



CRONULLA SEAGULLS FOOTBALL CLUB INC

Drafted 26 January, 2026

- 1. CONSTITUTION & RULES**
- 2. BY-LAWS**

This manual remains the property of Cronulla Seagulls Football Club INC. It is issued to you as a member of the Committee. These are the current rules of Cronulla Seagulls Football Club Inc. previously known as Cronulla Seagulls Soccer Club Inc.

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Cronulla Seagulls Football Club Inc.

CONSTITUTION & RULES

NAME:

The Club shall be called Cronulla Seagulls Football Club Inc. (hereafter called the Club.)

OBJECTS:

The objects of the Club shall be to provide soccer football for the players and Members, and such other recreational pursuits as may be deemed desirable by the Committee. The Club shall also foster the code of soccer football where consistent with the foregoing.

COLOURS:

The colours of the Club shall be green and white.

AFFILIATION:

The Club shall comply with policies of SSFA and Football NSW, including the Child Safe Standards (2022) and the Member Protection Policy.

INTERPRETATION:

1. (1) In these Rules, except in so far as the context or subject matter otherwise indicates or requires -

“Ordinary Committee Member” means a Member of the Committee who is not an Office Bearer of the Club, as referred to in Rule 13 (2);

“Secretary” means –

- (a) The person holding office under these Rules as Secretary of the Club; or
- (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 Annual General Meeting

“The Act” means the Associations Incorporation Act 2009 (NSW)

“The Regulation” means the Associations Incorporation Regulation 2022 (NSW)

(2)

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 the function is a duty, a reference to the performance of the duty.
- (c) The provisions of the Interpretation Act, 1897, apply to and in respect of, these Rules in the same manner as those provisions would so apply if these Rules were an instrument under the Act.

MEMBERSHIP

MEMBERSHIP QUALIFICATIONS:

2. A person is eligible to be a Member of the Club if they fall into one of the following categories:
 - a) Adult Player Members
 - (i) Any player 18 years of age or older, upon completing registration with the Club for that season, is automatically admitted as a Member.
 - b) Parent/Guardian Members
 - (i) For every registered player under 18 years, one parent or legal guardian listed on the player's registration shall automatically be admitted as a Member.
 - c) Volunteer Members
 - (i) Any volunteer of the Club, including Coaches, Managers, Committee Members, Ground Controllers or appointed helpers, shall become a Member upon acceptance of their volunteer role and inclusion in the Register of Members.
 - d) Life Members
 - (i) As approved at an Annual General Meeting.
 - e) Other Applicants
 - (i) Any person not included in categories (1)–(4) may apply for Membership under Rule 3 and may be approved by the Committee. Life Members of the Club.

NOMINATION FOR MEMBERSHIP:

3. A person may apply for Membership of the Club as follows:
 - a) Automatic Membership Exemptions
 - (i) The nomination process in this Rule does not apply to any person included in Membership categories 2(a)–2(d).
 - (ii) These Members are admitted automatically and must be entered into the Register of Members by the Secretary.
 - b) Nominations for Other Applicants
 - (i) Any person falling under category 2(e) must be nominated for Membership in writing by a current Member of the Club.
 - (ii) The nomination must be lodged with the Secretary.
 - c) Committee Approval
 - (i) The Secretary must refer all nominations under 3(b) to the Committee for consideration.
 - (ii) The Committee may approve or reject a nomination at its discretion.
 - d) Admission as a Member
 - (i) Upon approval, the Secretary shall notify the applicant and request payment of any Membership fee (if applicable).
 - (ii) Upon payment of any required fee, the applicant's name must be entered into the Register of Members.
 - (iii) Once entered into the Register, the person becomes a Member of the Club.

MEMBERSHIP REGISTER:

4. The Club will collect, store, and use personal information in accordance with applicable privacy laws and Football NSW requirements, and will implement reasonable safeguards to protect that information.

CESSATION OF MEMBERSHIP:

5. A person ceases to be a Member of the Club if the person –
 - (a) Dies;
 - (b) Resigns that membership; or
 - (c) Is expelled from the Club

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE:

6. A right, privilege or obligation which a person has by reason of being a Member of the Club –
 - (a) Is not capable of being transferred or transmitted to another person; and
 - (b) Terminates upon cessation of the person's membership.

RESIGNATION OF A MEMBERSHIP:

7. (1) A Member of the Club is not entitled to resign that membership except in accordance with this Rule.

(2) A Member of the Club in respect of the Member's membership, may resign from the membership of the Club by first giving notice (being not less than 1 month or not less than such other period as the Committee may determine) in writing to the Secretary of the Member's intention to resign and, upon the expiration of the period of notice, the Member ceases to be a Member.

(3) Where a Member of the Club ceases to be a Member, pursuant to Clause (2), and in every other case where a Member ceases to hold membership, the Secretary shall make an appropriate entry in the Register of Members recording the date on which the Member ceased to be a Member.

FEES, SUBSCRIPTIONS, ETC:

8. A Member of the Club shall, upon admission to membership, pay the appropriate Club registration fees or, where some other amount is determined by the Committee, before round 1 of that season by paid in full or by payment arrangement as agreed with the Club Executive Committee

MEMBERS' LIABILITIES:

9. The liability of a Member of the Club to contribute towards the payment of the debts and liabilities of the Club, or the costs, charges and expenses of winding up the Club, is limited to the amount, if any, unpaid by the Member in respect of membership of the Club as required by Rule 9.

DISCIPLINING OF MEMBERS:

10. Member may be subject to disciplinary action if they have:
 - a) Persistently failed to comply with the Constitution, By-Laws, or policies; or
 - b) Acted in a manner prejudicial to the interests or reputation of the Club.
 - i. Initial Process:
 - a. Secretary acknowledges complaint and may seek informal resolution or mediation.
 - b. If unresolved, refer to a Disciplinary Subcommittee (minimum three non-conflicted Committee Members).
 - ii. Hearing:
 - a. Member receives written notice at least 14 days prior, outlining alleged conduct and hearing details.
 - b. Member may attend, speak, and/or submit written representations.
 - c. Natural justice principles to be observed.
 - iii. Determination: Subcommittee may:
 - a. Dismiss the complaint;
 - b. Issue a warning;
 - c. Suspend; or
 - d. Recommend expulsion (to be confirmed by Committee or General Meeting).
 - iv. Notification: Secretary to notify outcome in writing within 7 days, including appeal rights.
 - v. Effect of Decision: Decision does not take effect until appeal period expires or appeal resolved.
 - vi. External Referral: Matters may be referred to SSFA, Football NSW, or another governing body if required.

RIGHT OF APPEAL OF DISCIPLINED MEMBER:

11. A Member who is the subject of a disciplinary decision may appeal against that decision. The appeal must be lodged in writing with the Secretary within 7 days of receiving written notice of the outcome.
 - a) Appeals Process:
 - (i) Upon receipt of an appeal, the Secretary shall inform the Committee and refer the matter to an independent Appeals Panel consisting of three non-conflicted persons appointed by the Committee.
 - (ii) Where appropriate, the appeal may instead be referred to the SSFA or Football NSW tribunal for independent determination.
 - (iii) The Appeals Panel must ensure natural justice is observed at all times.
 - b) Conduct of Appeal:

- (i) The Member shall be given at least 14 days' notice of the appeal hearing, including details of the time, date, and venue.
 - (ii) Both the Member and the Disciplinary Subcommittee (or Committee representative) may present their cases orally, in writing, or both.
 - (iii) The Appeals Panel shall consider all evidence and submissions before making a determination.
- c) Determination: After reviewing the appeal, the Appeals Panel may:
- (i) Confirm the original decision;
 - (ii) Vary the penalty imposed; or
- d) Revoke the decision and any associated disciplinary action.
- e) Notification and Finality:
- (i) The decision of the Appeals Panel (or SSFA/FNSW tribunal, if referred) shall be final and binding on all parties.
 - (ii) The Secretary shall notify the Member in writing of the outcome within 7 days of the decision being made.
- f) Suspension Pending Appeal: A disciplinary sanction (such as suspension or expulsion) shall not take effect until:
- (i) The time for lodging an appeal has expired without an appeal being lodged; or
 - (ii) If an appeal is lodged, until the appeal is determined.

THE COMMITTEE

POWERS, ETC. OF COMMITTEE:

12. The Committee shall be called the Committee of Management of the Club and, Subject to the Act, the Regulation and these Rules, and to any Resolution passed by the Club in general meeting –
- (a) Shall 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; and
 - (c) Has power to 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.

CONSTITUTION AND MEMBERSHIP:

13. (1) Subject in the case of the first Members of the Committee to section 21 of the Act, the Committee shall consist of –
- (a) the 5 Office-Bearers of the Club; and
 - (b) the remaining Ordinary Committee Members,

Each of whom shall be elected at the Annual General Meeting of the Club, pursuant to Rule 14.

- (2) (a) the Office-Bearers of the Club shall be the:

1. President
2. Vice-President (Administration)
3. Vice-President (Football)
4. Secretary
5. Treasurer

(b) Ordinary Committee Members: portfolio roles as determined by the Committee (e.g., Registrar; Sponsorship & Marketing; Equipment & Facilities; Member Welfare/Child Protection; Community & Events).

The Committee may by resolution create, amend, or retire portfolio roles from time to time.

- (3) 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.
- (4) 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 the appointment.

ELECTION OF MEMBERS:

14. (1) Nominations of candidates for election as Office-Bearers of the Club or as Ordinary Members of the Committee –
 - (a) Shall be made in writing, signed by 2 Members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) Shall be delivered to the Secretary of the Club not less than 7 days before the date fixed for holding of the Annual General Meeting at which the election is to take place.
- (2) If only one nomination is received to fill any particular vacancy on the Committee, the candidate so nominated shall be deemed to be elected and nominations shall only be received at the Annual General Meeting for positions still vacant.
- (3) If no further nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- (4) If more than one nomination is received for any particular vacancy to be filled, a ballot shall be held.
- (5) The ballot for the election of Office-Bearers and Ordinary Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (6) The functional title duties of any vacant Committee position may be reallocated by the Committee among those Committee Members elected.

PRESIDENT:

15. The President shall be recognised as Head of the Club and shall;
- (a) So far as possible, preside at all meetings of the Club and the Management Committee
 - (b) Be an ex-officio Member of all Sub-Committees and Panels

SECRETARY:

16. (1) The Secretary of the Club shall, as soon as practicable after being appointed as Secretary, lodge notice with the Club of his or her address.
- (2) It is the duty of the Secretary to keep minutes of –
- (a) All appointments of Office-Bearers and Ordinary Members of the Committee;
 - (b) The names of Members of the Committee present at a Committee meeting or a general meeting; and
 - (c) All proceedings at Committee meetings and general meetings.

TREASURER:

17. It is the duty of the Treasurer of the Club to ensure that -
- (a) All money due to the Club is collected and received and that all payments authorised by the Club are made; and
 - (b) Correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.
 - (c) Monthly and quarterly reporting

AUDITOR

18. (1) An auditor shall be appointed by the Committee each year.
- (2) It is the duty of the auditor to –
- (a) Examine all books appertaining to the financial position and dealing of the Club in that year.
 - (b) Issue a report thereon for presentation by the Treasurer at the Annual General Meeting in that year.
- (3) The auditor shall not be a Member of the Committee and shall not be a signatory to the Club's accounts.

CASUAL VACANCIES:

19. For the purposes 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 an insolvent under administration within the meaning of the Companies (New South Wales) Code;
 - (d) Resigns office by notice in writing given 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 law relating to mental health; or
 - (g) Is absent without the consent of the Committee from all meetings of the Committee held during a period of 2 months.

GRIEVANCE/DISCIPLINE & REMOVAL OF MEMBER:

20. (1) A written complaint received;
- (a) Secretary to seek informal resolution/mediation;
 - (b) If unresolved, Disciplinary Subcommittee (≥3 non-conflicted members) to hear, natural justice observed;
 - (c) Outcomes: dismiss, warn, suspend, recommend expulsion (expulsion by AGM/SGM);
 - (d) Appeal to independent Appeals Panel or SSFA/FNSW tribunal.
- (2) The Club, in a general meeting, may by Resolution remove any Member of the Committee from the office of Member 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.
- (3) Where a Member of the Committee to whom a proposed Resolution referred to in Clause (1) related makes representations in writing to the Secretary or President (not exceeding a reasonable 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 so sent, the Member is entitled to require that the representations be read out at the meeting at which the Resolution is considered.

MEETINGS AND QUORUM:

21. (1) The Committee shall meet at least 3 times in each period of 12 months at such place and time as the Committee may determine.
- (2) Additional meetings of the Committee may be convened by the President or by any Member of the Committee.
- (3) Oral or written notice of a meeting of the Committee shall be given by the Secretary to each Member of the Committee at least 48 hours (or such other period as may be unanimously agreed upon by the Members of the

Committee) before the time appointed for the holding of the meeting.

- (4) Notice of a meeting given under Clause (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.
- (5) Any 4 Members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (6) No business shall be transacted by the Committee unless a quorum is present, and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned and scheduled as determined by the Office Bearers.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (8) At a meeting of the Committee –
 - (a) The President or, in the President's absence, one of the Vice Presidents shall preside; or
 - (b) If the President and one of the Vice Presidents are absent or unwilling to act such, one of the remaining Members of the Committee as may be chosen by the Members present at the meeting shall preside.

DELEGATION BY COMMITTEE TO SUB-COMMITTEE:

22. (1) The Committee may, by instrument in writing, delegate to one or more Sub-Committees (consisting of such Member or Members of the Club as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than –
 - (a) This power of delegation; and
 - (b) A function which is a duty imposed on the Committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a Sub-Committee under this Rule may, while the delegation remains un-revoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this Rule, the Committee may continue to exercise any function delegated.
- (5) Any act or this done or suffered by a Sub-Committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Committee.

(6) The Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.

(7) A Sub-Committee may meet and adjourn as it thinks proper.

VOTING AND DECISIONS:

23. (1) Questions arising at a meeting of the Committee or of any Sub-Committee shall be determined by a majority of the voted of Members of the Committee or Sub-Committee present at the meeting.
- (2) Each Member present at a meeting of the Committee or of any Sub-Committee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to Rule 19(5), the Committee may act notwithstanding any vacancy on the Committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a Sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Member of the Committee or Sub-Committee.

GENERAL MEETINGS

ANNUAL GENERAL MEETINGS – HOLDING OF:

24. (1) With the exception of the first Annual General Meeting of the Club, the Club shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Club, convene an Annual General Meeting of its Members.
- (2) The Club shall hold its first Annual General Meeting –
- (a) Within the period of 18 months after its incorporation under the Act; and
 - (b) Within the period of 2 months after the expiration of the first financial year of the Club.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commission under section 26(3) of the Act.

ANNUAL GENERAL MEETINGS – CALLING OF AND BUSINESS AT:

25. (1) The Annual General Meeting of the Club shall, subject to the Act and to Rule 22, be convened on such date and at such place and time as the Committee thinks fit.
- (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) To confirm the Minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;
 - (b) To receive from the Club, reports upon the activities of the Club during the last preceding financial year;
 - (c) To elect Office-Bearers of the Club and Ordinary Members of the Committee; and
 - (d) To receive and consider the statement which is required to be submitted to Members pursuant to Section 26 (6) of the Act.
- (3) An Annual General Meeting shall be specified as such in the notice convening it.

SPECIAL GENERAL MEETINGS – CALLING OF:

26. (1) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.
- (2) The Committee shall, on the requisition in writing of not less than 5 percent of the total number of Committee Members, convene a Special General Meeting of the Club.

- (3) A requisition of Members for a Special General Meeting –
- (a) Shall state the purpose or purposes of the meeting;
 - (b) Shall be signed by the Members making the requisitions;
 - (c) Shall be lodged with the Secretary; and
 - (d) May consist of several documents in a similar form, each signed by one or more of the Members making the requisition.
- (4) If the Committee fails to convene a Special General Meeting to be held within 1 month after the date on which a requisition of Members for the meeting is lodged with the Secretary, any one or more of the Members who made the requisition may convene a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General Meeting convened by a Member or Members as referred to in Clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee, and any Member who thereby incurs expense is entitled to be reimbursed by the Club for any expense so incurred.

NOTICE:

27. (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a Special Resolution of the Club, the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by electronic means (including email) or post, to the Member's contact details recorded in the Register of Members', a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a Special Resolution of the Club, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each Member in the manner provided in Clause (1), the intention to propose the Resolution as a Special Resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of Annual General Meeting, business which may be transacted pursuant to Rule 23(2).
- (4) A Member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the Member.

PROCEDURE:

28. (1) No item of business shall be transacted at a general meeting unless a quorum of Members entitled under these Rules to vote is present during the time the meeting is considering that item.

- (2) Fifteen Members present in person (being Members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If, within half an 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 other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding as the meeting or communicated by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than 3) shall constitute a quorum.

PRESIDING MEMBER:

29. (1) The President or, in the President's absence, one of the Vice Presidents, shall preside as Chairperson at each general meeting of the Club.
- (2) If the President and one of the Vice Presidents are absent from a general meeting or unwilling to act, the Members present shall elect one of their number to preside as Chairperson at the meeting.

ADJOURNMENT:

30. (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.
- (2) Where a general meeting is adjourned for 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
- (3) Except as provided in Clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

MAKING OF DECISIONS:

31. (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 a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the Minute Book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that Resolution.

- (2) At a general meeting of the Club, a poll may be demanded by the Chairperson or by not less than 3 Members present in person or by proxy at the meeting.
- (3) Where a poll is demanded at a general meeting, a 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 the question of an adjournment; or
 - (b) In any other case, in such manner and at such time before the close of the meeting as the Chairperson directs,

And the Resolution of the poll on the matter shall be deemed to be the Resolution of the meeting on that matter.

SPECIAL RESOLUTION:

32. A 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 or by proxy at a general meeting of which not less than 21 days' written notice specifying the intention to propose the Resolution as a Special Resolution was given in accordance with these Rules; or
 - (b) Where it is made to appear to the Club that it is not possible or practicable for the Resolution to be passed in the manner specified in paragraph (1) – the Resolution is passed in a manner specified by the Club.

VOTING:

33.
 - (1) Upon any question arising at a general meeting of the Club, a Member has one vote only
 - (2) All votes shall be given personally or by proxy, but no Member may hold more than 5 proxies.
 - (3) In the case of an equality of votes on a question at a general meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
 - (4) A Member or proxy is not entitled to vote at any general meeting of the Club unless all money due and payable by the Member or proxy to the Club has been paid, other than the amount of the Annual Subscription payable in respect of the then current year.

APPOINTMENT OF PROXIES:

34.
 - (1) Each Member shall be entitled to appoint another Member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
 - (2) The notice appointing the proxy shall be in writing.

MISCELLANEOUS

INSURANCE:

35. (1) The Club shall effect and maintain insurance pursuant to Section 44 of the Act.
- (2) In addition to the insurance required under Clause (1), the Club may effect and maintain other insurance.

FUNDS – SOURCE:

36. (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.
- (2) 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.
- (3) The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

FUNDS & PROCUREMENT:

37. (a) Payments authorised by any two of President, Secretary, Treasurer or another Executive Officer.
- (b) Purchases > \$3,000 require ≥2 written quotes (minuted);
- (c) Related-party contracts require disclosure and approval by non-conflicted majority;

ALTERATION OF CONSTITUTION AND RULES:

38. The Constitution and Rules may be altered, rescinded or added to only by a Special Resolution of the Club.

COMMON SEAL:

39. (1) The Common Seal of the Club shall be kept in the custody of the Public Officer.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee, and the affixing of the Common Seal shall be attested by the signatures of 2 Office-Bearers of the Club.

MAKING OF DECISIONS

40. The Constitution and Rules may be altered, rescinded or added to only by a Special Resolution of the Club.

Technology in Meetings:

- (a) Meetings may be held in person, by telephone, or by electronic means provided all can hear and be heard;
- (b) Notices, nominations, and ballots may be distributed and returned electronically.

CUSTODY OF BOOKS, ETC.

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

INSPECTION OF BOOKS, ETC:

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

SERVICE OF NOTICES:

41. (1) For the purpose of these Rules, a notice may be served by or on behalf of the Club upon any Member, either personally or by sending it by post to the Member at the Member's address shown in the Register of Members.
- a. Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the 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 post.

SURPLUS PROPERTY:

42. (1) If the Club is wound up, any surplus assets must be transferred to another not-for-profit sporting association with similar purposes and which prohibits distribution of assets to its members.
(2) The Incorporated Club so nominated shall be one which fulfils the requirements in section 53(2) (a)-(c) of the Act.

BY-LAWS:

43. (1) The Committee may from time to time make by-laws not inconsistent with these Rules, the Act or the regulation for purposes consistent with the object of the Club.
(2) The Committee, by simple majority at a meeting, may add to, delete, rescind or in any way alter these By-Laws.

PLAYERS' FEES:

44. The Subscription fees for players shall be such amounts as determined by the Committee.

CONFLICT OF INTEREST:

45. (a) Members with a direct/indirect interest must declare as soon as aware, have

- it minuted, and abstain from deliberation and voting;
- (b) Maintain a Register of Interests available to members;
- (c) No Committee Member/Officer or relatives may derive financial benefit except reimbursement of approved expenses or bona fide remuneration approved by non-conflicted members.
- (d) The Conflict of Interest Register must be tabled and reviewed at least quarterly at Committee meetings, and a summary of all declared interests must be presented to members at the Annual General Meeting.
- (e) As per conflict of interest policy

FACILITIES & FIELD HIRE :

- 46. (a) All facility hire must be under written contract;
- (b) Agreements reviewed/approved by Committee, minuted and retained;
- (c) Payments only from the Club's bank account;
- (d) Treasurer and Governance & Finance Subcommittee review quarterly and report.

SUBLEASING & COMMERCIAL ACTIVITIES:

- 47. (a) All facility hire must be under written contract;
- (b) Agreements reviewed/approved by Committee, minuted and retained;
- (c) Payments only from the Club's bank account;
- (d) Treasurer and Governance & Finance Subcommittee review quarterly and report.

TECHNOLOGY IN MEETINGS:

- 48. (a) Meetings may be held in person, by telephone, or by electronic means provided all can hear and be heard;
- (b) Notices, nominations, and ballots may be distributed and returned electronically.



CRONULLA SEAGULLS

FOOTBALL CLUB INC

BY-LAWS

1.10 CONSTITUTION & RULES

These By-Laws are constituted in accordance with Rule 44 of Constitution & Rules of the Cronulla Seagulls Football Club Inc. Where any discrepancy arises between these By-Laws and the aforesaid Rules the Rules shall apply.

1.11 COVERAGE

These By-Laws shall be binding upon all Members of the Club and upon players, Team Coaches, Team Managers and other persons occupying positions or fulfilling functions described in these By-Laws.

Failure to comply with applicable By-Laws shall render a person or persons liable to be disciplined in accordance with these By-Laws and the aforesaid Rules.

1.12 AMENDMENTS TO BY-LAWS

In accordance with the Constitution and Rules, the Club Committee by simple majority at a meeting may add to, delete, rescind or in any way alter these By-Laws.

BY-LAW 2 – COMMITTEE REPORTING RELATIONSHIPS

The reporting relationships of the Ordinary Members of the Committee shall be:

2.10 REPORTING TO VICE PRESIDENT SOCCER:

- Registrar
- Assistant Registrar
- Head of Men's Football
- Head of Women's Football
- Grading Chairman
- Senior Team Representative
- Chief Ground Controller
- Grounds & Facilities Officer
- Equipment Officer
- Uniforms Officer
- Clubhouse Controller
- Grading Committee

2.20 REPORTING TO VICE PRESIDENT ADMINISTRATION:

- Canteen Controller
- Newsletter Editor
- Website Administrator
- Child Protection Officer
- Development Officer
- Sponsorship Manager
- Grants Officer
- Events Coordinator
- Social Media Officer

2.30 REPORTING TO SECRETARY:

Assistant Secretary

2.40 REPORTING TO TREASURER:

Assistant Treasurer
Governance & Finance Officer

2.50 FUNCTIONAL REPORTING:

Ordinary Members of the Committee report to the respective Vice-Presidents only in regard to the administration of the function shown by the position title the Officer occupies. In all other respects, they operate as Ordinary Committee Members.

BY-LAW 3 – COMMITTEE POSITION DESCRIPTIONS

3.10 VICE PRESIDENT:

Committee Position: Acts in place of President in his absence when so confirmed by Committee

Member of Executive Committee.

FUNCTIONAL REPORTING POSITION:

Main Function: The supervision of those Committee Members reporting to that Vice President position (as per By-Law 2)

Associated Tasks:

- The monitoring of the performance of those Members supervised, and assistance to same where necessary to ensure tasks are completed as required by Committee.
- Collection of data and presentation of a consolidated report at each Committee meeting with a view to saving time on routine reports.

Vice President – Football:

Main Function: The performance of the above with the objectives of ensuring the football playing aspects of the Club is performed at the highest standard possible.

Vice President – Administration:

Main Function: The performance of the above with the objectives of ensuring the administration aspects of the Club are performed at the highest standard possible.

3.11 REGISTRAR

Main Function: The registering of all Club players with the SSFA Inc (Association)

Associated tasks:

- Supplying and completing all registration Sheets, identity Sheets and other necessary forms for players' registration
- Obtaining necessary birth certificates
- Attending Club's official registration days.
- Attending Association meetings for Club Registrars.
- Arranging player transfers to and from the Club.
- Supplying to Secretary and Grading Chairman copy of all registered players prior to commencement of grading each year
- Supplying to Treasurer as necessary list of all registered players for
- Treasurer to ascertain their financial position.

3.12 ASSISTANT REGISTRAR

Main Function: Assists Registrar as required by Registrar

Associated Tasks: (typical tasks as allocated by Registrar)

- Handling of all identity Sheet requirements
- Handling of all senior player registrations.
- Attending field to handle registrations.

3.13 HEAD OF MENS FOOTBALL

Main Function: Oversees and promotes the development of men's and boys' football within the Club.

Associated Tasks:

- Coordinate all male teams, coaches, and managers in partnership with the VP Football.
- Lead initiatives to strengthen male football engagement, including themed rounds or community activities
- Support recruitment, retention, and wellbeing of male players and volunteers.
- Act as the primary liaison between the Club, Association, and Committee on all male football matters.

3.14 HEAD OF WOMEN'S FOOTBALL

Main Function: Oversees and promotes the development of women's and girls' football within the Club.

Associated Tasks:

- Coordinate all female teams, coaches, and managers in partnership with the VP Football.
- Develop and deliver initiatives to grow female participation, including special events such as Women's Football Round.
- Support recruitment, retention, and wellbeing of female players and volunteers.
- Act as the primary liaison between the Club, Association, and Committee on all women's football matters.

3.15 GRADING CHAIRMAN

Main Function: The grading of all junior players into teams.

Associated Tasks:

- Convene and chair meetings of the Grading Committee when same formed by Club Committee.
- Allocate age groups and tasks to members of Grading Committee. Discuss with them the previous season's grading sheets as submitted by Team Coaches/Managers.
- Supply to Club Committee player lists for 'Trial Teams' – prior to commencement of Trial Games
- Supply to Club Committee player lists for 'Graded Teams' – one week prior to date of submission of same to Association for competition

grading.

- Supply to Club Committee a list of 'Final Teams' – two weeks prior to start of competition. These incorporate final player grading adjustments (if any)
- Monitor performance of teams over first three weeks and recommend any regrading of teams applications to Association.
- Monitor performance of players over first two weeks and recommend to Club Committee any players for regrading who are obviously in the wrong Club team for their ability.
- Monitor players and discuss with Grading Committee over whole season and submit recommended grading of all players for next season.
- Ensure each team submits grading sheet for following season on 30th June and end of season.

3.16 CHIEF GROUND CONTROLLER:

Main Function:

The assurance that the listed Ground Controller's duties are carried out by Persons rostered for each match day.

Associated Tasks:

The assurance for each match that:

- Persons are rostered to perform the listed duties
- The grounds are prepared
- The rostered ground controllers are present and know their listed duties and wearing the Official jackets
- The match results and match Sheets are supplied to Association by specified deadlines
- Field equipment is removed and stored at end of play.

Listed Ground Controller Duties

- Mark out fields
- Put out corner posts, nets and sideline ropes.
- Provide a Ground Controller wearing jacket for each field and one to Ground Control room.
- Ensure match Sheets are ready, filled in by Team Managers, provided to referees prior to game and signed off by Team Managers after game.

Ensure that spectators:

- Behave in an orderly manner
- Stay well clear of sidelines and outside roped off areas
- Refrain from calling out criticism of referees
- Do not Coach from behind goal lines (ends of field)
- SEE 'NOTES' BELOW
- Remove and store nets at end of match day. The last team playing on the field should be instructed to carry out this task.

NOTES:

- (1) The policy of Cronulla Seagulls Football Club is to make all or ovals an enjoyable place for players, referees, supporters and officials, whether Seagulls or visitors.
- (2) Any persons behaving in an offensive manner may be requested by an official ground controller wearing an official armband – to leave the Oval.
- (3) If any person does not comply with such request then the police may be called
- (4) Do not attempt to use any physical force.
- (5) In all cases of problems at the Oval the President or Club Secretary should be notified – if not available then any Member of Club Committee

3.17 SENIOR TEAM REPRESENTATIVE

Main Function: To Liaise with Committee and Senior Teams.

Associated Tasks:

- Attend Monthly Committee Meetings to table Senior Team requirements or issues.
- Regular contact with other Senior Teams to maintain communications with Teams and Committee.

3.18 EQUIPMENT OFFICER

Main Function: The supply, maintenance and control of all Club equipment except training aids.

Associated Tasks:

- Issue of training balls to each team at start of season and collection of same at end of season. A Record Book will be kept for this purpose
- Supply and maintenance of field equipment including goal posts, nets, ground marker, corner posts, ropes and rope posts.
- Ensure that sufficient suitable match balls are available for home games for each match day.

3.19 UNIFORMS OFFICER

Main Function: The supply, maintenance and control of uniform components issued by the Club.

Associated Tasks:

- Pre-season check to ensure sufficient Club uniform shirts is available for anticipated number of players in each shirt size.

- Issue of shirts to Team Managers at start of season and collection at end of season. A Record Book shall be kept for this purpose.
- Pre-season check to ensure supply of Club uniform socks and shorts will be available for the season.
- Attendance at pre-season trial games and issue and collection of shirts as necessary.
- Stocking of other jackets, training shirts, etc. for sale via Canteen as and when determined by Committee.

3.20 CLUBHOUSE CONTROLLER:

Main Function: Maintenance and control of Clubhouse

Associated Tasks:

- Caretaking, including the insurance that teams and other users of hall, clean up after their usage.
- All bookings of hall including usage for non-Club functions as approved by Committee. Club Secretary to confirm each booking.
- Arranging for repairs as necessary to hall and amenities including windows, plumbing, lights, etc.

3.21 CANTEEN CONTROLLER – *(Inactive due to sublease of canteen operations)*

Main Function: The control of the Club Canteen throughout the season, including recommendations to Committee on how Canteen should be run.

Associated Tasks:

- Purchase and storage of stock.
- Maintenance of stock control and audit procedures
- Presentation of monthly financial report.
- Presentation of annual financial and stock report for AGM when required by Treasurer.
- Supervision of persons rostered to canteen duty.
- Supervision of Canteen Committee when same formed by Club Committee

3.22 NEWSLETTER EDITOR:

Main Function: The production of the Club Newsletter.

Associated Tasks:

- Collects and edits material for newsletter including match reports and other material as approved by Committee
- Inshore that online newsletter is maintained and updated with current news and upcoming events.
- Make sure current ground duty roster and match draws are up to date.

3.23 SPONSORSHIP MANAGER:

Main Function: To manage, maintain, and develop sponsorships and partnerships that support the financial stability and community profile of the Club.

Associated Tasks:

- Identify, approach, and secure new sponsors and partners
- Maintain ongoing relationships with existing sponsors
- Coordinate with the Event Coordinator and Social Media Officer to promote sponsors across Club events and online platforms.
- Prepare and update sponsorship packages and agreements each season.
- Ensure sponsor signage, uniforms, and promotions are displayed in accordance with agreements.

3.24 WEBSITE ADMINISTRATOR:

Main Function: Maintains Club website with timely updates and Information.

Associated Tasks:

- Home page to be maintained with timely updates and critical information as directed by Executive Committee.
- Results and tables updated when received from SSFA on Mondays. (Draw and Amendments updated automatically.)
- Match Reports edited and uploaded when received.
- All other areas updated when necessary.

3.25 EVENT COORDINATOR

Main Function: Responsible for organising and managing all club presentations and special events, ensuring they run smoothly, within budget, and align with the club's values.

Associated Tasks:

- Coordinate venues, logistics, and communication with teams, sponsors, and committee members.
- Manage event budgets and ensure compliance with club policies.
- Provide a brief event summary/report to the Committee after each major event.

3.26 CHILD PROTECTION OFFICER:

Main Function: To ensure appropriate levels of behaviour are adhered to by all adults who have Club-related contact with children.

Associated Tasks:

- In conjunction with the Club Executive deal with any Child Protection related issues within the Club.
- Promote and uphold the Club's Child Safe Policy and Member Protection Code of Conduct.
- Act as the first point of contact for any child safety or behavioral concerns.
- Ensure all relevant adults have Working with Children Checks (WWCC) and training as required.
- Liaise with Football NSW and other authorities on child protection compliance and reporting.

3.27 ASSISTANT SECRETARY:

Main Function: Assists Secretary as required by Secretary

Associated Tasks:

- Taking of minutes at meetings
- Other tasks as allocated by Secretary

3.28 ASSISTANT TREASURER:

Main Function: Assists Treasurer as required by Treasurer

Associated Tasks:

- Attending field to assist with handling of registrations, Canteen and other monies.
- Other tasks allocated by Treasurer.

3.29 GOVERNANCE & FINANCE OFFICER

Main Function: To oversee the Club's governance, compliance, and financial management practices to ensure transparency, accountability, and adherence to the Constitution and applicable regulations.

Associated Tasks:

Review and monitor budgets, spending, and financial reports in consultation with the Treasurer.

- Ensure all financial and governance processes align with Club policies.
- Maintain and update key governance documents including risk, conflict of interest, and policy registers.
- Prepare and present quarterly governance and finance summaries to the Committee.
- Assist in preparing AGM financial and compliance documentation.
Coordinate annual budget planning sessions with the Treasurer and portfolio leads.

3.30 SOCIAL MEDIA OFFICER:

Main Function: Responsible for managing the Club's online presence and communications across all social media and digital platforms to promote engagement, community spirit, and club events.

Associated Tasks:

- Create and post regular updates across the Club's social media platforms.
- Promote news, results, and events in line with Club values.
- Coordinate with the Event and Sponsorship Officers for key announcements.
- Ensure all content follows the Club's Social Media Policy.

3.31 GRANTS OFFICER:

Main Function: To identify, apply for, and manage grants and funding opportunities that support the Club's development and improvement projects..

Associated Tasks:

- Research and apply for grants and funding programs from Council, Football NSW, and other bodies.

- Work with the Treasurer on budgets and reporting.
- Maintain a register of current and potential grants, including deadlines and outcomes.
- Support facility and equipment upgrade through funding submissions.
- Provide regular updates to the Committee on grant progress and new opportunities.
- Create and post regular updates across the Club's social media platforms.

BY-LAW 4 – PLAYERS & TEAMS – RESPONSIBILITIES

CONTENTS:

- 4.10 PLAYERS RESPONSIBILITIES
 - 4.10.1 MAIN RESPONSIBILITIES
 - 4.10.2 OTHER RESPONSIBILITIES
 - 4.11 PARENT/GUARDIANS OF JUNIOR PLAYERS – RESPONSIBILITIES
 - 4.12 DISCIPLINE – PLAYERS
 - 4.12.1 REASONS FOR DISCIPLINE
 - 4.12.2 PENALTIES
 - 4.12.3 PROCEDURES
-

4.10 PLAYERS RESPONSIBILITIES

4.10.1 Main Responsibilities:

To represent the Club in the best spirit of sportsmanship. To maintain the good name and objectives of the Club, and not to do or say anything that may be prejudicial to the Club.

4.10.2 Other Responsibilities:

- Register on advertised dates and comply promptly with all registration requirements. Club may impose late fee for failure to register fully, including payment of fees, on advertised dates without valid reason
 - Maintain proper behaviour at training and matches.
 - Attend all scheduled training, trial games and competition matches at stipulated times or advise Coach or Manager if unable to attend. (if going direct to match venue advise Manager)
 - Wear proper shoes and clothing for training
 - Wear correct shoes and uniform for matches. (Note that Club and players can be fined for breaches of this Rule – see also Clause 4.12 Discipline-Players.)
 - Payment of all Club fees by due dates.
 - Carry out all rostered duties such as Ground Control, Canteen Duty, Ground Marking, etc
 - Support where possible, all Club functions.
 - Maintain familiarity with these By-Laws, their responsibilities and benefits.
- Note: For Junior players, the parent/guardian is responsible for compliance (see Clause 4.11)

4.11 PARENT/GUARDIANS OF JUNIOR PLAYERS – RESPONSIBILITIES

Each parent/guardian (or guardian) of a Junior player is responsible to:

- Make themselves familiar with these By-Laws, their responsibilities and benefits.
 - Ensure that the responsibilities of the players are carried out.
 - Support the team as much as possible – attend the matches – cheer for
-

the team.

- Please do not call individual players by name or call instructions – that is the Coach’s job.
- Please encourage the team – winning or losing – do not criticise – help the player enjoy playing – not just winning.
- Support the Team Coach and Manager – if you have any problems re your child and the team, consult with the Coach and/or Manager privately. If matter not settled, it should be referred to Club Committee per Secretary in writing. If matter is considered to be too confidential to put in writing, consult Club President who will advise on procedure to follow.
- Support the Club as much as possible and in particular:
 - attend games and cheer for various teams
 - volunteer where possible to act as Team Manager or Coach, volunteer Referee and other Club tasks
 - stand for Committee position
 - attend for scheduled duties of child’s team
 - attend Club social functions where possible

Remember the Club is working to help your child have an enjoyable season, so please help where you can.

4.12 DISCIPLINE – PLAYERS

4.12.1 REASONS FOR DISCIPLINE:

Discipline of a player may be imposed for the following reasons:

- Failure to attend for scheduled training or matches without prior advice and/or without reasonable excuse.
- Misconduct at training or on match days, including such offences which incur Referee or Association action.
- Failure to pay Club fees or charges by the specified date.
- Failure to wear correct Club uniform in matches.
- Causing Club to be fined.
- Causing Club to be called before Association.
- Failure to comply with Club By-Laws, and in particular that of “Players – Responsibilities”.

4.12.2 PENALTIES:

The following penalties may be imposed by Team Coach:

- Suspension of player for one match or half match
- Reporting player to Committee

The following penalties may be imposed upon players by Committee:

- Cautioning, fining, suspension or expulsion of player
- Fining of player for late payment of due fees.
- Listing of player as defaulter with Association.

Note: In case of player causing Club to be fined by Association then player may be fined the same amount.

4.12.3 PROCEDURES:

- Where player is to be stood down by Team Coach, Team Manager shall advise player (&/or parent/guardian of junior player) any time prior to start of match.
- Where player is to be reported to Committee, Team Manager shall advise player (or parent/guardian of junior player) and shall make report in writing to Secretary of Club.
- Player will be given opportunity to attend before Committee or Club Judiciary Committee if any discipline is to be imposed (see By-Law 9)
- The principles of natural justice shall be applied. These principles are incorporated in these By-Laws and particularly By-Law 9 – Club Judiciary Committee

BY-LAW 5 – SENIOR PLAYERS & TEAMS – SPECIAL RULES

CONTENTS:

- 5.10 INTRODUCTION
 - 5.11 FORMING SENIOR TEAMS
 - 5.12 SENIOR TEAM ENTRY
 - 5.13 SENIOR PLAYER ENTRY
 - 5.14 SELECTED SENIOR TEAMS
 - 5.15 PLAYERS IN SENIOR TEAMS – RESPONSIBILITIES
 - 5.16 RULES FOR SENIOR TEAMS (after having been formed and registered with the Club)
 - 5.17 SENIOR TEAMS SUB-COMMITTEE
 - 5.18 SUPPORT FOR CLUB
 - 5.19 CLOSURE
-

5.10 INTRODUCTION:

Senior teams are formed and administered on a somewhat different basis from junior teams. All Club By-Laws apply to the players in such teams but in addition particular Rules apply as set forth below.

5.11 FORMING SENIOR TEAMS:

5.11.1 TEAM ORGANISER

Each group of players wishing to form a Senior Club team must have a Team Organiser who will be responsible for the formation and administration of the team until a permanent Team Manager is appointed.

The Team Organiser will ensure that the following Rules for forming senior teams are complied with:

5.11.2 RULES FOR FORMING SENIOR TEAMS

- The team must submit a fully completed “Application to Field a Senior Team” – Form 5.1 as soon as eleven players have committed themselves to that team. The Club will then advise promptly if the team will be entered into competition by the Club
 - Players will only be admitted to that team on the agreement of the Club
-

and the Team Organiser.

- Players wishing to transfer from one Club team to another must have agreement of the respective Team Organisers otherwise Club will decide.
- Players joining a team must abide by the rulings of the Team Organiser or otherwise Club will decide.
- Players are required to find and join a team which is organised or being organised. The Club will assist in this but it is up to the player to find a place in a Senior Team.

5.12 SENIOR TEAM ENTRY

Teams will only be accepted as an approved Club team subject to:

- Submission of an application on a fully completed “Application to Field a Senior Team” (Form 5.1) (prototype attached to By-Law 5)
- Previous record of behaviour as a team being acceptable to Club (Committee)
- A minimum of eleven registered players.
- Availability of playing field and training field.

5.13 SENIOR PLAYER ENTRY

Players will only be accepted by Club Committee for registration with the Club subject to:

- Previous record of acceptable behaviour as a soccer player.
- Securement by the player of a position in an approved Club team as established by:
 - Agreement of the Team Organiser of that team AND
 - Listing of the player on the team sheet.

5.14 SELECTED SENIOR TEAMS

Where the Club decides to select particular team or teams, special Rules will apply:

- The Club will appoint a Coach, a Manager and Selectors (one of whom will be the Coach).
- Players will be invited to apply for entry into team or may be approached by Selectors.
- Selectors may approach any player within the Club or outside the Club.
- A player who signs on with a Selected Team may not transfer to other Club team without agreement of respective Team Coaches, or in case of disagreement, by the Club (Committee)

5.15 PLAYERS IN SENIOR TEAMS – RESPONSIBILITIES

Players in Senior teams must ensure that they are familiar with the Club By-Laws, their responsibilities and benefits and in particular:

- Register fully and promptly
- Payment of fees on time (failure may cause player to be suspended by Club)
- Wearing of correct Club uniform (failure can cause Club to be fined and

- Club may require the player to pay such fine)
- Maintaining the good name and objectives of the Club and not to do or say anything that might be prejudicial to the Club
- Familiarity with By-Law 4 – Player Responsibilities

5.16 RULES FOR SENIOR TEAMS (after having been formed and registered with Club)

- Team Manager: Each team must provide a Team Manager. Duties are listed in By-Law 6, but main function herein is to ensure that players and team comply with Club By-Laws including these Rules.
- Team Coach: Each team must provide a Team Coach. Duties are listed in By-Law 6 but main function herein is the full control of playing tactics and as to which players take the field in each match.
- Team Registration Sheet: Each team must submit a fully completed Team Registration Sheet (SSFA Form) by March 1st. This is compulsory.
- Conduct: Teams are required to maintain the good name and objectives of the Club and not to do or say anything that might be prejudicial to the Club.
- Performance: Teams are required to train and play in a manner which reflects well on the Club and sets a good example to our Junior players.
- Similar Standard: Teams are expected to comprise of players of similar ability. This is to enable grading of the team into a competition grade where they can win a reasonable number of games. It also reduces discontent from players who do not get to play in more important games because they are too far below the standard of the teams they have joined.
- Team Grading: Teams are graded by the Club on merit and submitted for grades in which they should have a reasonable chance. The Association (SSFA) decides upon the actual competition grade for each team.
- Rotation of Players: Club policy for Juniors is that all players should get equal number of games provided the player trains and plays responsibly. A Senior Team Coach may adopt different system for his team if he wishes. The system adopted must be advised to all players in that team prior to start of competition and the player is thereafter obliged to cooperate in its operation.
- Selection: Club policy for Juniors is that the selection of players for each match is the sole responsibility of the Coach. A Senior Team Coach may appoint a selection panel for his team if he wishes. The system adopted must be advised to all players in that team prior to start of competition and the player is thereafter obliged to cooperate in its operation.
- Sunday Ground Duties: Each team must supply persons as required to meet obligations where rostered for ground control, ground marking and volunteer referee.

It is up to the Sunday teams to man the fields on Sundays. With the number of Sunday team players in this Club it should not mean more than one session per season if everyone does their share.

5.17 SENIOR TEAMS SUB-COMMITTEE:

The Club hopes to form a Senior Teams Sub-Committee each year. Each team is expected to provide a Representative to attend meetings. The idea is

to look after Senior teams the best we can and the Sub-Committee can do an important job.

BY-LAW 6 – TEAM OFFICIALS RESPONSIBILITIES

CONTENTS:

- 6.10 TEAM COACH
 - 6.11 TEAM MANAGER
 - 6.12 PLAYER ROTATION – POLICY
 - 6.13 BORROWING OF PLAYERS – POLICY
-

6.10 TEAM COACH

- **Nominations:** Nominations will be called and nominees will indicate whether they will accept office for any team or whether they restrict their nomination to a certain age, grade, or to a team in which their own child is selected.
- **Appointment:** Coaches are appointed by the Committee and hold office from as soon as possible after teams are formed until the end of season and official functions.
- **Main Responsibility:** Upon appointment to a team, the Coach is responsible for improving the standard of every player in fitness, technical ability, team tactics, knowledge of the Rules and sportsmanship.
- **Selection & Tactics:** The Coach will be the sole selector of the team for each match, subject to the Rotation provisions, (see 6.12) and shall determine the player positions and the tactics to be employed by the team during games.
- **Training Times:** The Coach shall arrange a suitable training time to be allocated by Chief Coach.
- **Discipline:** The Coach is responsible for disciplining players in accordance with By-Law 4.
- **Rotation:** The Coach shall observe Club policy on Rotation of Players (6.12)
- **Liaison:** The Coach will maintain close liaison with the Team Manager on all matters relating to the team welfare and individual players' problems. He will maintain cooperation with other Club Officials and particularly with the Chief Coach.

6.11 TEAM MANAGER

- **Nominations:** Nominations will be called and nominees will indicate whether they will accept office for any team or whether they restrict their nomination to a certain age, grade, or to a team in which their own child is selected.
- **Appointment:** Team Managers will be appointed by the Committee and hold office from as soon as possible after team is formed until December

31 of same year.

- Main responsibility: Upon appointment to a team the Team Manager's chief responsibility is the welfare of the team members. He becomes the Representative of the Club in his contact with parent/guardians and players, and should endeavour to keep informed of all Club functions, meetings, rulings and requirements. He will pass on this information to the players and parent/guardians as applicable. He shall also arrange transport for the team for training and matches.
- On Match Days: The Team Manager is responsible for the following check list:

Check List:

- Pick up two match balls for home games
- Make sure players are correctly attired in correct Club uniform
- Pick up Newsletter in Clubhouse (read before the game is finished as there could be important items in it relating to your team)
- Arrange transport for team if 'away' game
- Fill in page in your Manager's diary
- Fill in Match Sheet – make sure this is done correctly.
- Have ID Cards ready for opposition Manager
- Make sure match balls are properly inflated (at home games)
- Coach (if present) will select team, arrange positions and handle tactics and replacements. This responsibility is SOLELY his.
- Check opposition team's ID Cards (where applicable).

After Match:

- Check score on match Sheet CAREFULLY and sign it
- Distribute Newsletter
- Make sure that you collect ID Cards (where applicable).
- In the case of an injury, fill in Injury Report at ground where injury occurred
- Ensure that all players at 'away' games have transport to Woollooware Oval or home
- Fill in remainder of details in Manager's Diary
- Prepare match report and lodge online at clubs website.

General Duties:

- Ensure that a full team is available for each match AHEAD of the day
- Borrow players as necessary by arrangement with other Managers and keep a record (see 6.13)
- Keep a record of any players borrowed FROM your team
- Pick up and return ID Cards (where applicable) for borrowed players
- Ensure team parent/guardians take their turn at Ground Control Duty.
- Encourage parent/guardian participation in all Club Events (socials, etc) – this is important

Match Report: The Team Manager should report the result of each game and is to prepare a report for submission on the Website, and inclusion in the Newsletter after each competition game. This report will refer only to the game and the performance of the team; no criticism of Referees, Club or

Association Policy is permissible and any criticism of the team or opponents must be in general terms, without naming individuals. An endeavor must be made to offer a word of praise to every player in the team on occasion, and the credit for good performance should be spread around the team as evenly as possible. Surnames must be included at all times.

Club Raffles: The Team Manager is to arrange for the sale of raffle tickets, etc. which the Club provides and return all monies to the Canteen on the day they are collected. He/she may obtain assistance from parent/guardians in these duties but remains responsible for returning all monies to the Club.

Rostered Team Duties: The Team Manager is responsible for arranging help from parent/guardians and players in carrying out scheduled duties such as ground control, etc. Additionally, the Team Manager is expected to call upon parent/guardians and players for support in working bees, etc. which the Club may organise.

Social Matches: The Team Manager is responsible for fielding a team in a social match once his team has been committed by the Committee. In the event of being unable to field a full team, he shall borrow players to make up the required numbers.

Liaison: The Team Manager will maintain close liaison with the Team Coach on all matters relating to the team welfare and individual player's problems. He will maintain cooperation with the Chief Manager and other Club officials.

6.12 PLAYER ROTATION - POLICY

6.12.1 Aim: The prime aim of the Club is to ensure that each player who trains and plays regularly and responsibly shall play an equal number of competition games.

6.12.2 NORMAL RULES:

- Objective is that by Round 16 each player in a team has had equal number of games and half games
- Goalkeeper may be exempted from rotation if Coach wishes
- Team Coach shall decide who plays and Team Manager shall keep a record
- Non-excused absences – such as absence without prior notification or good reason will count as games played for purposes of these rotation Rules
- Excused absences – such as genuine sickness, holidays, etc. with prior notification will not count as games played.

6.12.3 EXCEPTIONS:

Coach is permitted to “stand-down” players for full or half game for disciplinary purposes (see By-Law 4.12 – Player Discipline) such stand-downs will count as games played for purposes of these rotation Rules.

Permission may be granted by Club Committee to vary the Normal Rules above, for special reasons such as:

- Last few games of competition where “strongest team: may be selected by Coach when necessary to make semi-finals.
- A system permitted in which “best eight players” are selected for each match by Coach and other players strictly rotated – for teams with special problems such as over-grading or having too many players.

Note: These rotation Rules do not apply to semi-finals and other finals play off games where Coach may select “strongest team” available.

6.12.4 SENIORS

These rotation Rules apply specifically to Junior teams. Senior teams may adopt other rotation Rules (see By-Law 5)

6.13 BORROWING OF PLAYERS – POLICY

Teams are expected to cooperate in the borrowing of players to overcome player shortages. The Club, as a whole, has to be considered rather than any single team.

6.13.1 NORMAL RULES

Team Manager, or if Manager not available, Team Coach, must agree to release the player.

Player must agree (or parent/guardian of young player).

Provided the borrowing is in accordance with Association competition Rules, the player must be loaned unless:

- Player has previously played twice out of player’s team
- There is less than one hour elapsed time between finish of borrowing team’s match and start of player’s team’s match.
- No players may be borrowed except to cover player shortage. No regular player may be stood off to use borrowed player.

6.13.2 EXCEPTIONS

Exceptions to the above require Club Committee approval prior to the event.

BY-LAW 7 – REGISTRATION OF PLAYERS

CONTENTS:

7.10 GENERAL

7.11 REGISTRATION – ALL PLAYERS

7.12 PLAYERS IN HIGHER AGE GROUPS

7.13 REGISTRATION – SENIOR PLAYERS

7.10 GENERAL

Players are required to register fully on advertised dates. Failure to comply with this simple requirement causes enormous extra administrative work for the Club Registrar and other officials. The following Rules are designed to benefit the player and all concerned.

7.11 REGISTRATION – ALL PLAYERS

- **Commitment:** Registration as a player with the Club commits the player to comply with Club By-Laws or in case of Junior players, commits the parent/guardian on the player's behalf.
- **Full Registration:** Player is not registered until all requirements are met, including production of birth certificate (where required), Proof of Residence (if required for new Senior players), payment of applicable fees. All requirements must be met promptly to assist Club and to avoid disappointment of player (see "Late Registration: below).
- **Player Transfer to Club:** Player will be regarded as registered when applicable Club forms are submitted and fees paid. Transfers from other Sutherland Shire (SSFA) teams will be handled by Club.
- **Player Transfer from Club:** Players may transfer from Club to Club, within the Shire, without restriction, although monies owing are required to be paid. In certain cases, monies paid to this Club upon registration may be returned when player transfers or withdraws from Club. Players should apply to the Secretary in writing, and Club Committee will decide.
- **Late Registration:** Players are expected to be fully registered on advertised dates – after that time players will only be accepted to fill vacancies (see By-Law 8 – Formation of Teams). A late fee may be imposed.
- **Club Membership:** Registration as a player with the Club does not comprise Membership of the Club (Incorporated). This requires a separate procedure (see Club Constitution and Rules).
- **Public Liability:** All registered players of the Club are covered by the Public Liability Insurance Policy which covers the Club.

- Stand-by: Players at late registration, if unable to be placed in a team, may be placed on stand-by basis, if they request, for their own age group or one age group higher. Players on stand-by will be given preference for vacancies occurring in order of their being placed on stand-by for the particular age group concerned. Vacancies can occur due to players leaving or new teams being formed, etc. Players on stand-by should comply with all registration requirements excepting the payment of fees.
- Refusal: The Club can refuse any registration on any grounds but not including race, colour, or age.

7.12 PLAYERS IN HIGHER AGE GROUPS – JUNIOR TEAMS

- Club policy for Junior teams is that a player should play in the age group of that player.
- Any player may be requested by Club to play in a higher Junior age group – where necessary - to balance player numbers in teams.
- Any player who wishes to play in a higher Junior age group than their own, when not requested by the Club, must apply in writing to the Club per Club Secretary and must show "Special circumstances".

Special Circumstances – which may be considered by the Club include:

- That player wishes to try out for an "A" grade team (in higher age group) when there is no "A" grade team in their own age group.
- That they are a Shire "Representative" player and require stronger opposition, etc.
- That higher age group team is a nominated "Priority Team". (A priority team is one nominated by the Club Committee to create a team of higher potential over one or more seasons)
- That they were a Member of the higher age group team the previous year.

Players under 21 years of age wishing to play in Senior Teams may do so if they wish, but they must register in that division and must comply with the additional and special requirements for Seniors (see By-Law 5 & 7.13 below)

7.13 REGISTRATION – SENIOR PLAYERS

Players wishing to register in Senior teams –Amateur League, Over 35, Over 45 and Senior Women teams, must comply with clauses 7.10 and 7.11 above, and all relevant By-Laws.

In particular, they should be aware of By-Law 5 – Senior Players and Teams – Special Rules.

Generally speaking, Senior players must secure for themselves a place in a team which is being organised or is already formed. The Club will assist in this, but basically, it is up to the player. The player is registered on this understanding. If the player is unsuccessful in finding a team, then fees will be refunded.

BY-LAW 8 – PROCEDURE FOR FORMING AGE GROUPS & TEAMS – JUNIORS

CONTENTS:

- 8.10 OBJECTIVES
 - 8.11 TERMS
 - 8.12 NORMAL PROCEDURE FOR FORMING TEAMS
 - 8.13 EXCEPTIONS
 - 8.14 FORMING SENIOR TEAMS
-

8.10 OBJECTIVES:

The objectives in the process of registering players and forming teams are;

- Fielding the maximum number of teams possible
- Forming teams of suitable size
- Not to register more players than can be placed
- Placing in teams all players who are registered on advertised dates
- Minimum disturbance to players and teams during process

8.11 TERMS:

Terms used in this By-Law are:

- Age Group: The age group in which the player is registered (see By-Law 7)
- Close-Out Number: The number set by Club Committee before registration commences which represents the maximum number of players which will be registered in an age group.
- Stand-by List: The list of players who wish to wait for vacancies to occur in their own or one higher age group. (Vacancies can occur due to registered players leaving or new teams being formed, etc) Players on stand-by should comply with all registration requirements of Club except payment of fees.
- Team Size: The optimum number of players to be registered per team.

The target maximum number of players per team shall be:
Number of players taking the field, plus number of substitutes, eg. Under 9 and above teams = 7+3 = 10 players maximum or inline with new FFA Small Sided Games (SSG) policy to be phased in between 2008 and 2011.

The target minimum shall be:
Number on field plus one, eg Under 9 and above = 7+1 = 8

- Registration: Registration means full registration, including payment of due fees (see By-Law 7)
 - Registration Master List: The list kept by Registrar showing all players (fully) registered, close-out numbers, and players on stand-by.
 - Grading of Players: Players are graded into teams strictly on the basis of merit (ability) of player.
-

- Excess in Registered Players: is an excess in the number of players registered in an age group over that which can be placed in teams. This can occur due to players leaving or registration falling short of close-out number.

8.12 NORMAL PROCEDURE FOR FORMING TEAMS

- determine close-out number for each age group and show same on Registration Master List
- Register up to close-out number and show each player on Registration Master List.
- Place on stand-by list those in excess of close-out number
- Grade players (other than those on stand-by) into teams of optimum team size.

8.13 EXCEPTIONS:

- Composite teams may be formed from players in two age groups where such team will enable excess players to be placed in a team.
- Where an excess number of players is registered in an age group, the following will apply:
 - The players will be graded into teams available in order of merit (ability).
 - Players still not placed will be:
 - Placed in a composite team OR
 - Placed on stand-by OR
 - Released from the Club with refund of fees and all assistance in finding placement in another Club.

Note: Players who register and cannot be placed are given recognition for Service Award purposes.

8.14 FORMING SENIOR TEAMS:

For Rules covering forming of Senior teams, see By-Law 5.

BY-LAW 9 – CLUB JUDICIARY COMMITTEE

CONTENTS:

- 9.10 COMPOSITION OF COMMITTEE
 - 9.11 FUNCTIONS AND POWERS
 - 9.12 PROCEDURES
 - 9.13 APPEAL
-

9.10 COMPOSITION OF COMMITTEE

- The Club Judiciary Committee (CJC) shall be a special Committee of the Club Committee.
- The CJC will comprise essentially of the Club Committee Executive
- They shall appoint a Chairman and Secretary, who shall keep Minutes, from among the CJC.
- A quorum shall be three persons.
- If any Club Executive is unavailable, the Club Committee can appoint any Member of the Club to act on the CJC in place thereof.
- A member of the family or team of the person/s appearing before it shall not sit on the CJC for that hearing.
- A Member of the CJC may be excluded on their own request from any hearing for any reason including conflict of interest.

9.11 FUNCTION AND POWERS

The CJC shall have power to:

- Hear and determine any matter pertaining to misconduct or breach of By- Laws by any player, team, Coach or Manager of the Club.
- Fine, suspend or otherwise discipline any of the above player or team, Coach or Manager for misconduct or breach of By-Laws of the Club.
- Require any person being player, parent/guardian, Team Manager, Team Coach or other Club official to appear before the CJC in connection with any matter properly referred to it. If such person fails to appear then matter may be determined in their absence.

9.12 PROCEDURES

The principles of natural justice shall apply, and in particular:

- Complaints: The Club will only accept written complaints from individuals or teams. Depending on the seriousness of the complaint, the Club can take 7 to 28 days to process before informing the individual or team.

- Notice: Persons required to appear will be given seven days' notice except where necessary to determine matter before players', teams', Coaches', Managers' next scheduled match, in which case 48 hours minimum notice will be given.
- Charge Recorded: The charge and/or circumstances shall be set forth in writing.
- Person/s Advised of Charge: The person or team will be advised of the charge and/or circumstances as set forth.
- Appeal: A process for appeal will exist (see 9.13)
- Recording: All charges (and/or circumstances) written evidence outline of hearing and the finding of the CJC will be recorded and filed in a report of the hearing. Verbal evidence and discussions, at the discretion of the Club and provided all present at the meeting are made aware, will be recorded, either or both visually and audibly for the purpose of creating written meeting minutes.
- Report to Club Committee: The report of the hearing will be submitted to Club Committee before or by the next scheduled Club Committee meeting.
- Person/s Advised of Outcome: The person/s before the CJC will be advised of outcome at conclusion.
- Witnesses: Person required appearing before CJC may produce witnesses on their behalf who may be excluded from hearing, except when giving their evidence.
- Fail to Appear: Failure of the person or team to appear will allow the Club to either suspend a player, team, coach or manager for an indefinite period until such individual or team appear before the CJC.
- Fail to Resolve: Failure to resolve, the Club at its discretion can de-register the said player, team, Coach or Manager and/or refer the case to the SSFA or Football NSW for resolution.

9.13 APPEAL

- Appeal Application: Person subject to a decision of the CJC may apply for an Appeal to be heard by the full Club Committee against such Decision and the Club Committee shall decide if an Appeal is to be heard.

An application for Appeal should be in writing and should give reasons for same such as: new evidence, severity of Decision or other substantial basis.

- Appeal Hearing: If an Appeal hearing is granted, the full Club Committee will hear same as expeditiously as possible and Procedures (9.12 above) will apply.

10.10 CLUB TEAM AWARDS

10.11 GENERAL

- Club Team Awards will be made by the Committee
- Each team winning an Award shall receive perpetual trophy to be returned to Secretary by Round 1 in the following year.
- Each listed member of the team winning a Club Award, plus Manager and Coach, shall receive an individual trophy.
- No team may receive two Club Team Awards
- Club Team Awards are independent of SSFA (Association) Awards.
- Team Merit Awards MAY NOT BE MADE IF Committee considers no team so qualifies in any particular year.
- All listed players and Team Manager and Coach in teams winning Association Awards of Minor Premiership and Premiership shall receive an appropriate trophy from the Club.
- In the event of the Club winning the Qantas Cup, all listed Senior players plus Managers and Coaches in participating Amateur League teams shall receive an appropriate trophy.

10.12 CLUB CHAMPION TEAM AWARD – SENIOR & JUNIOR

- The Club Champion Team Award will be Awarded to the highest score under the formula: **$S=F(P+A)$**

Where: S = Club Championship Score

F = A multiplying factor based on grade of team (Juniors) or 'Classification' of team (Seniors) – see SSFA Rule Book

P = Premiership (Competition) points

A = Additional points from achievement in competition or finals

Note: for values of F and A see below:

* If score 'S' is level for any teams, the winner will be the team with the highest goal difference (in competition only – not finals)

* If score 'S' is still level, then team with most goals scored (in competition – not finals).

VALUES OF FACTOR "F"

A Grade (F=5); B Grade (F=4); C Grade (F=3); D Grade (F=2); E and lower Grades (F=1) O35 = O45 = SW =

VALUES OF ACHIEVEMENT POINTS "A"

Achievement ("A" Points) is one only, of the following:

Minor Premier and Premier	9 points
Minor Premier or Premier	6 points
Runner up only	4 points
Winner of semi-final	3 points
2 nd place in competition	2 points
3 rd place in competition	1 point
4 th place in competition	.5 point

Examples:

- An "A" Grade team comes first in competition with 30 points (Minor Premiers) and toes on to win Premiership:

$$\begin{aligned} S &= F (P + A) \\ &= 5 (30 + 9) = 5 \times 39 = 195 \end{aligned}$$

- An "A" grade team comes second in competition with 28 points and toes on to win Premiership:

$$S = 5 (28 + 6) = 5 \times 34 = 170$$

- A "B" Grade team comes first in competition with 36 points (Minor Premiers) and toes on to win Premiership:

$$S = 4 (36 + 9) = 4 \times 45 = 180$$

10.13 CLUB GOAL DIFFERENCE AWARD – ALL TEAMS

- The Award will be made to the team (Senior or Junior) which has the highest goal difference at the end of the competition (Minor Premiership) rounds.
- If two or more teams are level the winner based on most goals scored in those competition rounds.

10.14 CLUB MOST IMPROVED TEAM AWARD – JUNIORS

- The Award will be made on the basis of most 'improver' points scored by a Junior team as per SSFA Rules.
- If two or more teams equal then team with highest goal difference is winner.

10.15 CLUB "A" GRADE TEAM MERIT AWARD – JUNIORS

- The Award will be made on the basis of the merit of a Junior team's performance in the face of adversity in "A" Grade. Merit is based on good spirit, good attendance at training and matches, improver points and such. Adversity is based on too few or too many players, lack of support from Coach and/or Manager, player injuries, obviously bad grading and such. The Award is not made merely for poor performance – 'merit' must be evident.

10.16 CLUB TEAM MERIT AWARD

- The Award will be made on the basis of the merit of a Junior team's performance against adversity in other than "A" Grade. Basis for merit and adversity as in 10.15 above.

10.17 GOAL KEEPER AWARD

- The Award will be made on the basis of the merit of an individual goal keeper from both the junior or senior teams.
- This award shall be decided on by the Committee if they feel that an individual goal keeper has performed outstanding in this position.

10.20 CLUB INDIVIDUAL AWARDS:

10.21 GENERAL:

- Club individual Awards shall be made by Club Committee unless specified otherwise.
- Awards in the format specified herein take effect from 1989 season unless decided otherwise by Club Committee.

10.22 CLUB LIFE MEMBERSHIP

This Award shall be made in accordance with the provisions of the Constitution and Rules. Accordingly, the Life Membership shall be passed at an Annual General Meeting (AGM). All nominations will have been recommended by the Club Committee for acceptance at the AGM.

The Award shall comprise a green jacket as approved by Committee with an embossed Life Member pocket. The Award entitles the Member to full Membership of the Club without payment of Club Membership fees and including full voting rights at Annual General Meetings and Special General Meetings.

10.23 CLUB SERVICE AWARDS

SERVICE – for purposes of these Awards ‘seasons’ shall be any season served with the Club. Seasons after the first, which also qualify, include those played with Representative or district teams.

10.24 CLUB 10 YEAR PLAYER AWARD (10; 15; 20; 25; 30; 35 etc???)

This Award shall be made to players after ten seasons (as defined) with the Club. The Award shall be plaque unless decided otherwise by Committee.

10.25 CLUB LIFE PLAYER AWARD

This Award shall be made to players after thirty seasons (as defined) with the Club.

The Award shall be plaque unless decided otherwise by the Committee.

The Award shall entitle the player to play with the Club with a discount on the Club playing fees and subject only to fees and charges imposed by the SSFA. This Award commences 1989.

10.26 CLUB OFFICIALS 10 YEAR AWARD

This Award shall be made to persons after ten years service with the Club in an official capacity. Service as Official covers Committee Member, Team Coach, Team Manager, or other official position described in these By- Laws.

The Award shall be plaque unless decided otherwise by the Committee.

10.27 CLUB MERIT AWARD

These Awards shall be made by the Committee to any persons who make outstanding personal contribution to the benefit of Club, **over and above** that which would be expected from the person’s position or function.

The Award shall be a certificate unless decided otherwise by the Committee.

10.28 CLUB COACH OF YEAR AWARD – JUNIOR, INTERMEDIATE AND SENIOR

This Award shall be made to the Team Coach in Junior, Intermediate and Senior who qualifies first on the basis of performance at training and at matches.

The Award shall comprise an individual trophy and a Club perpetual trophy.

10.29 CLUB PERSON OF THE YEAR – SENIOR AND JUNIOR

This Award shall be made to the person in each of the groups who, in the opinion of the President, has made the most significant contribution to Club benefit **over and above** that which would be expected from the person's normal position or function.

10.30 CLUB COMMITTEE MEMBER OF THE YEAR

This Award shall be made to the Committee Member who, in the opinion of the President, has contributed most to the Club benefits **over and above** that which would be expected from the person's normal Committee position.

BY-LAW 11 – REGULATIONS FOR SUB-COMMITTEES

CONTENTS:

- 11.10 GENERAL
 - 11.11 OBJECTIVES
 - 11.12 STRUCTURE
 - 11.13 MINUTES
 - 11.14 FUNDS
-

11.10 GENERAL:

All Sub-Committees are formed in accordance with Clause 22 of the Constitution and Rules of the Club, viz, "Delegation by Committee to Sub-Committee". All officials, players or other persons taking part in the activities of such Sub-Committees form part of the Club

11.11 OBJECTIVES:

To assist the main Committee and further aims of Cronulla Seagulls Football Club in accordance with the Constitution and Rules of the Club.

11.12 STRUCTURE:

1. The Sub-Committee will be chaired by a Member of the main Committee. The Sub-Committee may appoint other Officers as required with such appointments being subject to ratification by the main Committee.
2. Where the Sub-Committee relates to specific groups of teams or age groups, then each team within the group shall be represented on the Sub-Committee and shall have one vote per team.
3. All Sub-Committees function as a Sub-Committee of the main Committee and are in all matters subject to the direction and authority of the main Committee. All correspondence to other bodies must be made via the Secretary of the main Committee, or with approval of that Officer.
4. Membership of a Sub-Committee is open to any person interested in its activities, and approved by the main Committee.
5. All matters of import shall be put as a motion and decided by normal rules of debate. All resolutions shall be subject to ratification by the main Committee, and must relate only to the activity of that Sub-Committee.

11.13 MINUTES:

Minutes of each meeting must be maintained and forwarded to the Secretary of the main Committee within 14 days of the meeting.

11.14 FUNDS:

- The Sub-Committee may raise funds to cover the activities of the Sub-Committee, or may receive an allotment of funds from the main Committee for such purposes.
- The Sub-Committee Treasurer is to maintain proper Books of Account and a statement of accounts must be forwarded to main Committee Secretary at least once per month.
- An Annual Balance shall be forwarded to the main Committee Secretary when called for by that Officer.
- All monies in hand at the time of Annual Balance must be handed to the Treasurer of the main Committee for which a receipt will be issued.
- An amount to form a working fund will be allocated to the Sub-Committee at the commencement of each year.

BY-LAW 12 – SPECIAL POSITIONS

CONTENTS:

12.10 GENERAL

12.11 AGE GROUP CONTROLLER

12.12 PLAYER DEVELOPMENT OFFICER

12.10 GENERAL

This By-Law covers special officials of the Club who, although not Members of Club Committee, are appointed by the Club Committee and act on behalf of same.

12.11 AGE GROUP CONTROLLER

Main Function: to organise players in an age group during the pre-season period and particularly until teams are formed and Team Managers appointed for all teams in that age group.

12.11.2 Associated Tasks:

- Calling roll – to identify attendees, dropouts and unregistered players.
- Answering questions from players and/or parent/guardians regarding registration of new players, timetables, vacancies in age group.
- Advising and/or instructing players as to what is required of them and in particular following up registration inadequacies.
- Have charge of soccer balls and trial shirts – to withdraw such and return same after the event.
- Recruit Team Managers as teams are being formed in the age group. Advise Chief Manager who will confirm appointments with Committee.
- Recruit Team Coaches as teams are being formed, advise Chief Coach who will confirm appointments.
- Recruit players where necessary and if possible where shortages exist in the age group. Confirm placements with Registrar.

12.11.3 Scope: the above to be performed by attendance at grading nights and trial games for the age group during pre-season period. Also includes telephone work.

12.11.4 Reports to: Vice President Administration who provides Club information and assistance.

12.11.5 Liases with: Chief Manager, Chief Coach, Registrar and Grading Chairman.

12.11.6 Status & Authorities: This is a special (non-Committee) position appointed by the Club Committee. This Officer is authorised to act on behalf of the Committee in carrying out the above functions.

12.12 PLAYER DEVELOPMENT OFFICER

12.12.1 Main Function: The identification and development of Club players of outstanding ability and the development of same to as high a level as possible within available limits of time and Club resources.

12.12.2 Associated Tasks:

- Monitors all Club players, and identifies players for development
- Interviews Coaches, and reviews players recommended by Coaches.
- Submits reports and recommendations to Club Committee re each player identified.
- Considers such mechanism as:
 - Special training sessions within the Club
 - Paid training camps
 - Trials with Representative, State National League or similar Clubs

12.12.3 Reports to: Vice President Football

12.12.4 Status and Authorities: This is a special (non-Committee) position Appointed by the Club Committee.

- This Officer is authorised to liaise on behalf of the Club with players, their parent/guardians and other persons in connection with the above function.
- All recommendations regarding Junior players must be endorsed by their parent/guardian/s.
- All recommendations require the prior approval of Committee before being put into effect.

BY-LAW 13 – SUNDRY BY-LAWS

CONTENTS

- 13.1 STANDING ORDERS
 - 13.2 SPECIAL COMMITTEES
 - 13.3 COMPANION CLUBS
 - 13.4 HARDSHIP CASES
 - 13.5 LATE FEES
-

13.10 STANDING ORDERS

13.10.1 GENERAL

The Standing Orders (permanent Rules for the regulation of the business and proceedings at meetings) shall be those set forth in Appendix 4 of “Guide for Meetings and Organisations” by N. E. Renton – Seventh Edition, as amended, except that Clause 25 shall read:

“25. Alterations to the Standing Orders shall be made by a simple majority of those present at a Committee or General Meeting.”

13.10.2 NOTES

- Availability

A copy of the Standing Orders, as amended, shall be held by the Secretary of all meetings and be available to those present.

- Informal Discussion

A meeting may proceed into informal discussion by “the suspension of standing orders” (Clause 22) or by “leave being granted” by all those present at a meeting.

13.30 SPECIAL COMMITTEES

13.30.1 GENERAL

Special Committees may be formed by the Club Committee for such purposes and period of time as necessary.

13.30.2 STATUS

All Special Committees (whether called Committee, Sub-Committee or Panel) shall be deemed to be Sub-Committees of the Club and the provisions of By-Law 11 (Regulations for Sub-Committees) shall apply.

13.40 COMPANION CLUBS

13.40.1 GENERAL

The Club Committee may elect to form a relationship of a particular type with other Clubs for such purposes and periods of time as

necessary. This relationship shall be designated herein as “Companion Clubs”.

13.40.2 STATUS

No formal relationship shall exist between the Clubs. No formal obligation pecuniary, legal or otherwise shall exist upon either party to the other. The relationship may be terminated by Committee of either Club.

13.40.3 ASSISTANCE

Either Club may elect to give assistance to the other. Typical examples of such assistance include sharing of hall facilities, social, advertising and fund raising projects.

13.50 HARDSHIP CASES

13.50.1 GENERAL

Where, in the opinion of the President, circumstances warrant, all or part of playing fees may be waived for any person.

13.50.2 RATIFICATION

The decision of the President in such cases shall be ratified by the Committee upon the notification of the decision and not the circumstances to the Club Committee.

13.50.3 ASSISTANCE

Where proposed by President and agreed by Club Committee, further assistance in the form of supply of playing gear, etc may be provided

13.50.4 PROCEDURE

All applications for such assistance shall be made verbally or written by or on behalf of, the person concerned direct to the President.

13.60 LATE FEES

13.60.1 GENERAL

Due to the cost and inconvenience to the Club caused by late registration and late payment of fees, a late fee may be imposed by the Club Committee for:

- Failure to register on advertised dates
- Failure to pay Club fees by due dates.

13.60.2 WAIVER

The fee may be waived by the Committee for players with valid reasons, including unavoidable absence from District at registration times, and other circumstances beyond player’s control.

BY-LAW 14 – AGENTS OF THE CLUB

CONTENTS:

14.10 GENERAL

14.11 PERSONS COVERED

14.12 ACTIONS COVERED

14.10 GENERAL

This By-Law identifies, for purposes of Public Liability Insurance and/or protection in the event of legal action, those persons who act on behalf of the Club

14.11 PERSONS COVERED

This By-Law covers persons in the following categories:

- Club Committee and all Club Members
- Other Officials, including Team Coach, Team Manager, Age Group Controller and other positions named in these By-Laws.
- Players
- Volunteer Referees
- Club Voluntary Workers, including all unpaid persons, rostered or authorised by the Club to perform tasks on behalf of the Club
- Club employees
- Club Patrons
- Sub-Committees, including all persons in Sub-Committees of the Club in the above categories, and including Officials of the Sub-Committee itself.

14.12 ACTIONS COVERED

All persons identified herein are covered when acting on behalf of the Club, within the normal scope of such functions, and within authorities and scope defined by these By-Laws.