

Epping Football Club Incorporated

By-Laws

Date Approved: August 2016

By-Laws

1. OVERVIEW

These By-Laws are established by the Board (Board) of Epping Football Club Incorporated (**Club**) under rule 27 of the Club Constitution (**Constitution**).

2. COLOURS

- (a) The colours of the Club shall be predominantly white shirts with royal blue and red trim, royal blue shorts and royal blue socks.
- (b) Goalkeepers shall wear contrasting coloured jerseys.

3. PATRON

A Patron may be elected by the Members at the Annual General Meeting.

4. OFFICIALS

The Officials of the Club shall be:

- (a) President;
- (b) Vice-President;
- (c) Secretary;
- (d) Treasurer;
- (e) GHFA Registrar & GHFA Delegate;
- (f) NWSWF Registrar & NWSWF Delegate;
- (g) Mini's Co-ordinator;
- (h) Publicity & Sponsorship Officer;
- (i) Equipment Officer;
- (j) Results Officer;
- (k) Trial Games Convenor;
- (l) Director of Coaching;
- (m) Canteen Supervisor;
- (n) Grounds Organiser;
- (o) Website & Newsletter Coordinator;
- (p) Member Protection Officer (MPO) & Insurance;
- (q) Age group coordinator (where applicable); and
- (r) Committee Assistants (up to 3).

5. DUTIES AND FUNCTIONS OF THE OFFICIALS

5.1 President

Shall be ex-officio on all committees. The Chairman shall prepare annual report with assistance from other such Committee Members as deemed necessary and shall be responsible for ensuring that all office bearers carry out their duties in accordance with the constitution. The president shall also report to the Local Committee the activities of the Club and to keep the Club informed of proceedings of such meetings

5.2 Vice-President

Shall carry out any other duties that the Board designates which may include key security. It is intended that the vice president also takes a leading role regarding the organising and coordination of the NWSWF part of the football club and all female teams.

5.3 GHFA Registrar & GHFA Delegate

Shall manage all registration matters and correspondence for GHFA registrations including keeping a register of all Members and players including details of players' date of birth and a copy of Birth Certificate or Statutory Declaration. Responsible to ensure players, coaches and managers are correctly registered with GHFA and the Club. Shall be responsible for the purchase of trophies for the end of season presentations, subject to such expenditure being approved by the Board. As GHFA delegate this role shall also be responsible for attending all Management Committee Meetings of GHFA Inc. as the Club Representative. Shall arrange a substitute if unable to attend. Shall keep the Club Executive and Managers and Coaches Committees informed of the proceedings of such meetings.

5.4 NWSWF Registrar & NWSWF Delegate

Shall manage all registration matters and correspondence for NWSWF registrations including keep a register of all Members and players playing within the NWSWF association, including details of players' date of birth and a copy of Birth Certificate or Statutory Declaration. Responsible to ensure players coaches and managers are correctly registered with NSWSF and the Club. As NWSWF delegate this role shall also be responsible for attending all Management Committee Meetings of NWSWF as the Club Representative. Shall arrange a substitute if unable to attend. Shall keep the Board and Managers and Coaches Committees informed of the proceedings of such meetings.

5.5 Secretary

Shall attend to the general business of the Club and also be the key contact for all club Correspondence. Shall keep a record of all committee members and office bearers of the club, the names of committee members present at all meetings and record and distribute appropriate record of all proceedings at club meetings. Shall also be the key committee member (but not the only committee member) responsible for distribution of relative information to club members. Will oversee the preparations of an Annual Report.

5.6 Mini's Coordinator

Shall be responsible for the distribution of information to the Mini teams within the Club – to be the initial contact for Parents, Players, Coaches and Manager associated with the Mini Teams – U6, U7 & U8. Will assist in collection of valuable information needed for the Club Executive, moving into the upcoming Competition age group areas of the Club.

5.7 Treasurer

Shall receive all monies and pay them to the Club's bank account within seven days of receipt. Pay all accounts passed for payment - keep a proper account of all receipts and payments and provide a statement of same at each Board Meeting and Managers and Coaches Meeting; prepare a Financial Statement for presentation to the Annual General Meeting.

5.8 Publicity & Sponsorship Officer

To publicise Club Registration days and to publicise the activities of the Club through various outlets such as local papers, etc. To assist in the gathering of sponsorship monies for the Club.

5.9 Equipment Officer

Shall be responsible for maintaining records of the Club's gear including an appropriate record of all equipment on issue and to each team / players and the distribution of the Club's gear to the team Managers. Report to the Committee any replacements or new gear required. Shall collect the entire Club's gear from team Managers at end of the season.

5.10 Results Officer

Shall receive and record results of all matches in which the Club's teams participate. Ensure that results are recorded by all teams as laid down by the Club's Board and pass the results to the relevant the Associations as required.

5.11 Grounds Organiser

Shall be responsible for advising the teams responsible for Ground dressing and undressing to ensure all grounds are dressed and available for pre-season, friendly and competition games at the Clubs home fields including the Mini fields at Epping West Primary School, within the guidelines set out by the NWSWF & GHFA associations. Also responsible for liaising with council around ground maintenance and access throughout the season and for ground access for pre season training and games.

5.12 Director of Coaching

Shall endeavour to attain and maintain the highest possible standard of coaching and play, through provision of proper facilities, personnel and methods of coaching. Shall liaise with the Board as to the conduct of all team coaches within the club and make recommendations as to the fitness and suitability of any person to hold the position of coach.

5.13 Canteen Supervisor

Shall be responsible for ordering stock, arranging helpers' roster, banking monies, paying accounts, and keeping accurate records of same, and general efficient running of the Club's Canteen.

5.14 Website & Newsletter Coordinator

Responsible for preparation and distribution of the Weekly Newsletter and for posting on the Clubs Website. To arrange the preparation and Printing annual Report where required. This role also is to maintain and keep updated the club website with relevant information and post all relevant updates in a timely manner.

5.15 Member Protection Officer

Shall be responsible for member protection within the Club and all member protection related matters including providing guidance to the committee on managing communications to players, coaches and alike regarding any internal club disciplinary actions. This role will also include managing player insurance related issues and claims.

5.16 Trial Games Convenor

To arrange and coordinate pre season games for all teams in the club and coordinate pre season ground access with grounds organiser.

5.17 Age Group Coordinator

Responsible for helping organise and manage the teams within their relevant age groups and be the initial liaison point for coaches and managers in that age – only applicable for those age groups where we have multiple teams, with the committee at its discretion able to nominate an age coordinator across multiple age groups should it be seen as beneficial to the running of the club

5.18 Committee Assistants

General committee members who attend all club meetings and will be encouraged to get involved as required throughout the season to help with the smooth running of the club (up to 3 at the discretion of the committee).

6. CONDUCT OF TEAMS

- (a) A Manager and Coach shall be appointed for each team by the Executive Committee. The Manager's duties shall be:
 - (i) Custody of the team equipment.
 - (ii) Responsible for the general behaviour of the players prior to and on completion of match play.
 - (iii) Appointment of 2 representatives on Managers and Coaches Committee.
 - (iv) Advise Publicity Officer and/or Results Officer of results in a manner as prescribed by the Executive Committee.
 - (v) Responsible for completing Competition Team Sheets.
 - (vi) Advising the Secretary or other appropriate committee member of any known injuries to players sustained whether during match play or at supervised coaching/training sessions.
 - (vii) Advising parents and/or players of all matters relative to their team and their obligations to the Club.
- (b) The Coach shall be responsible for:
 - (i) selection of the team on game days only.
 - (ii) Informing the Manager of any injury sustained by players whilst under his jurisdiction.
 - (iii) Training of teams

- (iv) The discipline of the team whilst assembled as a team at the field of play and also at supervised coaching/training sessions.
- (c) The Coach and/or Manager shall report any misconduct of any player to the Executive committee for deliberation. The Executive Committee shall have the right to request such player appear before the Committee for determination of any action to be taken. The Executive Committee decision will be final.
- (d) The Coach of the higher division team will have prior call on all players of the one and same age group. This priority shall only be exercised up to two weeks before the first competition game. At all times Parent's wishes will be given fullest consideration. The Coach must explain his policy on rotation of players prior to commencement of this Competition.
- (e) The Club will conduct grading prior to the commencement of each season and will use the results of such grading to determine team selections at the start of the season.

7. REGISTRATION OF PLAYERS

- (a) Application shall be made on the prescribed Registration Form or Online Registration facility within the Clubs Website.
- (b) Any applicant transferring from another Club after having registered with that Club for the current season shall submit with his application a written clearance from that Club.
- (c) A player's registration shall be current as from 1st January until 31st December each year.
- (d) A player may play for the Club in a higher division of his age group, or higher age group - with the approval of the Coach or Manager of his registered team - according to prevailing competition rules. He may not play in a lower division of the age group with which he is registered or for a lower age group.
- (e) Grading trials shall be arranged at the discretion of the Executive Committee for age competition players for the purpose of grading players into teams. These teams shall then be nominated with the relevant Association in divisions determined by the Executive Committee.
- (f) Grading trials for Applicants in All Age teams may continue until two weeks prior to the first competition match. All players must be advised their grading by the end of grading trials.
- (g) All grading disputes will be referred to the Executive Committee for decision.

8. PLAYERS EQUIPMENT

- (a) Players in all matches shall be supplied with a shirt, which should be freshly laundered for each game.
- (b) Socks, shorts, shin pads and boots shall be provided by the players.
- (c) All Club uniforms and clothing must be approved by the Executive Committee.

9. TROPHIES

- (a) Trophies may be awarded at the discretion of the Executive Committee.

- (b) All trophies shall be presented to winners on the Annual Presentation Day. Perpetual Trophies shall be returned to the Secretary for inclusion in the Display Case in the Club Meeting Room.

10. ACCESS TO THE BY-LAW

These By-Laws will be available for viewing by any person:

- (a) on the Club's website (if any);
- (b) at the Club's premises; or
- (c) a copy will be sent to Members upon request.

