

**ASSOCIATIONS
INCORPORATION ACT, 2009 (NSW)**

**DOONSIDE HAWKS SOCCER CLUB
INCORPORATED**

Regulations

2015

**Current as at
1st September 2015**

SECTION 1

General

- 1.1 These Regulations cover the activities of all persons associated with the game of soccer football and conduct of matches under the control of the Doonside Hawks Soccer Club Incorporated (DHSC).
- 1.2 Penalties may be imposed for any breach of the Constitution, Regulations, By-Laws and policies of the DHSC and for any matter, which is not expressly mentioned as are categorised by the Management Committee prior to the parties being cited.
- 1.3 DHSC may, from time to time, adopt policies. Failure to adhere to policies may carry similar consequences to breaching a Rule, Regulation or By Law. All policies must be distributed to Members and will appear on the Doonside Hawks Soccer Club Web Site.
- 1.4 It will be the role of the Management Committee to carry out sporting and social events in the interest of the Club.
- 1.5 The Club colours shall be maroon and white and the Committee shall determine the sequence of design of the player's uniforms.
- 1.6 The home ground shall be Glendenning Reserve unless otherwise specified by the Management Committee.
- 1.7 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 Management Committee.

SECTION 2

Election of Officials

- 2.1 Officials will be elected to serve a term of 2 years
- 2.2 Officials of the Club will consist of
 1. President
 2. Vice President
 3. Hon.Secretary
 4. Hon.Treasurer
 5. Competition Secretary
 6. Registrar

SECTION 3

Duties of Officials

3.1 President

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

3.2 Vice President

- (a) Carries out the duties of the President in his absence.
- (b) All actions must firstly be authorised by Resolution by the Management Committee.
- (c) Will be responsible for the disciplinary tribunals of the club and advising players of suspensions handed down by the BDSFA.

3.3 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 Club.
 - ii. The names of members present at a General Meeting.
 - iii. All proceedings at Committee meetings and General meetings.
- (c) Minutes of proceedings at all 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
- (h) Shall hold the position of Public Officer.

3.4 **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) Record and report to the management committee all unfinancial players of the club at each meeting of the committee
- c) Report the current financial standing of the club at each committee meeting and General meetings
- d) Correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts.
- e) Has books audited for the Annual General Meeting
- f) Shall receive all monies from all fund raising.
- g) All actions to be authorised by the Management committee by resolution

3.5 **Competition Secretary**

- a) Shall co-ordinate all competition fixtures with each coach and manager.
- b) Arrange all Social/Trail 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 check 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) Shall ensure that a referee is present for every home match by monitoring the system provided by the BDSFA and liaising with the club referees
- i) All actions must be authorised by the Management Committee

3.6 **Registrar**

- (a) Shall co-ordinate yearly registration of players.
- (b) Keep records of all registered players and members of the Club
- (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.

SECTION 4

Honorariums

4.1 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.

4.2 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.

SECTION 5

Nomination of Team Delegates

- 5.1 Team delegates are to Represent their Team
- 5.2 They are to be elected thus: -
 - 1. by more then 50% of the Management Committee with the President holding the deciding vote.
- 5.3 Individual Members will serve one (1) year term.
- 5.4 If during the season they can no longer complete their role they are to advise the secretary in writing so a new delegate can be appointed.

SECTION 6

Established Committees and Commissions

Expressions of Interested will be called upon from the Members of the Club for the establishment of the following Committees and Commissions.

6.1 Member Protection Officer

- (a) Shall assist the Member of the Club where necessary.
- (b) Shall not be a Member of the Management Committee
- (c) All actions must be authorised by Resolution by the Management Committee.

6.2 **Canteen Manager**

- (a) Shall maintain stocks of food etc. for sale at the canteen.
- (b) Co-Ordinate Rosters for Canteen and BBQ Duties for Home Games
- (c) All actions must be authorised by Resolution by the Management Committee.

6.3 **Equipment Officer**

- (a) Shall maintain all Club equipment at levels set by the Management Committee.
- (b) Report to the Committee re the replacement of equipment.
- (c) Manage all Equipment purchase requests from the Clubs Members
- (d) All actions must be authorised by the Management Committee.

6.4 **Media 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) Shall update and manage the content on the website, Facebook and other social media as requested by the Management Committee
- e) All actions must be authorised by Resolution by the Management Committee.

6.5 **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.

6.6 **Head Coach**

- (a) Shall maintain a register of Coaches qualifications.
- (b) Shall ensure all Coaches hold the required Coaching Licence.
- (c) Can be requested by any Coach to assist with Training.
- (d) Shall organise and run any clinic as requested by the Management Committee.
- (e) Shall provide assistance to the Club Coach Senior and Junior with the formation of teams.
- (f) All decisions on grading must be explained to the Management Committee and passed by Resolution.

6.7 **Club Coach - Junior**

- (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 Regulations 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 Management 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.

6.8 **Club Coach - Senior**

- (a) Shall be responsible in consultation with Senior Coaches for the formation of all Senior Teams Under 17 to Prem/Res.
- (b) Shall Co-ordinate team registered numbers and player enquiries.
- (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 Management 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.

6.9 **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 nominate to participate in the BDSFA Women,s Standing Committee
- (c) All actions must be authorised by Resolution by the Management Committee.

6.10 **GROUNDSMAN**

- (a) Shall be responsible for marking all fields.
- (b) Shall be responsible for reporting all damage to the fields to the appropriate authority.
- (c) All actions must be authorised by Resolution by the Management Committee.

6.11 **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.
- (c) All actions must be authorised by Resolution by the Management Committee.

6.12 **CLUB CAPTAIN**

- (a) Shall be the player's representative at Management Committee meetings.
- (b) Shall liaise with all team Captains on a regular basis.
- (d) Shall report complaints of the players to the Management Committee for their attention.
- (e) All actions must be authorised by Resolution by the Management Committee.

SECTION 7

INSURANCE

- 7.1 The Club shall effect and maintain all relevant insurance required in the operation of the Club

SECTION 8

FUNDS SOURCE

8.1 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 Management Committee determines.

8.2 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.

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

SECTION 9

Management of Books

9.1 Custody of Books

(a) 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.

9.2 Inspection of Books

(a) 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.

SECTION 10

10.1 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 31st 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 without the express consent of the management committee.
- (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.

SECTION 11

GRADINGS

Small Sided Games

- 11.1 Players that register to play in Small Sided Games for the u5, u6 and u7 age groups will be placed into teams based on teams being formed with their friends and or siblings. These age groups will not formally be graded.
- 11.2 Maximum numbers of players per age group is to be in accordance with the BDSFA By Laws relating to maximum number of players per age group for Small Sided Games.
- 11.3 At the start and also the end of the season, all Under 7 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 8 to Under 16

- 11.4 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.
- 11.5 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.
- 11.6 Additional discussion may be held with Team Coaches (if and when appointed) in order to assist with correct team placement of the individual players.
- 11.7 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.
- 11.8 Any decision that is made by the Grading Committee regarding placement of players into teams will be deemed to be final.
- 11.9 Players do not own positions or teams.

Special Circumstances

- 11.10 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 Management Committee.
- 11.11 Late Registrations – Any player registering late will be placed in the age group where there is a vacancy.
- 11.12 Maximum numbers of players per age group is to be in accordance with the BDSFA Regulations relating to maximum number of players per age group.
- 11.13 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 Management Committee. All decisions will then be deemed to be final.

SECTION 12

Borrowing of Players

- 12.1 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 for junior players, the player's parents.
- 12.2 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.

SECTION 13

The Code of Behaviours

- 13.1 Code of Behaviours shall comprise of:
- (a) Player Code of Behaviour.
 - (b) Coaches Code of Behaviour
 - (c) Managers Code of Behaviour
 - (d) Parents Code of Behaviour
 - (e) Members Code of Behaviour

13.2 **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 Constitution, By Laws and Regulations of Doonside Hawks Soccer Club.

This is my pledge.

Print: _____ Sign: _____

Team: _____

13.3 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 return all equipment supplied by the club at the completion of the season or by request of the Management Committee.
- Will not come to games and or training under the influence of alcohol.

I agree to abide by this code of behaviour and to be subject to the Constitution, By Laws and Regulations of Doonside Hawks Soccer Club.

This is my pledge.

Print: _____ Sign: _____

Team: _____

13.4 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 Constitution, By Laws and Regulations of Doonside Hawks Soccer Club.

This is my pledge.

Print: _____ Sign: _____

Team: _____

13.5 **Members Code of Behaviour.**

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

Members 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.
- Treat all members fairly within the context of their sporting activities, regardless of gender, race, place or origin, athletic potential, colour and other conditions.
- Encourage members to respect one another and to expect respect for their worth as individuals regardless of their level of play.
- Avoid situations with club members 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 club members 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 any game and or training under the influence of alcohol.
- Respect and understand the Constitution, By Laws and Regulations of the Club.
- Provide the Club any change to personal details such as Contact numbers and residential/email addresses.

I agree to abide by this code of behaviour and to be subject to the Constitution, By Laws and Regulations of Doonside Hawks Soccer Club.

This is my pledge.

Print: _____ Sign: _____

SECTION 14

Duties of Coach

- 14.1 The Coach shall be the sole selector of his team for all matches.
- 14.2 The Coach will train his players to the best of his/her ability.
- 14.3 The Coach shall give all players (from under 5 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.
- 14.4 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.
- 14.5 They must attend all General Meetings of the Club in accordance with these Rules.
- 14.6 They must co-operate with their Managers at all times and liaise with the Club Coach.
- 14.7 They are solely responsible for all equipment supplied to them to coach their teams and may be liable for replacement if lost or misplaced.
- 14.8 The Coach has the right to select the number of players in accordance with the rules relating to Small Sided Games.
- 14.9 The Coach accepts that Full Field Teams will be a maximum fourteen (14) players and in accordance with the Doonside Hawks Soccer Club Grading Policy for age Under 9 to Under 14. Under 15's and higher will be allowed a maximum of 16 players. Masters teams will be allowed 18 registered players.
- 14.10 The Coach of Senior Teams Under 20 to Prems/Reserves agrees to work with the Senior Club Coach of the management committee in the establishment of their team.
- 14.11 All Coaches will complete the required Working with Children (WWC) check prior to coaching their team.
- 14.12 All Coaches must have their Association ID Card visible at all times during a match.

14.13 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.

14.14 All equipment issued to the Coach remains the property of Doonside Hawks Soccer Club and must be returned to the equipment officer at the end of the season.

SECTION 15

Duties of Manager

15.1 The Manager shall be responsible for the completion of the team sheet. At home games returning same to the Canteen area after the match.

15.2 They must collect the game fees from the Treasurer at the start of the season. As this dwindles they can recoup the referee fees they have paid by bringing the receipt they have received to the canteen.

15.3 The Manager will pay the referee fees as set down prior to the match at away games.

15.4 It is the Managers responsibility to advise all players/parents of when they next play. i.e.: time, place, etc.

15.5 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.

15.6 They must co-operate with the Coach at all times.

15.7 They must also complete a newsletter report for the Media Officer.

15.8 They are solely responsible for the Team Jerseys.

15.9 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.

15.10 All Managers must liaise with the Competition Secretary at all times.

- 15.11 All Managers must have their Association ID Card visible at all times during a match
- 15.12 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.
- 15.13 All Managers will complete the required Working with Children (WWC) check prior to managing their team.

SECTION 16

Nets Up and Down

- 16.1 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.

SECTION 17

Collection of Non Club Monies

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

SECTION 18

Life Membership

- 18.1 A Life Member shall be any member of the Club who shall be elected at any General Meeting of the Club. They shall not be required to pay any 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 than 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 for meritorious service.

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 seconds remarks will only be accepted up to twenty one (21) 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.

- 18.2 Any player with 15 years of continuous playing service will be awarded life membership to the club. It will not be considered a break of continuing playing service if that player leaves the club to play representative football in the Football NSW competitions. The years they play in these competitions will not count as a year of service to the club.

A player that has missed a year of service due to serious injury can submit a request to the management committee for consideration for that period not to be considered a break in service for the year that they were injured.