

**NEW SOUTH WALES ASSOCIATIONS  
INCORPORATION ACT, 1984**

**OBJECTS, RULES AND BY LAWS**

**DOONSIDE HAWKS SOCCER CLUB  
INCORPORATED**

**2008**

**AS AMENDED AT THE 2007 ANNUAL GENERAL MEETING**

**New South Wales**

**Associations Incorporation Act 1984**

**OBJECTS**

of

**DOONSIDE HAWKS SOCCER CLUB INCORPORATED.**

1. The name of the Club is the Doonside Hawks Soccer Club Incorporated.
2. The objects of the Club are;
  - (a) To foster and develop the game of Soccer Football within the local area.
  - (b) To do all such other things as are incident or conducive to the attainment of the objects of the Club.

**New South Wales**  
**Associations Incorporated Act, 1984**

**Rules**

**of**

**DOONSIDE HAWKS SOCCER CLUB INCORPORATED.**

**1. PART I INTERPRETATION:**

1.1 In these rules, except in so far as the context or subject matter otherwise indicates;

**Ordinary Member:** means any person over the age of eighteen (18) years who has been admitted to the Club in accordance with these rules.

**Junior Member:** means any person who has not attained the age of eighteen (18) years who is currently registered to play soccer for the Club.

**Life Member:** means those persons who have been admitted to Life Membership of the Club in accordance with these rules.

**Club:** means the Doonside Hawks Soccer Club Incorporated.

**Committee:** means the governing body of the Club

**Secretary:** means

- (a) The person holding office under these rules as Secretary of the Club.
- (b) Where no such person holds that Office, the Public Officer of the Club.

**Special General Meeting:** means a general meeting of the Club, other than an Annual General Meeting or a regular General Meeting.

**The Act:** means the Clubs Incorporate Act 1984.

**The Regulation:** means the Association Incorporated Regulation Act 1985.

1.2

For the purpose of these rules, the Registration year shall be the period from 1st January in one year until 31st December in the same year inclusive.

1.3

The financial year of the Club shall be the period from the 1st October in one year, to the 30th September the following year inclusive.

1.4

In these rules;

- (a) A reference to a function includes a reference to a power, authority and duty; and
- (b) A reference to the exercise of a function includes, where a function is a duty, a reference to the performance of the duty.

1.5

The provisions of the Interpretation Act 1987 apply to and in respect of these rules in the same manner as those provisions would also apply if these rules were an instrument made under the Act.

## **2. PART II MEMBERSHIP**

2.1

A person is qualified to be an ordinary member of the Club, if and only if;

- (a) The person is a person referred to in Section 15 (1) (a) (b) or (c) of the Act and has not ceased to be a member of the Club and at any time after Incorporation of the Club under the Act, OR
- (b) The person is a natural person who has attained the age of eighteen (18) years, AND
  - i has been nominated for membership of the Club as provided by Rule 3, AND
  - ii has been approved for membership of the Club by the Committee of the Club.

2.2

A person is qualified to be a Junior Member of the Club if but only if, he/she is a natural person who has not attained the age of eighteen (18) years of age and is currently registered to play Soccer for the Club.

### 2.3

A Life Member shall be any member of the Club who shall be elected as such two thirds majority of those present at any General Meeting of the Club and shall here after be entitled to vote and take part in the management of the Club and all privileges as an Ordinary Member of the Club without paying the Annual Subscriptions or any special payment for such Life Membership. Provided that no member shall be elected a Life Member unless he has been a member for a continuous period of not less that five (5) years and has rendered exceptional service to the Club. Not more than two (2) Life Members shall be elected in any one financial year.

Each nomination being put to a separate vote, and must obtain a two thirds majority to be elected. Nominations for Life Membership with proposers and seconders remarks will only be accepted up to forty two (42) days before the General Meeting. In the event of there being more than two (2) nominations for Life Memberships, the Committee will select the two (2) to be proposed at the General Meeting.

### 2.4

All Players, Coaches and Managers registered with or appointed by the Club or members of the Committee of the Club shall either be Ordinary Members or Life Members of the Club if they have obtained the age of eighteen (18) years or Junior Members if they have not obtained the age of eighteen (18) years.

### 2.5

No Junior Member shall be entitled to nominate any person for Membership, stand for or be elected for any position on the Committee of the Club, or nominate any other person to stand for the Committee of the Club or vote in any election or any ballot of the election of Members of the Committee of the Club or to vote at any meeting of the Club.

## **3. NOMINATIONS FOR MEMBERSHIP**

### 3.1

A nomination of a person for membership of the Club;

(a) shall be made by a member of the Club in writing in the form set out in Appendix 1 of these rules; AND

(b) shall be lodged with the Secretary of the Club.

### 3.2

As soon as practical after receiving a nomination for membership, the Secretary shall refer the nomination to the Committee which will determine whether to approve or reject the nomination.

### 3.3

Where the Committee determines to approve a nomination for Membership, the Secretary shall as soon as practical after that nomination, notify the nominee of the approval and request the nominee to pay within a period of twenty eight (28) days after receipt by the nominees of the notification, the sum payable under these rules by the Members as entrance fee or annual subscriptions.

### 3.4

The Secretary shall, on payment by the nominee of the amount referred in Clause 3 within the period referred to in that Clause, enter the nominees name in the Register of Members and upon the name being so entered, the nominee becomes a members of the Club.

### 3.5

Members of the Club, except Life Members and Junior Members may renew their membership at the completion of the Financial Year by paying their Annual Subscriptions which is set as per these rules.

## **4. CESSATION OF MEMBERSHIP**

### 4.1

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

- (a) Dies
- (b) Resigns that membership
- (c) Is expelled from the Club
- (d) In the case of a Junior Member, ceases to be a Registered player of the Club.

## **5. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE**

### 5.1

A right, privilege or obligation which a person has by reason of being an ordinary member of the Club;

- (a) Is not capable of being transferred or transmitted to another person
- (b) Terminates upon cessation of the persons Membership.

## **6. RESIGNATION OF MEMBERSHIP**

### **6.1**

An Ordinary Member of the Club is not entitled to resign that membership except in accordance with this rule.

### **6.2**

An Ordinary Member of the Club who has paid all amounts payable by the Ordinary Member of the Club in respect of the Ordinary Members membership may resign from membership of the Club by first giving notice (being not less than one (1) month or not less that such period as the Committee may determine) in writing to the Secretary of the Members intention to resign and upon the expiration of the period notice, the member ceases to be an Ordinary Member.

### **6.3**

Where an Ordinary Member of the Club ceases a to be member pursuant to Clause 1 and in every other case where an Ordinary Member ceases to hold membership, the Secretary shall make an appropriate entry in the Register of Members recording the date on which the member ceases to be an Ordinary Member.

## **7. REGISTER OF MEMBERS**

### **7.1**

The Public Officer of the Club shall establish and maintain a register of members of the Club specifying the name, address of each person who is a member of the Club together with the date on which the person became a member.

### **7.2**

The Register of Members shall be kept at the principal place of administration of the Club and shall be open for inspection free of charge, by any member of the Club at any reasonable hour.

## **8. FEES AND SUBSCRIPTIONS**

### **8.1**

An Ordinary Member of the Club shall, upon admission, pay the Club a fee of \$1.00 or where some other amount is determined by the Committee, of that amount.

### **8.2**

No joining fee or Annual Membership fee shall be payable by a Junior Member. However, the Committee of the Club may charge a Junior Member a playing fee which shall be determined from time to time by the Committee.

## **9. MEMBERS LIABILITIES**

### **9.1**

The liabilities of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the cost, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of the membership of the Club as required in rule 8.

## **10. DISCIPLINING OF MEMBERS**

### **10.1**

If any member shall wilfully refuse or neglect to comply with the provisions of the Rules of the Club or shall be guilty of any conduct of which in the opinion of the Committee is unbecoming of a member or prejudicial to the interest of the Club, the Committee shall have the power to reprimand, and or fine and suspend and expel such member from the Club. Provided that at least seven (7) days before the meeting of the Committee at which a resolution to reprimand, fine, suspend or expel such a member or any combination there of is put, the member shall have had the notice in writing of such meeting and of what is alleged against him and that he shall at such meeting and before the passing of such resolution have had the opportunity of giving orally or in writing any explanation or defence he may think fit and provided further that no member shall be expelled from the Club unless the resolution for his expulsion is passed by a two thirds majority of those Committee members present and voting.

➤ Change to Object and Rules 10.1 – AGM 2007.

## **11. RIGHT OF APPEAL OF DISCIPLINED MEMBERS**

### **11.1**

A member may appeal to the Club in General Meeting against a resolution of the Committee which is passed under Rule 10 within seven (7) days after notice if the resolution is served on the member, by lodging with the Secretary a notice to that effect.

### **11.2**

Upon receipt of a notice from a member under Clause 11.1, the Secretary shall notify the Committee which shall convene a General Meeting of the Club to be held within twenty one (21) days after the date on which the Secretary received the notice.

### **11.3**

At a General Meeting of the Club convened under Clause 11.2;



- (a) No business other than the question of the appeal shall be transacted
- (b) The Committee and the member shall be given the opportunity to state their respective cases orally or in writing or both
- (c) The members present shall vote on the question of whether the resolution should be confirmed, revoked or varied
- (d) Voting shall be conducted on a show of hands unless the meetings resolves by ordinary majority to conduct a secret ballot.

### **PART III THE COMMITTEE**

#### **12. EXECUTIVE COMMITTEE**

##### 12.1

The Executive Committee shall consist of the following:  
The President, Vice President, Hon. Secretary, Hon. Treasurer and Competition Secretary.

##### 12.2

The Executive Committee shall be empowered to deal with all matters or urgency in the interest of the Club. They shall report their actions for endorsement at the next General Meeting, Special General Meeting, Annual General Meeting or Management Committee Meeting which ever first occur.

##### 12.3

A quorum shall be three (3 members).

#### **13.0 POWERS OF THE MANAGEMENT COMMITTEE**

##### 13.1

The Committee shall be called the Management Committee of the Club and subject to the Act, the Regulation and these Rules and to any resolution passed by the Club in General Meeting SHALL;

- (a) Control and manage the affairs of the Club.
- (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.
- (c) Has the power to perform all such acts and to do all such things as appeared to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

- (d) May from time to time alter or repeal all such By Laws as it may deem necessary or expedient for the proper conduct and management of the Club.

## **14.0 CONSTITUTION AND MEMBERSHIP:**

### **14.1**

Subject in the case of the first members of the Committee to Section 21 of the Act, the Committee shall consist of:

- |                               |                        |
|-------------------------------|------------------------|
| a. President                  | b. Vice President      |
| c. Hon. Secretary             | d. Hon. Treasurer      |
| e. Competition Secretary      | f. Registrar           |
| g. Assistant Registrar        | h. Canteen Manager     |
| i. Female Development Officer | j. Equipment Officer   |
| k. Publicity Officer          | l. Social Secretary    |
| m. Club Coach                 | n. Groundsman          |
| o. Club Captain               | p. Committee Delegates |

Note: Maximum of Five (5) Elected Committee Delegates.

- Inclusion of Assistant Registrar 14.1 (g) and Female Development Officer 14.1 (i) – AGM 2007.
- Inclusion of the Maximum of Five (5) Elected Committee Delegates – AGM 2007.

### **14.2**

Each member of the Committee shall subject to these Rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re election.

### **14.3**

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 shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of appointment.

## **15.0 HONORARIA FOR SECRETARY**

- (a) Secretary to receive Honoraria for services rendered to the Club.
- (b) Honoraria to be paid at the completion of the season in that year.

- Inclusion of Honoraria for Secretary 15.0 (a) and 15.0 (b) – AGM 2007.

## **16.0 HONORARIA FOR TREASURER**

- (a) Treasurer to receive Honoraria for services rendered to the Club.
- (b) Honoraria to be paid at the completion of the season in that year.

➤ Inclusion of Honoraria for Treasurer 16.0 (a) and 16.0 (b) – AGM 2007.

## **17.0 ELECTION OF THE COMMITTEE**

### **17.1**

Nominations of candidates for election as members of the Committee:

- (a) Shall be delivered to the Secretary of the Club not less than seven (7) days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- (b) At the time of the nominations are called for during the course of the Annual General Meeting, provided such nomination is moved by two members of the Club and the candidate either orally, if he is in attendance at the meeting indicate his consent to the nomination.

➤ Change to Object and Rules 17.1 (a) – AGM 2007.

### **17.2**

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominates shall be deemed to be elected.

### **17.3**

If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

### **17.4**

The ballot for the elections of Office Bearers and Ordinary Members of the Committee shall conduct at the Annual General Meeting in such usual and proper manner as the Committee direct.

### **17.5**

If insufficient nominations are received the persons nominated shall be deemed to be elected and any vacancy remaining on the Committee shall be casual vacancies.

## **18.0 DUTIES OF THE COMMITTEE**

### **18.1 PRESIDENT**

- (a) Shall be chairman at all meetings except the P&D.
- (b) Shall conduct meetings in accordance with these rules.
- (c) Shall have casting vote only.
- (d) Be ex-Officio of all Committee except the P&D.
- (e) Shall ensure that all Committee Members carry out there respective duties, in accordance with these Rules.
- (f) All actions must firstly be authorised by Resolution by the Management Committee.

### **18.2 VICE PRESIDENT**

- (a) Carries out the duties of the President in his absence.
- (b) Shall be chairman of the P&D.
- (c) All actions must firstly be authorised by Resolution by the Management Committee.

### **18.3 HON. SECRETARY**

- (a) The Secretary of the Club shall as soon as possible after being appointed as Secretary lodge notice with the Club of his address.
- (b) It is the duty of the Secretary to keep minutes of;
  - i. All appointments of members of the Committee.
  - ii. The names of members of the Committee present at a Committee meeting or a General Meeting.
  - iii. All proceedings at Committee meetings and General meetings.
- (c) Minutes of proceedings at Committee meetings shall be signed by the chairperson of the meeting or by the person chairing the next meeting.
- (d) Shall hold the Clubs seal or Official Stamp.
- (e) Shall attend to all correspondence relating to the Club.
- (f) Shall hold petty cash not exceeding \$100.00.
- (g) All actions to be authorised by the Management Committee.

### **18.4 HON. TREASURER**

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

- (a) All monies due to the Club is collected and received and that all payments authorised by the Club are made.
- (b) Correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts.
- (c) Has books audited for the Annual General Meeting

- (d) Shall receive all monies from all fund raising.
- (e) All actions to be authorised by the Management Committee by Resolution.

#### **18.5 COMPETITION SECRETARY**

- (a) Shall co-ordinate all competition fixtures with each coach and manager.
- (b) Arrange all Social games.
- (c) Advise the Blacktown & District Soccer Football Association Inc. recorder of results of home games and return the team sheets by the required time to the Association Registrar.
- (d) Compile and maintain accurate Competition tables and compile a table for the best and fairest player of each team.
- (e) Receives and checks all team sheets for the home games.
- (f) Advises the Canteen of home games and supplies copies of the Competition draw for display at the Canteen.
- (g) Shall supply a Competition draw to coaches and managers and the Publicity Officer from information supplied by the Association.
- (h) All actions must be authorised by the Management Committee

#### **18.6 REGISTRAR**

- (a) Shall co-ordinate yearly registration of players.
- (b) Keep records of all registered players.
- (c) Maintains a record of suspended, defaulting and ineligible players.
- (d) Reports regularly to the Committee.
- (e) All actions must be authorised by the Management Committee.

#### **18.7 ASSISTANT REGISTRAR**

- (a) Shall assist the Registrar where necessary.
- (b) All actions must be authorised by Resolution by the Management Committee.

➤ Inclusion of Assistant Registrar 18.7 (a) and 18.7 (b) – AGM 2007.

#### **18.8 CANTEEN MANAGER**

- (a) Shall maintain stocks of food etc. for sale at the canteen.
- (b) Organise help for the canteen at home games.
- (c) All actions must be authorised by Resolution by the Management Committee.

### 18.9 **EQUIPMENT OFFICER**

- (a) Shall maintain all Club equipment at levels set by the Committee.
- (b) Report to the Committee re the replacement of equipment.
- (c) All actions must be authorised by the Management Committee.

### 18.10 **PUBLICITY OFFICER**

- (a) Shall submit reports to the newspapers.
- (b) Shall co-ordinate the newsletter.
- (c) Shall co-ordinate all advertising by Resolution by the Management Committee.
- (d) All actions must be authorised by Resolution by the Management Committee.

### 18.11 **SOCIAL SECRETARY**

- (a) Shall organise and control all fund raising within the Club.
- (b) Shall organise social events for members.
- (c) Liaise with the Competition Secretary to organise pre-season and extra-season functions.
- (d) All such fundraising and events must be authorised by the Management Committee by Resolution.

### 18.12 **CLUB COACH**

- (a) Shall be chairman of the Grading Committee.
- (b) Shall be responsible, with the Grading Committee for the grading of players as set down in the By Laws and the Grading Policy.
- (c) Shall liaise with all coaches to ensure that proper coaching is available to players.
- (d) Shall implement training schemes for players, if required, at the discretion of the Committee.
- (e) Can be requested by any Coach to assist at training.
- (f) Shall be responsible for compiling grades in conjunction with the grading Committee and must submit them to the Secretary for team nominations within the prescribed time.
- (g) All decisions on grading must be explained to the Management Committee and passed by Resolution.

- Change to Object and Rules 18.12 (b) – AGM 2007.

### **18.13 FEMALE DEVELOPMENT OFFICER**

- (a) Shall be responsible for developing women's soccer within Doonside Hawks Soccer Club Inc. within the guidelines set out by the Club's Management Committee, Grading Policy and to the requirements outlined by the B.D.S.F.A.
- (b) Shall represent Doonside Hawks Soccer Club Inc. at all meetings regarding Woman's Soccer within the Association.
- (c) All actions must be authorised by Resolution by the Management Committee.

➤ Inclusion of Female Development Officer 18.13 (a), 18.13 (b) and 18.13 (c) – AGM 2007.

### **18.14 GROUNDSMAN**

- (a) Shall be responsible for marking all fields.
- (b) Shall be responsible for reporting all damage to the fields to the appropriate authority.

### **18.15 COMMITTEE DELEGATES**

- (a) Shall assist the other members as directed by the Committee.
- (b) Shall act as delegates to meetings as directed by the Committee.

### **18.16 CLUB CAPTAIN**

- (a) Shall be the player's representative at Management Committee meetings.
- (b) Shall liaise with all team Captains on a regular basis.
- (c) Shall report complaints of the players to the Management Committee for their attention.

## **19.0 CASUAL VACANCIES**

### **19.1**

For the purpose of these rules, a casual vacancy in the Office of a member of the Committee occurs if the member;

- (a) Dies.
- (b) Ceases to be a member of the Club.
- (c) Becomes insolvent under the Administration within the meaning of the Companies N.S.W Code.
- (d) Resigns from Office in writing to the Secretary.

- (e) Is removed from Office under Rule 18.
- (f) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the Mental Health Act.
- (g) Is absent without consent of the Committee for consecutive meetings.

## **20.0 REMOVAL OF MEMBERS**

### **21.1**

The Club in General Meeting may by resolution remove any member of the Committee from Office, 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.

### **21.2**

Where a member of the Committee to whom a proposed resolution referred to in clause 18.1 relates, makes representations in writing to the Secretary or President (not exceeding in length) and requests that the representations 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 they are not to be sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **22.0 MEETINGS AND QUORUMS**

### **22.1**

The Committee shall meet together for the dispatch of business and adjourn at such times and such places and at such frequency as the Committee may determine.

### **22.2**

Additional meetings of the Committee may be convened by the President, OR

### **22.3**

By any two (2) members of the Committee, not of which shall be given by the Secretary to each member of the Committee at least forty eight (48) hours (or such period as may be determined unanimously by the members of the Committee) before the time appointed for the holding of the meeting.

### **22.4**

Notice of a meeting given under clause 19.3 shall specify the general nature of the business to be transacted at the meeting and no business



other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.

22.5

Any five (5) members of the Committee plus the chairman constitute a quorum for the transaction of business of a meeting of the Committee.

22.6

No business shall be transacted by the Committee unless a quorum is present and if within a half an hour of the time appointed for the meeting. the quorum is not present the meeting stands adjourned to the same place at the same time of the same day the following week.

22.7

If at an adjourned meeting the quorum is not present within the half hour of the time for the meeting, the meeting shall be resolved.

22.8

At a meeting of the Committee,

- (a) The President or in his absence, the Vice President shall preside.
- (b) If the President and the Vice President are absent, or unwilling to act, such one of the remaining members of the Executive Committee as may be chosen by the present at the meeting shall preside.

➤ Change to Object and Rules 22.8 (b) – AGM 2007.

## **23.0 VOTING AND DECISIONS**

23.1

Questions arising at a meeting of the Committee shall be determined by a majority of those votes of members of the Committee present.

23.2

Each member present at a meeting of the Committee excluding the person presiding at the meeting is entitled to one (1) vote, but in the event of an equality of votes on any question, the person presiding may exercise a casting vote.

23.3

Subject to Rule 19.3, the Committee may act notwithstanding any vacancy on the Committee.

23.4

Any act or thing suffered, or purporting to have been done or suffered by the committee is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or disqualification of any member of the Committee.

#### **24.0 ANNUAL GENERAL MEETINGS**

24.1

With the exception of the first Annual General Meeting of the Club, the Club shall at least once a year and within a period of six (6) months after the expiring of each financial year of the Club, convene an Annual General Meeting of its members.

24.2

The Club shall hold its first Annual General Meeting;

- (a) Within the period of eighteen (18) months after its Incorporation under the Act.
- (b) Within the period of two (2) months after the expiration of the first financial year of the Club.

24.3

Clauses 21.1 and 21.2 have effect subject to any extension or permission granted by the Commission under Section 26 (3) of the Act.

#### **PART IV GENERAL MEETINGS**

##### **25.0 ANNUAL GENERAL MEETINGS CALLING OF AND BUSINESS**

25.1

The Annual General Meeting of the Club shall subject to the Act and to Rule 23, be convened on such date and at such place and time as the Committee thinks fit.

25.2

In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:

- (a) The consideration and adoption of Honorariums to the Secretary and the Treasurer.
- (b) To elect Patrons.

- (c) To confirm the minutes of the last proceeding Annual General Meeting and of any Special General Meeting held since that meeting if required.
- (d) To receive from the Committee reports upon activities of the Club during the proceeding financial year.
- (e) To elect officer bearers of the Club and ordinary members of the Committee.
- (f) To receive and consider the statement which is required to be submitted pursuant to Section 26 (6) of the Act.
- (g) An Annual General Meeting shall be specified as such in the Notice convening.

➤ Change to Object and Rules 25.2 (a) and 25.2 (b) – AGM 2007.

## **26.0 SPECIAL GENERAL MEETINGS**

### 26.1

The Committee may, when ever it thinks fit, convene a Special General Meeting of the Club.

### 26.2

The committee shall, on the requestion in writing of not less than fifty (50) per cent of the total number of members, convene a Special General Meeting.

### 26.3

A requisition of members for a Special General Meeting;

- (a) Shall state the purpose of the meeting.
- (b) Shall be signed by the members making the requisition.
- (c) Shall be lodged with the Secretary.
- (d) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.

### 26.4

If the Committee fails to convene a Special General Meeting held within one (1) month after the date on which the requisition of members for the meeting is lodged with the Secretary, one or more members who made the requisition may convene a Special General meeting to be held not later than three (3) months after that date.

26.5

A special General meeting convened by a member or members as referred in clause 23.4 shall be convened as nearly as is practical in the same manner as General Meetings are convened by the Committee and any member who there by incurs expense is entitled to be reimbursed by the Club for any expense so incurred.

## **27.0 REGULAR GENERAL MEETINGS**

27.1

Regular General Meetings of the Club will take place on the 3rd Tuesday of every month from the start of training times until the completion of all football competitions or at such times and places as the Committee shall from time to time determine.

27.2

Business at such Regular General Meetings shall include;

- (a) Confirmation of minutes of preceding regular General Meetings or any Special General Meetings held since the previous regular General Meeting.
- (b) Receive Correspondence not previously dealt with by the Committee.
- (c) Receive reports from members of the Committee.
- (d) General Business.

## **28.0 NOTICE**

28.1

Except where the nature of the business proposed to be dealt with at a Special General Meeting or an Annual General meeting, requires a special resolution of the Club, the Secretary, shall at least twenty one (21) days notice before the date fixed for the holding of the Special General Meeting or Annual General Meeting cause to be sent to each member entitled to vote at such meeting, a notice specifying the place, date, and time of the meeting and the nature of the Business proposed to be transacted at the meeting.

28.2

Where the nature of the business proposed to be dealt with at a General Meeting which requires a Special resolution of the Club, the Secretary shall at least twenty one (21) days before the fixed date of the meeting, cause notice to be sent to each member in the manner provided under clause 23.1 specifying in addition to the matter

required under clause 28.1 the intention to propose the resolution as a special resolution.

28.3

No business other than that specified in the Notice convening a Special General Meeting or an Annual General Meeting shall be transacted at the meeting, except in the case of and Annual General Meeting business which may be transacted pursuant to Rule 22.2.

28.4

A member desiring to bring any business before a Regular General Meeting must give notice in writing to the Secretary not less than seven (7) days prior to the commencement of the meeting.

➤ Change to Object and Rules 28.4– AGM 2007.

## **29.0 PROCEDURE**

29.1

No item of business shall be transacted at a General Meeting unless a quorum of members entitled under the rules to vote is present during the time the meeting considered for that item.

29.2

Fifteen members present in person (being members entitled to vote under these rules at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

29.3

If within a half hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any case shall 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 communication by written notices to members given before the day to which the meeting is adjourned) at the same place.

29.4

If at the adjourned meeting a quorum is not present within the half hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

## **30.0 PRESIDING MEMBER**

30.1

The President or in the President's absence, the Vice President shall preside as chairperson at each General Meeting.

30.2

If the President and the Vice President are absent from the General Meeting or unwilling to act, the members present shall elect one of their members to preside as chairperson at the meeting.

### **31.0 ADJOURNMENT**

31.1

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 shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

32.2

Where a General Meeting is adjourned for fourteen (14) days or more, the Secretary shall 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.

33.3

Except as provided in clauses 28.1 and 28.2 notice of an adjourned meeting or the business transacted at an adjourned meeting is not required to be given.

### **34.0 MAKING DECISIONS**

34.1

A question arising at a General meeting of the Club shall 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 the show of hands, been carried or carried unanimously or carried by a particular majority or lost or an entry by a particular majority to that effect in the minute book of the Club, is evidence of the fact without proof of a number or proportion of the votes recorded in favour of or against the resolution.

34.2

At a General Meeting of the Club, a poll may be demanded by the chairperson or by not less than three (3) present at the meeting.

34.3

Where the poll is demanded at a general meeting, the poll shall be taken;

- (a) Immediately in the case of a poll which relates to the election of the chairperson of the meeting or to question an adjournment.
- (b) In any case, in such manner and at such times before the close of the meeting as the chairperson directs and the resolution of the poll on the matter be deemed to be the resolution of the meeting on that matter.

## **35.0 SPECIAL RESOLUTION**

### **35.1**

A Special Resolution of the Club is a Special Resolution if;

- (a) It is passed by a majority which comprises not less than three quarters of such members of the Club as being entitled under these rules so to do, vote in person at a General Meeting of which not less than twenty one (21) days written notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with these rules.
- (b) Where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in clause 30.1 (a) the resolution is passed in a manner specified by the Commission.

## **36.0 VOTING**

### **36.1**

Upon any question arising at a General meeting of the Club, a member has one vote only.

### **36.2**

All votes shall be given personally.

### **36.3**

In the case of an equality of votes on a question at a General meeting, the Chairperson of the meeting is entitled to a casting vote.

### **36.4**

A member is not entitled to vote at any General meeting of the Club unless all monies due and payable by the member to the Club has been paid, other than the amount of the Annual Subscriptions in respect of the then current year.

## **PART V MISCELLANEOUS**

### **37.0 MEMBERSHIP OF AN ASSOCIATION**

37.1

The Club shall do all such things necessary to implement and enforce any decisions of the Blacktown and Districts Soccer Football Associations Incorporated, relating to any player, official and a person of the Club who is a member of the Club or seeks to be a member of the Club.

### **38.0 INSURANCE**

38.1

The Club shall effect and maintain insurance pursuant to Section 44 of the Act.

38.2

In addition to the Insurance required under clause 33.1, the Club may effect and maintain other insurance.

### **39.0 FUNDS SOURCE**

39.1

The funds of the Club shall 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.

39.2

All monies received by the Club shall be deposited as soon as practical and without deduction to the credit of the Club's bank account.

39.3

The Club as soon as practical after receiving any money, shall issue an appropriate receipt.

### **40.0 FUNDS MANAGEMENT**

40.1

Subject to any resolution passed by the Club in General Meeting, the funds of the Club shall be used in pursuance of the Objects of the Club in the manner as the Committee determines.

40.2

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by at least two members of the



Committee or employees of the Club being members or employees authorised to do so by the Committee.

#### **41.0 ALTERATIONS OF OBJECTS AND RULES**

41.1

The statement of Objects and these Rules may be altered, rescinded or added to only by a SPECIAL RESOLUTION OF THE CLUB.

41.2

The Common Seal of the Club shall be kept in the Custody of the Secretary or Public Officer.

41.3

The Common Seal shall not be fixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatories of at least three (3) members of the Committee or one member of the Committee and the Public Officer or Secretary.

#### **42.0 CUSTODY OF BOOKS**

42.1

Except as otherwise provided by these rules, the Public Officer shall keep in his custody or under his control all records, books and other documents relating to the Club.

#### **43.0 INSPECTION OF BOOKS**

43.1

The records, books and other documents of the Club shall be open for inspection free of charge by members of the Club at any reasonable hour.

#### **44.0 SERVICES OF NOTICE**

44.1

For the purposes of these rules, a notice may be served by or on behalf of the Club upon a member either personally or by sending it by post to the members address shown in the register of members.

44.2

Where a document is sent to a person by properly addressing, prepaying and posting to the person, a letter containing a document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of the post.

## **PART VI ADDITIONAL RULES APPLICABLE TO CHARITIES**

### **45.0 PAYMENTS OF MEMBERS ETC.**

#### 45.1

A member of the Committee shall not be appointed to any salaried Office of the Club or any Office of the Club paid by fees, and no remuneration or benefit in money or money's worth shall be given by the Club to any member of the Committee except;

- (a) Repayment of out of pocket expenses.
- (b) Interest at a rate not exceeding interest at a rate for the time being which is or would be charged by the Clubs Banker for money lent to the Club.
- (c) Reasonable and proper rent for premises let to the Club.

### **46.0 VACATION OF OFFICE**

#### 46.1

Without limiting the operation of Rule 18, the Office of a member of the Committee shall become vacant if;

- (a) The member holds an Office or profit in the Club.
- (b) The member is directly or indirectly interested in any contract or proposed contract with the Club.

### **47.0 SURPLUS PROPERTY**

#### 47.1

In winding up of the Club, the surplus property of the Club shall subject to any trust affecting that property or part of it, vest in the name of the Blacktown and Districts Soccer Football Association Incorporated or its successor or in the event of the Blacktown and District Soccer Football Association Incorporated or its successor ceasing to exist, another organisation determined by the Club by Special Resolution which has Objects substantially similar to the Club and is not carried on for that object of trading or securing gain for its members, or failing such Special Resolution as nominated by the Corporate Affairs Commission.

## **DOONSIDE HAWKS SOCCER CLUB INCORPORATED**

### **BY LAWS:**

**48**

It will be the role of the Committee to carry out sporting and social events in the interest of the Club.

**49**

The Club colours shall be maroon and white and the Committee shall determine the sequence of design of the player's uniforms.

**50**

The home ground shall be Glendenning Reserve unless otherwise specified by the Committee.

**51**

Players registered with the Doonside Hawks Soccer Club Incorporated in any season must compete in sixty (60) percent of all Competition matches, to be eligible for team awards etc. at the discretion of the Committee.

### **52 REGISTRATION OF PLAYERS**

- (a) To register, a person must complete the appropriate forms as provided by the Club; such forms must be forwarded to the Association as required by the Club Registrar.
- (b) All new registering players must have their photograph taken at time of registration.
- (c) For players other than All Age players, their photograph will be current for three (3) consecutive seasons. For All Age players, their photograph will remain current until such time as the player no longer resembles his/her photograph. In all cases, if a player no longer resembles his/her photograph a new photograph must be taken.
- (d) Persons registering for the first time must produce proof of birth and or age to the Club Registrar prior to registration.
- (e) No person will be registered unless he/she attains the minimum age of five (5) years old by the 31<sup>st</sup> December of that year in which he/she registers.
- (f) Each registered Junior player must have the Parent/Guardian sign their Code of Behaviour at time of registration.

- (g) Each registered Senior player must sign their Code of Behaviour at time of registration.
- (h) Persons under suspension or disqualification from any Association, Federation or Club shall not be accepted for registration.
- (i) Persons registered with another Club and or Association will not be accepted for registration under the rules of Dual Registration by the B.D.S.F.A.
- (j) All players must be registered under their current name, except in circumstances set down by the B.D.S.F.A.

➤ Inclusion of 52 Registrations of Players in its entirety– AGM 2007.

### **53 GRADINGS**

#### **53.1.**

All players that register to play in Under 6 to Under 8 will be placed into teams based on teams being formed with their friends and or siblings. These age groups will not formally be graded.

Maximum numbers of players per age group is –

Under 6 - 6 Players  
Under 7 - 9 Players  
Under 8 - 12 Players

#### **53.2**

At the start and also the end of the season, all Under 8 Coaches will be given a "Players Assessment Sheet" to complete and hand in to the Grading Committee. This will be used to assist with team placement for all players moving into Under 9's for the following year.

#### **Under 9 to Under 16**

#### **53.3**

All players in these age groups will be graded based on their current skill levels, regardless of which team, age group and division they played in the previous year.

#### **53.4**

The process used to determine which team and division each player will be graded into will be made using the Player Assessment sheets completed during Grading "Games" with further assessment of their skills conducted during and additional Grading "Games" that may be

required. This will be determined at the discretion of the Grading Committee.

53.5

Additional discussion may be held with Team Coaches (if and when appointed) in order to assist with correct team placement of the individual players.

53.6

At the completion of the grading, the Grading Committee will meet and allocate players to teams. Players will be advised within a period of up to five (5) days from the completion of grading who their Coach is and when and where their first training session will be held.

53.7

Any decision that is made by the Grading Committee regarding placement of players into teams will be deemed to be final.

53.8

Players do not own positions or teams.

### **Special Circumstances**

53.9

Age Upgrades – Any player wishing to play in an age group above their own age must apply in writing to the Secretary prior to the time of registration. This will be considered on the merit of the request at the time in each individual case by the Grading Committee and the Executive Committee.

53.10

Late Registrations – Any player registering late will be placed in the age group where there is a vacancy.

53.11

Maximum Player Numbers Per Team – A maximum of 14 players will be allowed for all Division one (1) teams from Under 9's to Under 16's. Special circumstances may exist from time to time which may require this to be altered. This will only be done after consideration by the Grading Committee and the Executive Committee.

53.12

Grading Disputes or Requested Team Changes – A Player that is graded into a team other than the one they want to be playing in must request in writing to the Club Coach and Grading Committee that their situation be considered. The written request is required to be submitted within five (5) days of the grading process. Once the request has been reviewed and discussed by the Grading Committee the

recommended course of action will be referred to the Club Executive Committee. All decisions will then be deemed to be final.

#### 53.13 Borrowing of Players –

- (a) Borrowing of players from another age group must be with the consultation of the Coach of the team of which the player is being borrowed from and the player's parents.
- (b) The Coach and or Manager must also notify the Secretary or the Competition Secretary and advise who the Player/s are that are being upgraded and which team they are being upgraded from.

➤ Inclusion of 53 Gradings in its entirety– AGM 2007.

### **54 PROTEST AND DISPUTES**

#### 54.1

A Protest and Disputes Committee shall be formed to adjudicate on any registered player or spectator only in relation to the breach of any Soccer Rule or for misbehaviour which brings this Club into disrepute at any game or training.

#### 54.2

This Committee shall comprise of the following;

- (a) The Vice President (Chairman), Secretary and two other members of the Committee who are not directly involved with the complaint or with the team.
- (b) These members of the Committee will hear and adjudicate and may fine, suspend from playing soccer or discipline any such person as they see fit. They shall report their action to the Committee at the next Committee Meeting.

#### 54.3

The Code of Behaviours shall comprise and include the following;

- (a) Player Code of Behaviour.

Doonside Hawks Soccer Club  
Blacktown & Districts Soccer Football Association Inc  
Anti-Sledge Pledge

Player Code of Behaviour

You must meet the following requirements in regard to your conduct during any activity held or sanctioned by Doonside Hawks Soccer Club in your role as a player:

- Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
- Do not tolerate acts of aggression.
- Respect the talent, potential and development of fellow players and competitors.
- Care for and respect the equipment provided to you as part of your program.
- Conduct yourself in a professional manner relating to language, temper and punctuality.
- Maintain high personal behaviour at all times.
- Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
- Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
- Cooperate with coaches and committee in development of programs to adequately prepare you for your competition.
- Will not smoke or consume alcohol during training sessions.
- Will not smoke or consume alcohol before and during games while representing Doonside Hawks Soccer Club.

I agree to abide by this code of behaviour and to be subject to the rules and policies of Doonside Hawks Soccer Club.

This is my pledge.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Team: \_\_\_\_\_

(b) Coach/Manager Code of Behaviour.

Doonside Hawks Soccer Club  
Blacktown & Districts Soccer Football Association Inc  
Anti-Sledge Pledge

Coach/Manager Code of Behaviour

You must meet the following requirements in regard to your conduct during any activity held or sanctioned by Doonside Hawks Soccer Club in your role as a coach:

- Do not tolerate acts of aggression.

- Provide feedback to players and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
- Treat all players fairly within the context of their sporting activities, regardless of gender, race, place or origin, athletic potential, colour and other conditions.
- Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
- Involve the players in decisions that affect them.
- Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
- Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
- Avoid situations with your players that could be construed as compromising.
- Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
- Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
- Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and the spirit of the rules.
- Be honest and ensure that qualifications are not misrepresented.
- Will not smoke inside the technical area or around children during training and on game days.
- Will not come to training under the influence of alcohol.

I agree to abide by this code of behaviour and to be subject to the rules and policies of Doonside Hawks Soccer Club.

This is my pledge.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Team: \_\_\_\_\_

(c) Parents/Guardians Code of Behaviour.

Doonside Hawks Soccer Club  
Blacktown & Districts Soccer Football Association Inc  
Anti-Sledge Pledge

Parents/Guardians Code of Behaviour

BDSFA has implemented codes of behaviour for all its stakeholders, including parents. Please make yourself familiar with the code as it applies to you as a parent.



- I won't pressure my child in any way – I know that this is their game not mine.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.
- I will encourage my child to play within the rules and respect officials and coaches decisions – no matter what.
- I will teach my child not to hate their competitors but to admire and respect their skill.
- I will remember that children learn best by example so I will applaud good plays/performances by both my child's team and their opponents.
- I will give positive comments that motivate and encourage continued effort.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
- I will focus on my child's efforts and performance – not the score.
- I will thank the coaches, officials and other volunteers who give their time to conduct the event for my child.
- I will help when asked by a coach or official.
- I won't criticise or ridicule my child's performance after the game – I realise that good fun is more important than a good win.
- I will not drink alcohol at any matches or arrive at the field intoxicated.

I agree to abide by this code of behaviour and to be subject to the rules and policies of Doonside Hawks Soccer Club.

This is my pledge.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Team: \_\_\_\_\_

- Inclusion of 53.3 (a), 53.3 (b) and 53.3 (c) Gradings in its entirety– AGM 2007.

## **55 APPEALS BOARD**

### **55.1**

An Appeals Board Committee shall be formed to here any appeal lodged against any person fined, suspended or disciplined by the Protest and Disputes Committee.

### **55.2**

The Appeals Board shall comprise of an elected Chairperson, and three other Committee members not directly involved with the complaint or that team, and providing those elected Committee members did not sit

on the Protest and Disputes Committee for which the appeal has been lodged.

55.3 The Appeals board shall;

- (a) Only deal with the Appeal of such person fined or suspended.
- (b) The Appeals Board decision for that appeal is final and not subject to further appeal to any other body.

## **56 DUTIES OF A COACH**

- (a) The Coach shall be the sole selector of his team for all matches.
- (b) The Coach will train his players to the best of his/her ability.
- (c) The Coach shall give all players (from under 6 to under 16 age groups) registered and eligible in his team equal game time throughout the course of the season using the interchange rule, regularly allowing for all players to share the role of reserve. In older age groups he shall give players the opportunity to display their skills.
- (d) They must hold the appropriate Coaches Certificate and or Licence required for their age group and or endeavour to undertake this course when made available.
- (e) They must attend all General Meetings of the Club in accordance with these Rules.
- (f) They must co-operate with their Managers at all times and liaise with the Club Coach.
- (g) They are solely responsible for all equipment supplied to them to coach their teams and may be liable for replacement if lost or misplaced.
- (h) The Coach has the right to select the number of players in their team so as not to exceed six (6) players in Under 6 age groups, nine (9) players in Under 7 age groups, twelve (12) in Under 8 age group and fourteen (14) players in full field soccer unless an application is made to the Management Committee for approval.
- (i) All Coaches will sign the Working with Children (WWC) check prior to coaching their team.
- (j) All Coaches must have their Association ID Card visible at all times during a match.

- (k) All Coaches in consultation with the Manager shall be responsible to ensure any information relating to training, match fixtures, Club information, etc, is communicated to the player.

➤ Inclusion of 56 Duties of a Coach in its entirety– AGM 2007.

## **57 DUTIES OF THE MANAGER**

- (a) The Manager shall be responsible for the completion of the team sheet. At home games returning same to the Canteen area after the match.
- (b) At away games they must collect a copy of the team sheet and return this to the Canteen (at Glendenning) when they next play at home.
- (c) They must collect the game fees from their players as set by the Management Committee and return same less referees fees to the Canteen on the day of game (at Glendenning), if the team is playing away then the monies can be held till the next home game.
- (d) The Manager will pay the referee fees as set down prior to the match.
- (e) It is the Managers responsibility to advise all players/parents of when they next play. i.e.: time, place, etc.
- (f) They are responsible for the team ID Cards and must ensure that once the players have checked the ID Cards as to the rules of the B.D.S.F.A that they are returned to the Manager for safe keeping.
- (g) They must co-operate with the Coach at all times.
- (h) They must also complete a newsletter report for the Publicity Officer.
- (i) They are solely responsible for the Team Jerseys.
- (j) All equipment issued to the Manager remains the property of Doonside Hawks Soccer Club and must be returned to the equipment officer at the end of the season.
- (k) All Managers must liaise with the Competition Secretary at all times.

- (l) All Managers must have their Association ID Card visible at all times during a match
- (m) All Managers in consultation with the Coach shall be responsible to ensure any information relating to training, match fixtures, Club information, etc, is communicated to the player.

➤ Inclusion of 57 Duties of the Manager in its entirety– AGM 2007.

## **58. NETS UP AND DOWN**

### 58.1

The responsibility for the placing of nets up and down at home games is placed on the Coach and Manager who first kick off and who are last to play in both mini soccer and full field soccer.

### 59

**THE DOONSIDE HAWKS SOCCER CLUB INCORPORATED ARE NOT RESPONSIBLE FOR ANY MONIES COLLECTED OR RAISED OUTSIDE ITS JURISDICTION.**

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