership of the Activity shall be awarded to any player who has achieved 25 years service with the Activity or to any person upon the recommendation of the Activity Executive who is elected at the Annual general Meeting.

(b) Perpetual Members will be exempt from payment of Activity fees but shall retain all rights under this Constitution and Rules.

22. INTERPRETATION

Any doubts arising as to the application or meaning of any Clauses of this Constitution and Rules shall be decided by a vote of an Executive Meeting, whose decision shall be final and conclusive.

23. AMENDMENT TO THE RULES

Any member of the Activity may at any General Meeting move that the Rules Committee meet to consider alterations to the policies or procedures of the Activity as laid down in these Rules.

Upon such resolution or amendments to it being carried by a majority of those present at the meeting, the decision shall be referred to the Rules Committee to determine if the proposed amendment is in accordance with the Objects of the Activity and, if so, draft the necessary alteration. Such draft alteration shall be debated and voted upon at the first General Meeting no less than four weeks after the General Meeting at which the draft amendments are submitted by the Rules Committee. Approval of draft alterations submitted by the Rules Committee shall be by simple majority vote of members present at the meeting. Any amendments proposed to draft alterations shall be considered under Clause 23.