

INGLEBURN RSL YOUTH CLUB INC. SOCCER DIVISION
BY LAWS AND DIVISION COMPETITION RULES

It is recognised that the Soccer Division is a governed division of the Ingleburn RSL Youth Club Inc, and these By-Laws and Division Competition Rules are intended to define more clearly the structure of the Soccer Division, and to provide regulatory guidelines.

Members (as defined) are bound by these By-Laws and Division Competition Rules for the duration of their financial membership.

1. NAME

The division shall be known as Ingleburn RSL Youth Club Inc. - Ingleburn Eagles Soccer Division.

2. AIMS

To promote and cater for soccer football generally and in particular to develop and foster participation by the youth of the district in the code.

3. COLOURS

3.1 Shirts – Front and back panel gold, collar- royal blue with gold piping, side panel – white with single blue piping, sleeves - royal blue with two bands of gold piping at the bottom of the sleeve.

3.2 Royal blue shorts

3.3 Royal Blue socks, two gold hoops

3.4 Alternate shirts, royal blue with gold trim

4. STRUCTURE OF THE DIVISION

The Division shall consist of:

4.1 THE EXECUTIVE COMMITTEE

4.1.1 President

4.1.2 Secretary

4.1.3 Vice President x 2

4.1.4 Treasurer

4.2 THE MANAGEMENT COMMITTEE

4.2.1 The Executive Committee (4)

4.2.2 Registrar

4.2.3 Youth Club Delegate X 2

4.2.4 M.D.S.F.A. Delegate X 2

4.2.5 Webmaster

4.2.6 Assistant Secretary

4.2.7 Assistant Registrar

4.2.8 Canteen Manager

4.2.9 Head Grader

4.2.10 Property Officer

4.2.11 All Age Co-Ordinator

4.2.12 Minis Co-Ordinator

4.3 Coaching Co-Ordinator

4.3.1 A Coaching Co-Ordinator shall be appointed by the Executive Committee after advertising, receiving and appraising all written applications. Any appointment is provisional, subject to ratification by the Youth Club.

4.3.2 The Coaching Co-Ordinator shall report directly to the Executive Committee.

4.3.3 The Coaching Co-Ordinator shall be responsible for developing programmes to assist all players and coaches in the improvement of their skills.

4.3.4 The Honorarium for this position shall be subject to the applicant's qualifications, and shall be repaid financially subject to Club finances and ratification by the Youth Club.

4.4 COMMITTEE POSITIONS

No person shall hold more than 2 positions concurrently, except in the case where a member of the Executive holds an executive delegate position, as is required under the M.D.S.F.A. and Youth Club, in which case they may hold 3 positions concurrently.

5. MEMBERSHIP

5.1 Members shall be financial members of Ingleburn RSL Soccer Club.

5.2 A person is qualified to be a member of the club if that person is a natural person who has attained the age of eighteen (18) years.

5.3 A person is qualified to be a junior member of the club only if the person is a natural person who has not attained the age of eighteen (18) years and is currently registered with the Ingleburn RSL Soccer Club as a player.

5.4 A nomination of a person for membership of the club;
(a) Shall be made by a financial member of the club in writing, in the appropriate form.
(b) Shall be lodged with the Secretary of the club, to enable presentation to the next committee meeting of the club. Such nomination shall be determined by a majority vote.
(c) Nominations shall close at midnight on the 30th June each year.
(d) Renewal of membership shall close at midnight on the 30th June each year.

5.5 Where members of the management committee determine to approve a nomination for membership, the Secretary shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of fourteen (14) days the sum payable under Rule 6 by a member as entrance fee and annual subscription fee.

5.6 The Secretary shall on payment by the nominee of the fees referred to in the rules, enter the nominees' name in the register of members and, upon the name being so entered, the nominee becomes a member of Ingleburn RSL Soccer Club.

5.7 A Life Member shall be any member who shall be elected as such by a 75% majority of those present at an A.G.M. of the Ingleburn RSL Soccer Club and shall thereafter be entitled to all privileges (including entitlement to vote and take part in the management of the club) as a full member of the club, without paying the annual subscription fee or any special payment for such life membership, provided that no member shall be elected a life member unless they have been a member for a continuous period of not less than ten (10) years and has rendered exceptional service to the club. Service may include holding of coaching, managing or committee position in the club. Not more than two (2) life members shall be elected in any one financial year.

Nominations for life membership to include proposers and seconders remarks and will only be accepted up to thirty (30) days before the A.G.M. In the event of there being more than two nominations for life membership, the Directors will jointly select two (2), to be proposed for election by the members present at the A.G.M.

6. MEMBERSHIP FEES and SUBSCRIPTIONS

6.1 Members shall be financial members of Ingleburn RSL Youth Club Inc

6.2 New members of the club shall, upon admission to membership, pay to the club their registration fees required by the player payable by the 30th June each year.

6.3 No joining fee shall be payable in respect of Junior Members. Junior Members shall pay an annual subscription fee which shall be determined by the Management Committee. Annual fees in respect of all soccer players, coaches and managers, shall be paid upon registration with the club. Non registered players, coaches or managers are not permitted to participate in any team grading, training, trials or team placement, until registration is completed, due to having no insurance cover.

7. MEMBERS LIABILITY

7.1 All members and officials are advised that, while the Ingleburn RSL Youth Club Inc. is ultimately responsible, the Soccer Division members are severally responsible for debts outstanding in the name of the Soccer Division.

7.2 The liability of a member of the Soccer Division to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the members in respect of membership of the club as required by Rule 6.

8. TERMINATION OF OFFICE

8.1 In the Soccer Division, termination of office may only be made on the recommendation of the Management Committee for any reason whatsoever, by a 75% affirming vote to the resolution presented to all eligible voting members at a general meeting of the club.

8.2 In special circumstances, when the member in question holds a position as a member of the Soccer Division Management Committee, then the resolution may be decided at a general meeting chaired by a member of the Youth Club Executive.

8.3 Should any office holder be absent from three consecutive general meetings or committee meetings, without any reasonable excuse acceptable to the management committee, the Secretary shall report to the management committee, who shall pass resolution to declare the office vacant.

9. DISCIPLINE OF MEMBERS

9.1 Members of the Soccer Division shall be disciplined if any member shall wilfully refuse or neglect to comply with the provisions of the Rules of the Soccer Division, or shall be guilty of any conduct of which in the opinion of the Management Committee, is unbecoming of a member or prejudicial to the interest of the Ingleburn RSL Youth Club and or Soccer Division. The management committee shall have power to reprimand, fine, suspend and expel such member from the club.

Provided that at least seven (7) days before the meeting of the management committee at which resolution to reprimand and/or fine and/or suspend and/or expel such member or any combination thereof is put, the member shall have had notice in writing of such meeting and of what is alleged against the member, and that the member shall at such meeting and before the passing of such resolution have had an opportunity of giving orally or in writing an explanation or defence the member may think fit and provided further that no member shall be expelled from the club unless the resolution for their expulsion is passed by a majority of

75 percent of the management committee present.

- 9.2 In addition thereto any member, who is guilty of a breach of the playing rules or rules of soccer, may be dealt with by a resolution to the management committee in accordance with Rule 9.1.

10. PROPERTY

All fixtures, fittings and equipment of any type provided for the functioning of the Soccer Division, shall remain the property of the Ingleburn RSL Youth Club Inc. at all times.

11. FUNCTION OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be empowered to deal with all matters of urgency in the interests of the Soccer Division, and shall report their actions to the next management committee meeting. At all other times they shall carry out their appointed duties to govern the soccer division in its objectives.

12. FUNCTIONS OF THE MANAGEMENT COMMITTEE

The Management Committee shall be concerned with the general administration of the Soccer Division, and shall consist of the primary office holders as listed. This management committee shall be responsible to the Executive Committee for the overall co-ordination and control of the activities of the Soccer Division. Each of the elected office holders shall be responsible for duties as their titles indicate.

13. FUNCTION OF THE OTHER OFFICE HOLDERS

All other elected office holders shall be responsible for those duties indicated by their title.

14. OFFICERS

14.1 The PRESIDENT shall preside at all meetings. In his/her absence the Vice President shall act in his/her stead. In the absence of the Vice President the meeting shall elect a chairman from the Committee Members present. The President shall be an ex-officio member of all sub-committees.

14.2 The duties of the HONORARY SECRETARY shall be to administer the business of the Soccer Division as directed by the constitution, to keep proper records of all proceedings, to prepare the Annual Report, and execute such duties as may come to all club proceedings.

14.3 The duties of the HONORARY TREASURER shall be to receive all monies due to the Soccer Division from any source, giving receipt in return, to bank all monies so received within seven (7) days, to have custody of them at all meetings, to pay all expenditure, and to prepare the Annual Financial Reports. A copy of the Annual Financial Report shall also be forwarded to the Youth Club for audit and report by the next scheduled meeting.

14.4 All monies collected on behalf of the club shall be paid to the Treasurer within 48 hours. A receipt shall be issued for same except in the case of match fees.

14.5 Monies received and expended shall be recorded in the minutes of each meeting.

14.6 All monies received on behalf of all teams shall be paid into the main account. Cheques from this account shall be signed by the President and any one of the Secretary or Treasurer.

14.7 In the case of the Division's collapse, all funds shall be returned to the Ingleburn RSL Youth Club Inc. General Account.

15. MEETINGS

15.1 MANAGEMENT COMMITTEE MEETINGS - shall be held as required throughout the soccer season. All members of the soccer division who are financial members of the Youth Club shall be eligible to vote at these meetings

15.2 GENERAL MEETINGS - shall be held on the second Monday of each month from February to October.

15.3 EXTRAORDINARY MEETINGS - Refer to Youth Club By Laws Part C Clause 60 - 64.

15.4 ANNUAL GENERAL MEETING - the Annual General Meeting shall be held within three months of the conclusion of the season. All offices shall be declared vacant and election of President, Secretary, Vice President and Treasurer shall be presided over by a member of the Youth Club Executive.

15.4.1. Nominations for all offices shall be made in writing by a Proposer, Seconder and nominee (indicating his/her willingness to stand) and be in the hands of the Secretary no later than fourteen (14) days prior to the Annual General Meeting.

15.4.2. Nominations for any position shall only be received from the floor if no written nominations shall have been received for that position.

15.4.3. All nominees for a position on the Committee must have been a financial member of the Youth Club for the twelve (12) months immediately prior the A.G.M.

15.5 ORDER OF BUSINESS - GENERAL MEETING

- 15.5.1 Time meeting opened
- 15.5.2 Welcome of new members and visitors
- 15.5.3 Apologies
- 15.5.4 Minutes of previous meeting
- 15.5.5 Business arising out of minutes
- 15.5.6 Correspondence incoming and accounts
- 15.5.7 Correspondence outgoing
- 15.5.8 Business arising out of correspondence
- 15.5.9 Treasurers Report
- 15.5.10 Reports from Committee Members
- 15.5.11 Reports from Club Delegates
- 15.5.12 Special Committee Reports
- 15.5.13 General Business
- 15.5.14 Time meeting closed

15.6 TEAM REPRESENTATIONS

A representative from each team shall attend each general meeting.

16. BY - LAWS

16.1 Club by-laws shall be reviewed when the needs arise. Alterations to the By-Laws and Division Competition Rules shall only be made at an Annual General Meeting, or an Extraordinary Meeting called for that reason, with a minimum of two (2) weeks notice of motion in writing. No alterations, amendments or suspension shall be binding, unless carried by a two-thirds majority of votes cast.

16.2 Copies of the By-Laws and Division Competition Rules shall be made freely available to any member upon request to the Secretary.

17. COMMITTEES

The Soccer Division may set up sub-committees to carry out specific functions on its behalf and such sub-committees shall report their operations to meetings of the division. The Soccer Division Executive shall be ex-officio members of all Committees.

18. QUORUM

18.1 Management Committee Meetings: At least one member of the executive and two members of the Management Committee Meetings

19. RECORDS

19.1 Competition records and divisional minutes shall be retained indefinitely.

19.2 Financial records shall be retained for seven (7) years.

19.3 All other records shall be retained for five (5) years.

19.4 All records shall be held in the club archives where and when possible.

20. RULES OF DEBATE

The accepted rules of debate shall apply.

21. INTERPRETATION

Any doubt arising as to the meaning of any part of these by-laws shall be decided by a majority vote at a Management Committee Meeting or Special General Meeting called for such a purpose.

22. GRIEVANCES

Any member who has a grievance which cannot be settled at team level or which is felt should be raised at a general meeting, shall present in writing such grievance to the Secretary 48 hours prior to the meeting.

However, no discussion shall be allowed on any grievance until the Executive Committee has considered the grievance and their recommendation shall be reported to the next general meeting.

23. SOCCER COMPETITION RULES

All rules pertaining to the actual competition shall be laid down by the Macarthur District Soccer Football Association Incorporated.

24. DIVISION COMPETITION RULES

24.1 Registrations: All registrations shall be completed by the last registration day. Late registrations shall not be accepted unless vacancies exist.

24.1.1. All players must be registered in their youngest correct age division according to their date of birth. Players will be permitted to play in an older age division subject to executive committee approval.

Once registrations are completed, as defined by the executive committee, additional late registrations will be placed in the youngest applicable age division, where vacancies exist.

Should no vacancies exist, players may play up one age division if vacancies exist, for that current year only.

24.1.2. There shall be a minimum of three registration days, the first of these days and any time prior to the second registration day being reserved for players registered with the Club in the previous season. Registrations shall be provisional pending placement of players according to the grading procedures. Should vacancies not exist, or a team not be formed, as determined by the Executive Committee and Registrar, then players shall be refunded registration fees and registration cancelled with the last registration being cancelled first, and so on until the maximum number of team players is reached. However, this rule shall not apply to players who registered on the first registration day or prior to the second registration day - these players shall be placed in a team determined by the Executive Committee and Grading Panel, and clauses 23.1.1 and 23.9.4.1.(ix) shall not apply in this instance.

24.1.3. Registrations shall only be accepted from players who turn 5 years of age or older, within that current playing season.

24.2 INJURIES

All injuries must be reported to the Duty Officer by the Manager or Coach of the team on the day they occur. Managers or Coaches are to take the necessary steps to inform the Club Secretary direct on the day, who shall in turn notify the Youth Club.

24.3 DISCIPLINARY ACTION

If a player, coach or any other member should present a behavioural problem, no action shall be taken unless ratified by the Executive Committee. The correct procedure shall be to notify the Secretary and confirm in writing the persons name, the nature of the problem, and in the case of a player, a recommendation by the coach as to the type of action to be taken. The matter shall then be handled by the Executive Committee prior to the next match. Should the Committee deem action is necessary, then all parties involved shall be called before the Committee.

In the event of Executive Committee being involved in the dispute, automatic stand down shall apply, and a person from the Management Committee shall be elected.

24.3.1. EXECUTIVE AND PRESIDENT WARNINGS

Executive and President Warnings can be issued verbally or in writing to players, spectators and parents whose actions breach the players, parents, or spectators Code of Conduct and Behaviour. The warnings can include time periods for the warnings, standing down players or preventing parents or spectators in attending Ingleburn Eagles Soccer Division matches for continuous sports rage incidents, including abusing other players, coaches, managers, match officials or ground officials.

24.4 SPONSORS AND FUND RAISING

24.4.1. Under no circumstances shall the collection of individual team raffles or other similar fund raising activities be permitted. The only money to be collected shall be that relative to the total club.

24.4.2. No fund raising shall be allowed by individual teams for the purpose of trophies to players, coaches or managers.

24.4.3. If a sponsor wants to nominate a specific team or teams, the nomination requires ratification of the executive.

24.5 AWARDS

24.5.1. Participation awards shall be made to all players if so decided at a general meeting during the season

24.5.2. Pennants shall be awarded only to Club Champions, Brendan O'Rourke winners, and Tom

Furey award winners.

24.5.3. LONG SERVICE AWARDS

A suitable memento as determined by the Executive Committee shall be awarded for each 5 continuous and fully completed years of service. The award for Ten (10) years of delete completed service shall be a reverse colour Club Jacket. Special circumstances preventing a player from completing any one season of service shall be considered by the Executive Committee in their sole discretion.

Players chosen from our club to play Representative Soccer for Association., who do not play for any other club whilst playing Representative Soccer, and immediately they no longer gain Representative Selection return to the Club and complete the next concurrent season, shall be deemed as having no break of service and shall retain any previous years of service given.

It shall be the Responsibility of the player to notify the club on re-registration, if they qualify under these circumstances. i.e. If 5 years of service completed then the next year back will be their 6th year.

24.5.4. CLUB JACKETS

Club jackets shall only be awarded to Club Champions and Division Minor Premiers, and then only if the management committee shall consider the financial position of the Club to be adequate for this purpose. Division Minor Premiers shall be defined in the By-Laws of the Macarthur District Soccer Football Association, as set out in Division 3 Rule 202.3.

24.5.5. CLUB CHAMPIONS

One Junior and One Senior Team will be determined as the respective Junior and Senior Club Champions. The following system shall be used to determine Club Champions. That team winning its competition shall be Club Champions. (ie: Highest points). In the case of several teams winning their competition with unequal games played, points divided by actual games played will determine the

Club Champions. In the case of equality of position and points, the goal difference shall be divided by the number of actual competition games played.

The team with the highest result shall be declared Club Champions.

24.5.6. BRENDAN O'ROURKE TROPHY

This award shall go to the most improved team in the club. The basis on which it shall be awarded is the difference between competition points reached at the end of the first round subtracted from total competition points attained for the season, but adjusted between teams who played unequal number of games. If more than one team shall be equal on this basis, then the trophy shall be awarded according to the method used to determine club champions. This trophy shall not be awarded to the club champion team.

24.5.7. TOM FUREY MEMORIAL TROPHY

This award shall go to the team with the best scoring average in their respective competitions, according to the method used to decide club champions, providing they are not Brendan O'Rourke winners or Club Champions.

24.5.8. PRESIDENTS AWARDS – CLUB PERSON OF THE YEAR

Presidents Award decided by the President and the Club Secretary is awarded to the Club Person of the Year based on the following criteria, actively involved in Ground Duties (Set Up/Canteen duty etc) when their team is on duty, attends meetings, goes above and beyond their role in the club as a committee person, coach, manager, player etc.

24.5. 9.

No trophies or equivalent shall be awarded by the Club without the approval of the Executive Committee.

24.6 PLAYING UP IN SENIOR TEAMS

If a senior team shall be short of players, it shall have the right to temporarily bring up a player from a lower division/age group provided that:

- i. Coaches and managers of involved teams shall be notified of senior team's intention within 24 hours of time of play.
- ii. The player wants to do so.
- iii. In the event of junior players, the parents give their consent.
- iv. It does not interfere with the players usual team commitments.
- v. It would not make the player ineligible to play for his usual team as defined in the By-Laws of the Macarthur District Soccer Football Association, as set out in Division 3 Rule 203.2(a).
- vi. Any junior player requested to play in either a Mens All Age Team including Colts (Under 21s) and or Ladies All Age Team must be ratified by the executive based on the ability and skill of the junior and their physical capabilities to play in an All Age Team

24.7 COACHES AND MANAGERS

24.7.1. Nominations shall be made by completing an application form available through the Club Secretary.

24.7.2. The nominations shall be determined by the Executive Committee and notified to the successful coach or manager prior to the first grading day. No nomination shall necessarily be accepted for consideration.

24.8 GAMES ALLOCATION

All players in a team shall be allocated an equal number of games between them where possible. Any dispute shall be forwarded to the Executive Committee.

24.9. GRADING

24.9.1. All coaches shall fill in appraisal forms relating to their team's players level of ability, as assessed at the end of each season, and hand it to the Secretary before the close of the playing season.

24.9.2.1 The Head Grader and their grading panel shall observe the Under 8s and junior teams in preparation for the following seasons grading, oversee team gradings and trial games, and mediate between parties in the case of any disagreements resulting from grading.

24.9.2.2. The grading panel shall consist of:- up to five (5) coaches, with one being the coach relevant for the age and division, preferably with Level 1 or above coaching certificate, & the Coaching Co-Ordinator.

24.9.3. MINI GRADING

24.9.3.1. The division shall endeavour to place players in the Under 6, 7, and 8 age groups, into mini (non - competitive) teams under the guidance of Grading Panel using the following criteria:-

- i. Teams from last season stay together wherever possible, and where all concerned parties agree.
- ii. Relatives or friends wishing to play in the same team may do so where possible.
- iii. Players living in close proximity may be grouped together for convenience of transporting the younger children to training and games.

24.9.3.2. This placement of players into Mini Teams, shall take place on one of the Club's Grading Days, and where possible, team membership shall be finalised within three (3) weeks of the Grading Day, depending on player availability.

24.9.4. U/9 TO ALL AGE GRADING

24.9.4.1. All players from U/9 to All Age, shall be given the opportunity to be graded into teams under the guidance of the Grading Panel using the following criteria:-

- i. Grading Panel will select and grade teams according to the player's ability. First Preference of players goes to Division 1, then Division 2, etc, subject to 23.9.4.1. (viii).
- ii. A previously registered player's past performance and appraisal forms from the last season shall be taken into consideration with the aim of fielding the team best equipped to represent the Club in the division being graded.
- iii. All players shall be given the opportunity to play in inter and intra club trials, to show the grading panel their level of skills.
- iv. Intra club grading trials shall be organised between the last registration day and the first Sunday in March, by the Grading Panel and the Executive Committee.
- v. Where possible, there shall be several Grading Days, to allow ample time for the Grading Panel to make fair and just selections in the grading of teams.
- vi. Grading of teams shall be finalised after the final inter club trial match following Grading Day.
- vii. Once the Grading Panel have the final selections, all players, parents and guardians shall be informed into which team the players have been placed.
- viii. All involved parties shall have the right to appeal in writing to the Club Secretary on any matter concerning grading, up to and within 7 days of the final team selections. The appeal will be forwarded to the Appeal Tribunal headed up by one executive member, Head Grader and one independent experience coached
- ix. All junior teams should have a maximum of 13 players. The amount of players may be increased at the discretion of the Executive Committee.

N.B. Division 1 shall be defined as the highest division of that age group.

25. TEAM ELIGIBILITY

No team shall be registered with Macarthur District Soccer Football Association Incorporated in the name of this Club, unless formed and run in accordance with these by laws.

26. MEMBERSHIP OF FOOTBALL NEW SOUTH WALES LIMITED.

- 26.1 The Association shall at all times be bound by the Constitution, Rules and Regulations of Football New South Wales Limited. Where there is any inconsistency between any provisions of the Constitution and or Rules and Regulations of the Association and those of Football New South Wales Limited, then to the extent of such inconsistency the Constitution and or Rules and Regulations of Football New South Wales Limited shall prevail. The Association and Member Clubs shall be bound by the lawful decisions of the Board of Football New South Wales Limited and it shall do all things reasonably necessary to implement and enforce such decisions.
- 26.2 The Association and Member Clubs shall do all things necessary to implement and enforce any decision of Football New South Wales Limited relating to any player, Official, person who is a member of or affiliated with the Association or seeks to be a member or affiliated with the Association.