



SWANSEA FOOTBALL CLUB INCORPORATED

CONSTITUTION
&
BY LAWS

The Official Rules
Of
Swansea Football Club Incorporated

INDEX

<u>TITLE</u>	<u>PAGE NO.</u>
<u>INDEX</u>	1
<u>INDEX</u>	2-4
<u>1. INTRODUCTION</u>	5
A. Name	5
B. Object	5
C. Club Colours	5
D. Year	5
E. Abbreviations	5
F. Financial Members of S.F.C. Incorporated	5
G. Register of Members	5
H. Disciplining of Members	5-6
I. Interpretation	6
J. Credits	6
<u>2. THE EXECUTIVE COMMITTEE</u>	
A. Powers and Duties of Executive Committee	6-7
B. Executive Committee	7
<u>3. THE COMMITTEE</u>	7-8
<u>4. ELECTION OF EXECUTIVE COMMITTEE</u>	8
<u>5. DUTIES AND FUNCTIONS OF EXECUTIVE COMMITTEE MEMBERS</u>	8-9
A. President	8
B. Senior Vice President	8
C. Junior Vice President	8-9
D. Financial Controller	9
E. Secretary (public Officer)	9
<u>6. DUTIES AND FUNCTIONS OF COMMITTEE MEMBERS.</u>	9-12
A. Grading Co-ordinator	9
B. Sponsorship Co-ordinator	10

INDEX

	<u>PAGE NO.</u>
C. Registrar	10
D. Junior Co-ordinator	10
E. Small Sided Football Co-ordinator	10
F. Female Competition Co-ordinator	10-11
G. O/35, O/45 Competition Co-ordinator	11
H. Gear Co-ordinator	10-11
I. Ground Co-ordinator	11
J. Council Liaison Officer	11
K. Canteen Manager	11-12
L. Licensee	12
M. General Committee Members	12
7. <u>DELIGATES</u>	12
8. <u>BANK AUTHORITY</u>	12
9. <u>FUND SOURCE</u>	11-12
10. <u>LIFE MEMBERS</u>	12-13
11. <u>PAYMENT, ETC., OF EXECUTIVE COMMITTEE AND MEMBERS</u>	13
12. <u>QUORUM</u>	13
13. <u>MEETINGS</u>	13-14
A. Annual General Meeting.	13
B. Special General Meeting.	13
C. General Meeting.	13
D. Executive Meeting.	14
E. Duration of Decisions.	14
F. Alterations to the Rules.	14
G. Cessation of the Club.	14
14. <u>COMMON SEAL</u>	14
15. <u>INSPECTION OF BOOKS ETC.</u>	14
16. <u>BY LAWS</u>	14-17
A. Finance	14-15

INDEX

	<u>PAGE NO.</u>
B. Privileges	15
C. Security	15
D. Gear	15
E. Registration of Players	15
F. Grading Policy	15-16
G. Coach/Manager Selection Policy	16-17
<u>17. CODE OF CONDUCT</u>	17-19
A. Players	17-18
B. Parents/Spectators	18
C. Coaches/Managers	18-19
D. Teams	19
<u>18. GRIEVANCE POLICY</u>	19
A. From the Player	19
B. From the Parent	19
C. From the Coach or Manager	19
<u>APPENDIX 1</u>	20
Application for Membership of Swansea Football Club Inc.	20
<u>APPENDIX 2</u>	21
Application for Coach/Manager	21
<u>APPENDIX 3</u>	22
Application for Executive/Committee	22
<u>APPENDIX 4</u>	23
Executive and Club Position Nomination Form Details	23
<u>APPENDIX 4</u>	24

1. INTRODUCTION

A. Name:

The name of the club shall be Swansea Football Club Incorporated.

B. Object:

To foster and develop Football in the Swansea area by training junior and senior players and enter teams in competitions where possible in accordance with the Constitution, By Laws, Rules and Regulations of Football Federation Australia, Northern NSW and Macquarie Football Limited.

C. Club Colours:

(i) The Club Colours shall be: Sky Blue Shirt with White trim and a Swan with Ball Logo; Sky Blue Shorts with White trim; Sky Blue Socks with White trim, as approved by association in which teams are playing.

(ii) Senior teams are permitted to play in: Sky Blue Shirt with a Navy Blue trim with a Swan with Ball Logo; Navy Blue Shorts with Sky Blue trim; Navy Blue Socks, as approved by association in which teams are playing.

D. Year:

These rules shall, unless otherwise amended, apply for the period January 1st to December 31st in any year.

E. Abbreviations:

Where the following abbreviations appear throughout the rules they shall have the following meanings as set out hereunder: -

- | | | |
|-------|--------|-----------------------------|
| (i) | A.G.M. | Annual General Meeting |
| (ii) | G.M. | General Meeting |
| (iii) | S.G.M. | Special General Meeting |
| (iv) | E.C.M. | Executive Committee Meeting |

F. Financial Members of Swansea Football Club Incorporated:

(i) An annual levy will be decided on, at the A.G.M. by all members, for all who wish to join Swansea Football Club Incorporated as financial members or stay financial members of the club (except for Life Members).

(ii) Membership is available to all persons who are interested in fostering Football in the Swansea area. Persons who join Swansea Football Club Incorporated shall abide by the rules of this club.

(iii) This fee is payable when lodging Application for Membership as set out in Appendix 1 of the Rules.

(iv) Membership (except for Life Members) is for one year only (from January 1st to December 31st) and must be renewed at A.G.M. or at registration day.

G. Register of Members:

(i) The Secretary (Public Officer) of S.F.C. Incorporated shall establish and maintain a register of members of the club specifying the name and address of each person who is a member of the club together with the date on which the person became a member.

(ii) The register of members shall be kept at the principal place of administration of the club or at the Secretaries residence, and shall be open for inspection, free of charge, by any member of the club at any reasonable hour.

H. Disciplining of Members:

(a) Where the Executive Committee is of the opinion that a member of this club (S.F.C. Incorporated):

(i) Has persistently refused or neglected to comply with a provision or provisions of these Rules.

OR

(ii) Has persistently and wilfully acted in a manner prejudicial to the interests of the club (S.F.C. Incorporated)

The Executive Committee may, by resolution:

(iii) Expel the member from the club

OR

(iv) Suspend the member from membership of the club, for a specific period.

(b) Where the Executive Committee passes a resolution under Clause (a)-(i) and or (a)-(ii) the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member: -

(i) Setting out the resolution of the Executive Committee and the grounds on which it is based.

(ii) Stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice

(iii) Stating the date, place and time of that meeting, and inform the member that the member may attend and speak at the meeting and/or submit to the committee at/or prior to the date of the meeting, written representation relating to the resolution.

I. Interpretation:

(i) The "Act" means the Association Incorporation Act, 1984.

(ii) The "Board of Directors/Executive" shall mean the Executive Committee of S.F.C. Incorporated as provided in Section 2 of these Rules.

(iii) The decision of the Executive Committee as to the interpretation of these Rules SHALL BE FINAL.

(iv) The "Committee" shall mean any other committee members.

(v) "Club" refers to Swansea Football Club Incorporated.

J. Credits:

(i) The Executive may from time to time determine the value of Credits to be applied as Fines and Penalties and Allowances.

(ii) Until otherwise decided by the Executive, a Credit shall be deemed to be of \$5.00 value.

(iii) Should the Executive decide to alter the value of a credit, it shall notify Financial Club Members of such a decision within 7 days of decision being made.

2. THE EXECUTIVE COMMITTEE

A. Powers and Duties of Executive Committee:

The Executive Committee shall be called the Executive of the Club and, subject to the Act, the Regulations and these Rules and to any resolution passed by the Club in General Meeting shall: -

(i) Control and manage the affairs of the Club.

(ii) Exercise all such functions as may be exercised by the Club other than those functions that are required by these Rules to be exercised by a General Meeting of members of the Club; and

(iii) Perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

(iv) Form Sub-Committees (consisting of such member or members of the Club as the Executive thinks fit) which it deems necessary to aid in the running of the Club.

(v) Admit or reject any player seeking registration with, or transfer from the club.

- (vi) Admit or reject persons seeking Club Membership.
- (vii) Submit or reject teams as formed by Team Managers to Association for inclusion in Association competitions.
- (viii) Determine disputes between players, managers, coaches etc.
- (ix) Approve or refuse application for transfer or regrading of any player between teams in the club.
- (x) Ensure that the club grounds are up to Association standards.
- (xi) Recommend the appointment of a Canteen Co-ordinator for each season.
- (xii) Format By-Laws under which the Club will operate each year.
- (xiii) Determine budgets for particular Club activities.

B. Executive Committee

The Executive Committee shall be elected by eligible members at the A.G.M. each year, and shall comprise of: -

- (i) President.
- (ii) Senior Vice President.
- (iii) Junior Vice President.
- (iv) Financial Controller.
- (v) Secretary (Public Officer).

C. The Executive shall hold office in an honorary capacity until the following A.G.M.

D. An Executive Committee member may be deemed guilty of conduct considered prejudicial to the interest of the Club and may be removed from office by a majority vote at a S.G.M.

E. Any Executive Committee member wishing to resign may do so by giving written notice to the Honorary Secretary.

F. In the event of failure to fill any Executive position at the A.G.M. or when a vacancy occurs during the year at a G.M. the meeting shall endeavour to fill the office. No person may hold more than "one" Executive position.

G. Should any Executive Committee member absent himself without reasonable excuse, to be decided by the Executive Committee, for three consecutive meetings, the Secretary shall report this to the Chairperson, who shall declare the office vacant.

3. Committee

The Committee shall be elected by eligible members at the A.G.M. each year, and shall comprise of:-

- (i) Grading Co-ordinator.
- (ii) Sponsorship Co-ordinator.
- (iii) Registrar.
- (iv) Junior Co-ordinator
- (v) Small Sided Football Co-ordinator.
- (vi) Female Competition Co-ordinator.
- (vii) O/35, O/45 Co-ordinator.
- (viii) Gear Co-ordinator.
- (ix) Ground Co-ordinator.
- (x) Council Liaison Officer
- (xi) Canteen Co-ordinator.

(xii) Licensee.

(xiii) Any position or Sub-Committee deemed necessary by the Executives.

(xiv) Any member wishing to help at a Committee level.

4. ELECTION OF EXECUTIVE and COMMITTEE

A. The candidates for Club Executive and Committee can be as in Appendix 4 or be nominated and seconded at the A.G.M. any persons unable to attend the A.G.M. may be eligible for election to office by submitting to the SECRETARY a nomination form (Appendix 3) as in Appendix 4.

B. Election shall be by secret ballot if more than one candidate applies, or is nominated for the same position.

C. Only eligible financial Club Members (and Life Members who continue to show interest within the Club) shall have the right to nominate, be nominated or vote at the election of the Executive or Committee.

D. Only eligible members present at the A.G.M. OR S.G.M. may vote. No proxy votes will be accepted.

E. Upon any question arising at a G.M. of the Club a member has ONE (1) vote, except the Chairperson who has a deliberate vote and a casting vote, when there is an equality of votes.

F. A member is not entitled to vote at any G.M., A.G.M. or S.G.M. of the club unless all monies due and payable by the member have been paid & they have met any meeting attendance requirements.

G. All persons must be financial one month prior to the A.G.M. OR S.G.M.

5. DUTIES AND FUNCTIONS OF EXECUTIVE COMMITTEE MEMBERS

A. President:

The President shall: -

(i) Manage the overall strategic and Operation direction of the Club.

(ii) Be an ex officio member of all sub committees.

(iii) Be Chairperson at meetings and shall conduct such meetings in accordance with these Rules.

(iv) Be the Clubs representative at Official Functions.

(v) Promote Swansea Football Club through all avenues.

(vi) Having one deliberate vote, and a casting vote, when at a meeting there is an equality of votes.

B. Senior Vice President:

The Senior Vice President shall:-

(i) Assist the President.

(ii) Manage matters involving the running of the senior AA teams of the Club. The senior AA teams are the open men's teams & teams playing in the Zone competition or higher.

(iii) Having one deliberate vote.

C. Junior Vice President:

The Junior Vice President shall:-

(i) Assist the President.

(ii) Promote Swansea Football Club through avenues such as schools etc.

(ii) Manage matters involving the running of the junior teams of the Club. The junior teams are mixed teams U6 to U18.

(iii) Seek to develop the skills and knowledge of junior coaches through the promotion of accredited coaching courses/clinics and arrange for these courses to be run and for coaches to attend.

- (v) Seek to develop the skills and knowledge of junior players through the running of player clinics and academies.
- (vi) With Grading Co-ordinator; organise Grading of all players from U9's and above into teams & teams into grades
- (vii) Have a deliberate vote.

D. Financial Controller:

The Financial Controller shall:-

- (i) Receive all monies giving official receipt in return.
- (ii) Bank all monies at least once a week in Club's bank account.
- (iii) Have charge of Clubs bank and chequebooks.
- (iv) Give a financial report at G.M. and A.G.M.
- (v) Pay all accounts.
- (vi) Have one deliberate vote.

E. Secretary (Public Officer): (Herein referred to as The Secretary)

The Secretary shall: -

- (i) Be an ex officio member of all sub committees.
- (ii) Record the names of all members present and business transacted at every meeting.
- (iii) Hold the official seal and undertake any other duties necessary in the running of the Club.
- (iv) Within one month after the passing of a special resolution altering the statement of the objects or the rules of the Constitution of the Club lodge with the Office of Fair Trading notice in the prescribed form setting out particulars of the alteration.
- (v) Shall if required notify the Office of Fair Trading of his or her address. Should he or she change that address notify the Office of Fair Trading within 14 days after such change.
- (vi) Shall within one month after the annual general meeting of the Club lodge with the Office of Fair Trading in the prescribed form verified as prescribed a financial annual statement as required.
- (vii) Shall keep a register of names and addresses of all members of the Club for each year.
- (viii) Should he/she desire to resign as Secretary, he/she shall notify the Committee of any obligations that need to be done as per any rules pursuant to the Clubs Incorporation Act etc.
- (ix) Be responsible for Club Publicity, Club Web and Facebook Pages.
- (x) Have a deliberate vote.

6. DUTIES AND FUNCTIONS OF COMMITTEE MEMBERS

A. Grading Co-ordinator:

The Grading Co-ordinator shall:-

- (i) Help Junior Vice President & Grading Co-ordinator place players into teams.
- (ii) With Executive organise Grading of Teams into Competitions.
- (iii) Assist with appointing Coaches and Managers for all teams.
- (v) Have one deliberate vote.

B. Sponsorship Co-ordinator:

The Sponsorship Co-ordinator shall:

- (i) Co-ordinate sponsorship for the Club as a whole or for individual teams. All sponsorship must go through the Sponsorship Co-ordinator (Sub-Committee may be formed if necessary).
- (ii) Take all sponsorship to the Executive/committee for approval before being finalised.
- (iii) Have one deliberate vote.

C. Registrar:

The Registrar shall: -

- (i) Register all players in accordance with appropriate Association rules.
- (ii) Keep player history details.
- (iii) Attend to team sheets as required by Association rules.
- (iv) Check all team nomination sheets and submit them to appropriate Associations as required, during Registration period.
- (v) Register teams as required by Associations.
- (vi) Keep records of all Club players.
- (vii) Have one deliberate vote.

D. Junior Competition Co-ordinator:

The Junior Competition Co-ordinator shall: -

- (i) Assist the Junior Vice President in matters relating to mixed junior competition teams. The junior competition teams are mixed teams U12 to U18
- (ii) Be responsible for all Junior Competition fixtures home and away.
- (ii) Assist with junior draws for season.
- (iv) Assist with grading all junior mixed competition players into teams.
- (v) Make recommendations for mixed junior competition teams Coaches and Managers.
- (v) Be in charge of any mixed competition team Gala Day allocations.
- (vi) Have one deliberate vote.

E. Small Sided Football Co-ordinator:

The Small Sided Game Co-ordinator shall: -

- (i) Assist the Junior Vice President in all matters relating to SSF teams. The SSF teams are non competition teams U6 to U11.
- (ii) Be in charge of SSF teams draw for season.
- (iii) Be responsible for organising SSF referees where required.
- (iv) With Grading Co-ordinator – make recommendations for Small Sided Football Coaches and Managers.
- (v) Be in charge of any SSF team's gala days.
- (vi) Have one deliberate vote.

F. Female Competition Co-ordinator:

The Female Competition Co-ordinator shall: -

- (i) Be responsible for all Female Team Competition fixtures home and away.
- (ii) Be in charge of Female teams draw for season.

(iii) With Grading Co-ordinator – Grade all Female Teams and make recommendations for Female Coaches and Managers.

- (iv) Have one deliberate vote.

G. O/35, O/45 Co-ordinator:

The O/35, O/45 Co-ordinator shall: -

- (i) Be responsible for all O/35, O/45 Teams Competition fixtures home and away.
- (ii) Be in charge of O/35, O/45 Teams draw for season.
- (iii) Make recommendations for O/35, O/45 Coaches and Managers.
- (iv) Have one deliberate vote.

H. Gear Co-ordinator:

The Gear Co-ordinator shall: -

- (i) Be responsible for all playing Gear (Shirts, Shorts, Socks and Balls etc.) And gear for the Clubs use on home games and Gala Days (Portable Goals, Nets, Corner Flags, Seats, Bar B Q., and P.A. System etc.)
- (ii) At the start of each season hand out appropriate gear to each team manager and collect such gear at the end of each season.
- (iii) Have one deliberate vote.

I. Ground Co-ordinator:

The Ground Co-ordinator shall: -

- (i) Make recommendations in regards to work to be done to grounds.
- (ii) Make sure all grounds are playable, and with Executive Committee call off games and training if grounds are unplayable due to weather etc.
- (iii) Organise grounds to be marked to Association standards at all times.
- (iv) Form subcommittee if required.
- (v) Have one deliberate vote.

J. Council Liaison Officer:

The Council Liaison Officer shall: -

- (i) Be responsible for liaisons between the club & Lake Macquarie City Council.
- (ii) With Executive apply for any Grants.
- (iii) Have one deliberate vote.

K. Canteen Co-ordinator:

The Canteen Co-ordinator shall: -

- (i) Ensure that the canteen is always adequately stocked.
- (ii) Organising the roster as required for canteen duty.

- (iii) Liaise with Financial Controller to ensuring a cash float is available and canteen income is banked.
- (iv) Form Canteen Committee if required.
- (v) Have one deliberating vote.

L. Licensee:

- (i) Lodge dates for games that require sales of alcohol.
- (ii) Ensure all people that sell alcohol have a current RSA certificate.
- (iii) Organise RSA courses if & when required.
- (iv) Appoint someone to supervise alcohol sales if they are unavailable.
- (v) Have one deliberate vote.

M. General Committee Members:

- (i) Help with general running of club.
- (ii) Have one deliberate vote.

7. DELEGATES:

Delegates to approved bodies shall vote as authorised by the Club and where not instructed vote in a manner that they deem to be in the best interest of the Club.

8. BANK AUTHORITY:

All payments issued by the Club shall be indorsed by any TWO of the following: -

- (i) President. (ii) Senior Vice President. (iii) Junior Vice President. (iv) Financial Controller. (v) Secretary.

9. FUND SOURCE:

- (i) The funds of the Club shall be derived from Registration fees, Annual Subscriptions of members, Donations, Sponsorship, Social Activities, Canteen Operations, Gala Days, and any other sources as the Executive/Committee determines.
- (ii) All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- (iii) The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.
- (iv) All funds raised shall be used in Accordance with the Objects of the Club.

10. LIFE MEMBERS:

- (i) Any person who has rendered outstanding service to the Club for a period of at least ten (10) years may be elected a life member at a special meeting to be held in July no less than 14 days after nomination closing date (Consideration to previous service to S.J.S.C. and S.U.S.C. will be taken into account).
- (ii) No more than three (3) life members are to be elected in one year.
- (iii) A life member must be elected by a two-thirds majority of members present and entitled to vote at the meeting.
- (iv) Nominations for Life Members duly seconded must be lodged with the Secretary no later than June 30th.
- (v) If more than three (3) members are nominated, a secret ballot will be held. Members are to vote for the three (3) nominees of their choice. The three (3) nominees who acquire the highest votes will become the nominees for that year.
- (vi) All life members are exempt from club membership fees (not registration fees) and may attend and vote at a G.M., S.G.M. or A.G.M.

(vii) All Life Members of S.J.S.C. and S.U.S.C. will be carried over to the amalgamated Swansea Football Club Incorporated.

11. PAYMENTS ETC., TO EXECUTIVE COMMITTEE AND MEMBERS:

No Executive/ Committee position shall be a paid or salaried office of the club. Any member in these positions shall not be paid any remuneration or other benefit in money or money's worth for these positions, except for repayment of out-of-pocket expenses for doing club business (itemised account to be lodged to committee for approval).

12. QUORUM:

- (i) A quorum for a G.M. shall consist of at least six (6) members including three (3) Executive.
- (ii) A quorum for an Executive meeting shall consist of at least three (3) Executive members.
- (iii) A quorum for a S.G.M. or A.G.M. shall consist of at least three (3) Executive members and at least six (6) other members.
- (iv) In the absence of the President and/or Secretary, the meeting shall nominate other Executive or Committee members to act in their role for that meeting.

13. MEETINGS:

A. Annual General Meeting:

- (i) Will be held at completion of each season. The Executive Committee will decide on a date.
- (ii) The date is to be made known to members at least one (1) month before the A.G.M.
- (iii) Members must be financial and have attended at least three monthly meetings held after previous A.G.M. to vote at current A.G.M.
- (iv) The A.G.M. will deal with revisions, alterations and/or amendments to the Rules.
- (v) Office Bearers for the following year will be elected at the A.G.M.

B. Special General Meeting:

- (i) May be called to deal with any matter of urgent nature, which cannot be held over to the next G.M.
- (ii) May be called to deal with appeals against decisions made by the Executive.
- (iii) May be called to deal with disputes within the Club.
- (iv) May be called to deal with revisions, alterations and/or amendments to the Rules.
- (v) Members must be financial and have attended at least three monthly meetings held after previous A.G.M. to vote at any S.G.M.
- (vi) A S.G.M. shall only be convened as follows: -
 - (a) By a decision of the majority of the Executive Committee.
 - (b) By request to the Secretary in writing signed by at least six (6) financial club members.
 - (c) By a decision of a G.M.
- (vii) The Secretary shall give club members' notice of a S.G.M. by written or electronic message or any other approved manner at least seven (7) days prior to the S.G.M.

C. General Meeting:

- (i) General Meetings will be held monthly on a day decided at the A.G.M. unless changed at previous G.M.
- (ii) Any person that is elected to the general committee after the A.G.M. or any club member that joins after the A.G.M. must be financial and attend at least three monthly meetings after being elected or being accepted as a member, before having any voting rights.

D. Executive Meeting:

The Executive of the club will hold executive Meetings at least 3 times each year or whenever deemed necessary or warranted to run the club by the Executive.

E. Duration of Decisions:

Except where otherwise specifically provided for by these Rules and By Laws, all decisions at a G.M. or S.G.M. will have force and effect only for the year in which they are made.

F. Alterations to the Rules:

(i) Notice of motion to vary the Rules must be in writing to the Secretary duly seconded fourteen (14) days prior to an A.G.M. or seven (7) days prior to an S.G.M.

(ii) The Rules shall only be varied by a two-thirds majority of members present and entitled to vote.

G. Cessation of the Club:

(i) This Club may be wound up on the vote of 75% of the votes cast at a Special General Meeting called for that purpose.

(ii) Not less than one month's notice of motion to wind up shall be given to all members.

(iii) After winding up and on payment of all expenses and liabilities of the Club, all assets and funds then remaining shall be donated to a similar organization or a registered or exempt charity or charities as determined by Special Resolution of the Club passed at a Special General Meeting called for that purpose subject to Section 53(2) (a)-(c) of the Act.

14. COMMON SEAL:

(i) The common seal of the Club shall be kept in the custody of the Secretary.

(ii) The common seal shall not be affixed to any instrument except by the authority of the executive committee.

15. INSPECTION OF BOOKS ETC.:

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

16. BY LAWS:**A. Finances**

(i) No person will make purchases on behalf of Swansea Football Club Inc. and expect reimbursement without prior permission being given by a majority vote of the executive committee or passed at a general meeting.

(ii) Expenses incurred by any person on behalf of Swansea Football Club Inc, that the member wishes to be reimbursed for, must be lodged in a timely manner. Receipts need to be lodged for payment to be made.

(iii) All monies received by Swansea Football Club Inc. should be counted by a committee member plus one other person. If it is not possible for the Financial Controller to be present then the money is to be recounted in the Financial Controller presence as soon as possible. If two people are not available to count the money, the money is not to be left at the clubhouse.

(iv) The Financial Controller is given permission to pay any account as approved by cheque or internet. Cash cheques are permissible when correctly documented.

(v) The Financial Controller is only authorised to pay accounts for agenda items from meetings plus standing accounts for Utilities & Macquarie Football Limited. All other accounts are to be approved by the executive.

(vi) The executive committee has the right to approve spending on behalf of Swansea Football Club Inc. up to a maximum of \$2000.00 prior to approval by a general meeting.

(vii) All team match fees are to be included in player club registration fees.

(viii) Any person that referees a game at Swansea is entitled to the referee payment for that game.

(ix) All claims for referee's payments are to be made at the canteen and signed for.

B. Privileges

(i) Any people who are deemed to be actively helping at working bees or at home games for Swansea Football Club Inc. are entitled to something to eat and drink. This does not include siblings or people who do five minutes work and expect a free feed.

(ii) Swansea Football Club phone is for club business; anyone wishing to make a private call shall pay for the call.

C. Security

(i) A key register will be kept at all times and updated when keys are handed out.

(ii) All coaches and managers will hand their keys in at the completion of their team's competition.

(iii) All key holders will hand in their keys, prior to or at the AGM. Keys will then be handed out to office bearers and committee as required.

D. Gear

(i) All gear used for training and games are to be returned to shed and placed in a tidy manner after use.

(ii) Coaches and managers are to return shirts, folders etc. at the completion of the team's competition.

E. Registration of Players

(i) No player for SFCI shall be registered to play for SFCI unless fully financial.

(ii) SFCI will no longer accept letters of hardship to ask for permission to pay off registration.

(iii) Un-financial also means monies owed from previous seasons not just current season.

(iv) Any SFCI official whom breaks rules E (i) or E (ii) shall be personally responsible for the payment of any unpaid registrations for anyone they have registered, by the date of the official cut off dates for registrations.

(v) All players registering for a junior team must register in their actual age group.

(vi) Players wishing to play in multiple teams must do a multiple register with the following conditions:-

- o Maximum of two (2) teams
- o Must nominate preferred team in the event that both teams play on same day at same time.
- o Will not be allowed to play in second team at the expense of another player in that team. Players registered in only one (1) team will be given preference. i.e. a female player already playing in female competition will not be allowed to play in a mixed team over a male player.
- o Club will try to reduce costs where possible.

(vii) The Swansea Football Club will accept all registrations where possible and try to place players in a team with the following conditions:-

- o Except for O/35 & O/45 teams a maximum of fourteen (14) players will be allowed per competition team, unless agreed to in writing by all players, parents and coach of concerned team and Executive.
- o If there are too many or inadequate numbers in any age group players may be asked to play up to make a team and give all players a game, where this happens players could be asked to play up under the following conditions:-
 - a) Player, parents and Executive must agree for player to play up.
 - b) Volunteers with the ability to cope with playing up would be first choice.
 - c) If teams are combined teams will be graded appropriately.

F. Grading Policy

The fundamental of the grading policy is intended to ensure that:

(i) All players have the maximum opportunity to play in a competitive environment, appropriate to their skill and ability.

(ii) Players learn from their peers and develop an appreciation and love of the game.

(iii) Players, coaches and parents, have fun, enjoy the season, and return to the club each year.

- (iv) The grading committee shall be determined by the grading coordinator, and approved by Swansea Football Club Executive.
- (v) Returning coaches may be invited to have input, but no coach will be allowed to grade the age group that they expect to coach during the upcoming season.
- (vi) The grading process shall commence as soon as registration days have been held and the likely number of teams in each age group has been determined by the Executive.
- (vii) The grading process starts at U9's
- (viii) It is the aim of Swansea Football Club to allow existing teams to remain as intact as possible; however individual players will not be denied the opportunity to play at a higher grade in their correct age group.
- (ix) It is only fair that players are advanced in order of ability. Therefore vital input will be sought from coaches of previous season via the use of grading sheets, which will be used as a guide. All information will be confidential.
- (x) If individual players do not wish to grade the Executive must be told of this when registering. All attempts will be made to comply with players preferences in this regard; however team selection will be made relevant to available registered player numbers.
- (xi) If a returning player cannot make grading and has notified the Executive their past grading will be used for their assessment
- (xii) Any new player that does not attend grading will be placed in the lowest graded team for their age group.
- (xiii) Grading will be held in age groups over two (2) sessions.
- (xiv) Grading will be comprised of the following elements:

1. Input from previous seasons coaches via grading sheets
2. Attitude
3. Speed
4. Skills
5. Agility
6. Ability to read the game
7. Game situations

(xv) The grading committee should determine during grading which players choose to be available as **specialist goalkeepers**. These players should compete for selection in the different divisions as a goalkeeper, irrespective of their ability on the field.

G. Coach/Manager Selection Policy

- (i) The nominee must be a person of suitable character to coach or manage players in the age group nominated for.
- (ii) All Coaches that have not done appropriate courses must attend the Grass Roots Coaching Clinic. Proof of any current coaching certificates must be produced.
- (iii) Appropriate Child Protection Forms must be completed. Checks could be done.
- (iv) References will be asked for from previous clubs.
- (v) **If more than one coach applies for a team the following selection criteria will apply:-**

Only one (1) of items one (1) to four (4) can be used

- 1) Applicant has football Senior Licence coaching accreditation.....20 points
- 2) Applicant has football Youth Licence coaching accreditation.....15 points
- 3) Applicant has football Junior Licence coaching accreditation.....10 points
- 4) Applicants have football coaching accreditation..... 5 points

Only one (1) of items five (1) or six (6) can be used if applicable

- 5) Applicant has coached this team in previous year.....3 points
- 6) Applicant has coached this team in the past.....2 points
- 7) Applicant has experience in other sporting fields as a coach.....1 point

(vi) If an applied for team is a team that has been combined, and coaches from both previous teams apply and points are equal, if both coaches are not willing to work together, then it will be deemed that the coach that has coached the majority of the players in the previous year has more right to coach that team.

(vii) **The Executive Committee has the final say on the selection of all coaches.**

(viii) If a person that submits an application to coach a team at Swansea Football Club Inc. has their application declined, they have the right to submit an appeal against that decision.

This appeal must be submitted in writing to the Executive within 7 days of notification.

If the Executive cannot resolve the issue the applicant can put their grievance in writing to the Secretary of Swansea Football Club Inc. and have it forwarded to the Competition Administrator Disciplinary Director for Macquarie/Hunter Valley/Newcastle Football for a ruling.

17. SWANSEA FOOTBALL CLUB CODE OF CONDUCT:

Swansea Football Club has a strict NO BULLYING POLICY.

A. Players:

- (i) Respect the rules of the game.
- (ii) Accept the decisions of coach, officials and referees without comment.
- (iii) Always show respect for players, coaches, club officials, game officials, volunteers and spectators.
- (iv) Conduct yourself with honour and dignity.
- (v) Be generous when you win.
- (vi) Be gracious when you lose.
- (vii) Attend training regularly, contact coach or manager when unavailable.
- (viii) Work for the good of your team, e.g. Attitude, Attendance and Conduct.
- (ix) Applaud the efforts of team mates and opponents.
- (x) Unruly language or behaviour will not be tolerated.
- (xi) Follow the grievance policy

The following points are to be considered in the event of Conduct breaches by Swansea Football Club players:

- The Executive Committee to discuss the issue with the said player.
- Corrective measures put in place to assist in the development of the player.
- Review the position and depending on the severity of the complaint consider a temporary or permanent ban in the given playing year.
- If the player applies the following year the Executive Committee could consider declining the application.

In the event of a complaint to Swansea Football Club regarding one or more of its players the following bans should be considered only if **no penalty** is given by any of the following: Referees Associations, Macquarie Football, Newcastle or Hunter Football

- Violence of any type.....Possible expulsion from the club (at the discretion of Executive)
- Foul Language 1st Offence.....Official written warning.
- Foul Language 2nd Offence.....One Week Ban.
- Referee, club official, player or spectator abuse 1st Offence.....Official written warning.

- Referee, club official, player or spectator abuse 2nd Offence.....One Week Ban.
- Poor Sportsmanship.....Verbal Caution.

B. Parents/Spectators:

The Swansea Football Club is operated by volunteer staff working to provide a safe enjoyable environment in which children of our community can develop sporting skills and experience the social benefits of team play. Parents/Spectators play a vital role in our club and it is most important you follow the proceeding guidelines:

- (i) Always support your child and their team in a positive manner.
- (ii) Accept the decisions of officials, including referees and committee staff without conflict.
- (iii) Never ridicule or unduly scold a child for making a mistake.
- (iv) Always respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, and politics, national or ethnic origin.
- (v) Fulfil your volunteer obligations willingly in the knowledge that your efforts will directly impact on your child's experience.
- (vi) Always show respect for players, coaches, club officials, game officials, volunteers and other spectators.
- (vii) Do not complain over trivial matters, the coach's job is hard enough.
- (viii) Do not coach from the sideline that is not your job and only confuses and embarrasses the players.
- (ix) Unruly language or behaviour will not be tolerated.
- (x) Follow the grievance policy

If these guidelines are not abided by offenders may be subject to:

- Initially a verbal warning by an Executive member (which will be documented).
- Further breach being asked to leave the ground.
- Police being contacted.
- Your child being excluded from the club

C. Coaches/Managers:

- (i) Always set a good example for your players.
- (ii) Respect officials and accept decisions with grace.
- (iii) Never ridicule or unduly scold a child for making a mistake.
- (iv) Treat opposing coaches, managers, players and spectators with respect.
- (v) Remove any player from the field whose behaviour is not acceptable.
- (vi) All junior players regardless of ability must be given equal playing time, provided players requirements have been meet.
- (vii) Borrowed players must not be given preference over normal team players and must only be used minimally.
- (viii) Unruly language or behaviour will not be tolerated.

(ix) Follow the grievance policy

The following points are to be considered in the event of Conduct breaches by Swansea Football Club coaches/managers:

- The Executive Committee to discuss the issue with the said coach/manager.
- Corrective measures put in place to assist in the development of the coach/manager.
- Review the position and depending on the severity of the complaint consider a temporary or permanent ban in the given coaching year.
- If the coach/manager applies the following year the Executive Committee could consider declining the application.

In the event of a complaint to Swansea Football Club regarding one or more of its coaches and/or managers the following bans should be considered only if **no penalty** is given by any of the following: Referees Associations, Macquarie, Newcastle or Hunter Football

- Violence of any type.....Possible expulsion from the club (at the discretion of Executive).
- Foul Language 1st Offence.....Official written warning.
- Foul Language 2nd Offence.....One Week Ban.
- Referee, club official, player or spectator abuse 1st Offence.....Official written warning.
- Referee, club official, player or spectator abuse 2nd Offence.....One Week Ban.
- Poor Sportsmanship.....Verbal Caution.

D. Teams:

- (i) All teams will to the best of their ability represent Swansea Football Club with honour and integrity and will not bring the club or the game into disrepute.
- (ii) No team will run any form of individual fund raising without the permission of the Swansea Football Club Executive

18. SWANSEA FOOTBALL CLUB GRIEVANCE POLICY:

A. From the Player:

- (i) If a player feels there is a situation between a player, coach or manager they need to address the situation promptly. Talk to their coach or manager and resolve the situation. If there is no success talk to the appropriate co-ordinator.
- (ii) No complaints against opposition officials, opposition coaches or managers, opposition players or Referees will be accepted or acted on without written submissions with written collaborating statements from witnesses, all stating that they will attend any formal hearings that may be required.

B. From the Parent:

- (i) Unless the situation is serious parents should keep their opinions to themselves. Player's positions and tactical play are not for parents to decide. If they have a real grievance they can address the club Director of Football. If this does not resolve the grievance they can put their complaint in writing to the Executive.
- (ii) No complaints against opposition officials, opposition coaches or managers, opposition players or Referees will be accepted or acted on without written submissions with written collaborating statements from witnesses, all stating that they will attend any formal hearings that may be required.

C. From the Coach or Manager:

- (i) If a coach or manager has a particular issue with a player, they should address the player directly. If the issue is not resolved they may involve the parents or direct the problem to the club Executive.
- (ii) The Executive may call a formal meeting between the Executive, player, parents, coach & manager.
 - A formal letter of reprimand may be the outcome in some instances.
 - Any player who receives three (3) letters of reprimand will be asked to leave the club.
 - Depending on the seriousness of the situation a player could be asked to leave the club after one incident only.
 - No complaints against opposition officials, opposition coaches or managers, opposition players or Referees will be accepted or acted on without written submissions with written collaborating statements from witnesses, all stating that they will attend any formal hearings that may be required.

APPENDIX 1

**APPLICATION FOR MEMBERSHIP
OF SWANSEA FOOTBALL CLUB INCORPORATED
FOR THE SEASON**

Please print all information in biro

NAME.....

STREET.....

SUBURB.....STATE.....Post Code.....

Phone.....Mobile.....

Email.....

I hereby apply to become a member of Swansea Football Club Incorporated. In the event of my admission as a member, I agree to be bound by the Rules of Swansea Football Club Incorporated as set out in its Constitution and By Laws.

Signature of Applicant.....

Date of Application.....

Receipt No.....

Date of Membership Granted.....Membership No.....

APPENDIX 2

SWANSEA FOOTBALL CLUB Inc.

Est 1950

**Address all correspondence
to The Secretary
P.O. Box 239
Swansea NSW 2281**

APPLICATION FORM FOR COACH/MANAGER

SURNAME

GIVEN NAMES

ADDRESS

..... POST CODE

PHONE NUMBER MOBILE NUMBER

EMAIL

MALE / FEMALE DATE OF BIRTH

POSITION APPLIED FOR COACH MANAGER
(Please circle position applied for)

DETAILS

ANY COACHING LEVELS HELD

PREVIOUS EXPERIENCE

PREVIOUS CLUB POSITION HELD

AGE AND/OR GRADE PREFERRED

I (full name)..... agree that if appointed as a COACH or MANAGER, I will abide by the RULES and REGULATIONS of SWANSEA FOOTBALL CLUB Inc. and the Macquarie Football Ltd. whilst participating in any of the club's activities.

SIGNED DATE

APPENDIX 3**SWANSEA FOOTBALL CLUB Inc****Committee and Club Position Nomination Form**

Name: _____

Address: _____

Contacts: Phone (h): _____ Mobile: _____

Phone (w): _____ Email: _____

I wish to nominate for the following:

1. EXECUTIVE COMMITTEE

President

Senior Vice President

Junior Vice President

Financial Controller

Secretary

2. COMMITTEE

Grading Co-ordinator

Sponsorship Co-ordinator

Registrar

Junior Co-ordinator

Small Sided Football Co-ordinator

Female Competition Co-ordinator

O/35-O/45 Competition Co-ordinator

Gear Co-ordinator

Ground Co-ordinator

Council Liaison Officer

Canteen Co-ordinator

Licensee

General Committee Member

Nominee Signature: _____ Date: _____

Nomination Endorsement
(nominator) Name & Signature _____ Date: _____Nomination Endorsement
(seconder) Name & Signature _____ Date: _____

APPENDIX 4

Executive and Club Position Nomination Form Details:



SWANSEA FOOTBALL CLUB Inc

Executive and Club Position Nomination Form

1. PURPOSE

This form is designed to standardise the nomination process and the format in which the way nominations for executive and committee positions are performed in Swansea Football Club Inc.

2. KEY REQUIREMENTS

- 2.1 This form is to be used for prior nominations for the Annual General Meetings and any nomination where the nominee will be absent from any such meetings where the nomination is to be assessed and voted upon.
- 2.2 Nominations from the floor will only be accepted for a position if no Position Nomination Form has been lodged for said position.
- 2.3 A vote will only be called for if there is more than one application for any position.

3. PROCEDURE

- 3.1 Obtain the nomination form from SFCI website or by contacting the Secretary.
- 3.2 Fill out the form as per your nomination proposal.
- 3.3 The member nominating the member for such position must place their name and signature in the relevant section of the form.
- 3.4 The member wishing to "second" or "endorse" the nomination must also place their name and signature in the relevant section of the form.
- 3.5 The member standing must sign the nomination form to confirm and accept their nomination.
- 3.6 The completed form shall then be sent and/or delivered to the Secretary no less than 14 days before the Annual General Meetings date.

4. ACTIONS

The nomination shall be administered as per the requirements of the nominations and the relevant position being nominated for.