

BALMAIN POLICE-CITIZENS YOUTH CLUB  
SOCCER FOOTBALL CLUB

CONSTITUTION AND RULES

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NAME AND OBJECTS OF THE CLUB

[1] CONSTITUTION

This is the Constitution of the Balmain Police-Citizens Youth Club Soccer Football Club (hereafter referred to as "The Soccer Club") and every Member, upon being admitted to membership shall be deemed to undertake to abide by this Constitution and all other rules and regulations made by the Soccer Club.

The constitution must meet with the approval of the BPCYC and Federation requirements.

[2] OBJECTS

The objects of the Soccer Club are:

- (a) to promote and manage the sport of soccer within such boundaries as are defined by the bodies to which we are affiliated.
- (b) to promote and foster soccer within the district.
- (c) to protect the interests of the Soccer Club members.
- (d) to promote the status of all soccer players.
- (e) to develop and assist the Soccer Club players in the sport generally.

[3] NAME AND CLUB COLOURS

The name of the Soccer Club shall be the Balmain Police Citizens Youth Club Soccer Football Club, which may be abbreviated to read "BPCYC-SFC". The Club's representative colours are black and gold.

[4] BADGE

The Soccer Club shall adopt the Tiger as the mascot and badge for the Club.

[5] TEAM NAMES

Each team playing for the Soccer Club is to be known by an identifying team name approved of by the Executive Committee (hereafter referred to as the E.C.).

[6] AFFILIATION

The Soccer Club shall affiliate to such accredited governing bodies as the Management Committee (hereafter referred to as the "M.C.") sees fit.

MEMBERSHIP

[7] REGISTRATION

All members under 21 years of age must be members of the Youth Club. Membership may be granted by applying directly to the Soccer Club or the Soccer Club may actually seek membership from prospective players in the local area. All applications for membership shall be on the prescribed form and will be current for the calendar year.

[8] FEES

Members shall pay such annual subscriptions or fees to the Soccer Club as are prescribed from time to time by the E.C. or the M.C. of the Soccer Club. All Members, upon joining the Soccer Club become entitled to all facilities the Soccer Club provides and are eligible to take advantage of the additional facilities provided by the Youth Club.

[9] TRANSFER/CLEARANCE

Once a member registers with the Soccer Club he undertakes to be a playing member of the team to which he registers for the duration of that playing season.

Players will not be granted a transfer or clearance to play with another club during the playing season.

Players may only be granted a clearance to join another Club if:

- (a) Both Clubs are agreeable to the transfer.
- (b) The Soccer Club is unable to field a team in the registered player's correct age group.

- (c) The player can satisfy the E.C. that his family has moved from the Soccer Club's intake area.
- (d) The player can show that he has been discriminated against within the team.
- (e) The E.C. is satisfied that there are compelling circumstances that justify clearance to transfer to another Club.

If a member is granted a clearance or transfer from the Club, then membership shall cease upon the date of granting of such clearance or transfer. A clearance will only be granted to a member if all money owing is paid and/or Club equipment or property returned to the Soccer Club. A player shall be declared in default until he or she satisfies the terms of membership and such affiliated associations will be notified in writing of players in default to the Soccer Club.

If members resign at any time or have their membership terminated or suspended by the Executive Committee, they shall forfeit all rights and privileges of the Soccer Club and shall not be entitled to any refund of fees paid by them. Any person who owes money or property or equipment must return same to the Soccer Club upon request from the E.C.

## COMMITTEES

### [10] EXECUTIVE COMMITTEE

- (a) Comprising all elected office bearers of the Soccer Club plus the Secretary/Supervisor of the BPCYC and any Life Member of the Soccer Club. Notice of meetings of the E.C. shall be given by the Secretary. Four members of the E.C. shall constitute a quorum.
- (b) The seat of any member of the E.C., being absent from three consecutive meetings of the E.C. or the M.C., will be declared vacant unless leave of absence is granted on receipt of satisfactory explanation.
- (c) Minutes of the E.C. meetings will be recorded and tabled at the next M.C. meeting. Exceptions will be made to the tabling of certain information where it is deemed that information should remain confidential for the protection of the Soccer Club or its members.
- (d) The E.C. shall be responsible for ensuring that the Soccer Club is represented at all association meetings to which the Soccer Club is affiliated.

[11] MANAGEMENT COMMITTEE

- (a) Comprising of all managers, coaches or in their place, their delegated team representatives (2 per team) plus all elected office bearers of the E.C and all life members and all members elected to working committees of the Soccer Club. Eight members of the M.C. shall constitute a quorum.
- (b) Minutes of the M.C. meetings to be recorded and tabled at the next M.C. meeting.
- (c) It is the responsibility of each manager and coach to ensure that their team is represented by at least one person at the M.C. meetings.
- (d) The President, Secretary and Treasurer shall be ex-officio members of all Committees appointed. The M.C. shall meet as directed by the E.C.

[12] ANNUAL GENERAL MEETING

- (a) The following appointments will be elected at the Annual General Meeting to be held no later than December of each year.

President	Vice President
Secretary	Assistant Secretary
Treasurer	Secretary District Competition
Registrar	Canteen Co-ordinator
Publicity Officer	Social Games Organiser
Ground & Equipment Co-ordinator	Churches Delegate
- (b) All positions can be either nominated from the floor, self-nominated, or advised in writing to the Secretary also declaring the seconder. Voting members or a member's parent or guardian can make nominations.
- (c) All elected positions to be declared vacant. The meeting will be Chaired by a person agreed to by the meeting. This returning officer foregoes any voting rights and vacates the Chair when election of incoming Executive Committee members has been conducted. Any position left unfilled can be filled at the discretion of the E.C. and ratified by election at the next M.C. meeting.
- (d) No amendments will be made or new matters introduced into this Constitution, except by way of a special resolution passed by a three-fifths (3/5th) majority of

members present and entitled to vote at an Annual General Meeting or Extraordinary General Meeting called for that purpose.

Any member desirous of moving any resolution at the Annual General Meeting, shall give notice and details of the draft motion in writing (including the name and signature of the mover and seconder) to the Soccer Club Secretary not less than three (3) weeks before the date of such meeting.

Fourteen (14) days at least, before an Annual General Meeting, a notice of agenda of such meeting and the business to be transacted at that meeting shall be displayed at the offices of the Balmain Police Citizens Youth Club and by whatever other means the E.C. may determine and no business other than that of which notice has been given, shall be brought forward at such meeting.

- (e) Members of the E.C., M.C., working committees and Life Members are eligible to vote. Members under the age of 18 yrs are not eligible to vote at the AGM unless they have been duly appointed to an office bearing position or are members of the M.C. A member's parent or guardian may exercise a vote (one per family).
- (f) Eight eligible voting members will constitute a quorum at the A.G.M.
- (g) The voting at all Meetings shall be taken on a show of hands which shall be conclusive, on the declaration of the Chairman, if a vote by ballot is immediately requested, it shall be granted and a non-voting scrutineer appointed to tally the result.
- (h) Proxy voting will not be accepted.

#### HONORARY POSITIONS

#### [13] OFFICE BEARERS

##### 1. President

All nominees for the position of President must be submitted for acceptance by the management Committee of the Youth Club prior to election of the President's position at the AGM.

The President is responsible for:

- (i) ensuring the good order and conduct of the Soccer Club's affairs.
- (ii) presiding and Chairing all meetings of the E.C. and M.C. and, in his absence, appoint a proxy.
- (iii) exercising a deliberate vote on any question in issue and, in the case of a deadlock arising between the other members of the Committee, the President will have the deciding vote.
- (iv) giving his direction from time to time to office bearers of the E.C. to ensure that the intentions of the Club are properly managed.

2. Vice President

Shall be responsible to:

- (i) act in the role of President during any absence of the President.
- (ii) preside on committees as a representative of the E.C.
- (iii) assist and support newly elected office bearers in the performance of their position.
- (iv) undertake to fill any temporary vacancies on the E.C.
- (v) undertake to co-ordinate and manage the Club's annual Photo day and Presentation day events.

3. Secretary

Will be responsible to the Club Committees for:

- (i) attending to all correspondence of the Soccer Club.
- (ii) the implementation of Club policy and general management of the Club.
- (iii) retaining full and correct minutes of all resolutions and proceedings of all Club meetings.

- (iv) keeping a record of the names of members present at all such meetings.
- (v) keeping a record of names, addresses and phone numbers of all Managers, Coaches and Co-Coaches.

4. Assistant Secretary

Shall be responsible for:

- (i) working with the Secretary.
- (ii) recording the attendance, minutes and resolutions of E.C. and M.C. meetings, and in addition
- (iii) may be given further duties by the Secretary or the President on behalf of the E.C.

5. Treasurer

Shall be responsible for:

- (i) managing all Soccer Club monies in the manner directed by the E.C. and in accordance with Federation requirements.
- (ii) giving a valid receipt for all monies received on behalf of the Soccer Club.
- (iii) ensuring all accounts are paid, as are passed by the E.C.
- (iv) submitting current financial statements to the E.C. and M.C. as may be required from time to time.
- (v) maintaining a suitable record of all financial dealings of the Club.
- (vi) submitting the Club's accounts for audit to the Secretary/Supervisor of the BPCYC, as required by that Officer.
- (vii) ensuring the funds of the Club are controlled as designated by the E.C.
- (viii) submitting all monies received to the Secretary/Supervisor to be receipted.

6. Secretary - District Competition

Shall be responsible for:

- (i) representing the Club at Association meetings and reporting to the E.C. and/or M.C. on such issues relating to the Club's teams.
- (ii) acting as registrar for players in District teams and ensuring that Association obligations are met.
- (iii) advocating on behalf of the Club at such Association meetings, appeals, judiciary hearings and grading matters.
- (iv) generally manage and administer the Club's financial commitments to the District Association and the Referees Association.
- (v) attending to all correspondence relating to District Competition.
- (vi) consulting with the Soccer Club's Secretary and Treasurer in assisting with the overall management of the Soccer Club.
- (vii) organising the dressing of Easton Park for District fixtures for the Soccer Club.

7. Registrar

Shall be responsible for:

- (i) registering players of the Soccer Club as laid down by the Associations with whom the players are being registered.
- (ii) keeping a record of Members' names, addresses, dates of birth, team membership and years of service. Also any other relevant details required by Associations with which the Soccer Club affiliates.

8. Publicity Officer

Shall be responsible for:

- (i) heading the Newsletter Committee for the compilation, editing and distribution of a regular Newsletter for reports of games and notifying members of information and coming events.

- (ii) preparing and producing the Soccer Club's Annual Report/Year Book.
- (iii) preparing and lodging advertisements in the press.
- (iv) publicising the Soccer Club to best advantage within the district.

9. Canteen Co-ordinator

Shall be responsible for:

- (i) managing the overall function of the Callan Park Canteen.
- (ii) ensuring that the Canteen is suitably stocked.
- (iii) collecting all monies received and advising the Treasurer of income and expenditure.
- (iv) preparing a roster for staffing the Canteen.
- (v) arranging catering requirements for any special events, gala days or club functions.

10. Ground & Equipment Co-ordinator

Shall be responsible for:

- (i) obtaining of grounds for training.
- (ii) allocation of training venues and times.
- (iii) organising that Callan Park is set up for fixtures.
- (iv) allocation and return of all equipment such as balls, nets, jerseys, etc.
- (v) keeping a register of the allocation of Club equipment during the year.

11. Coach

- (i) Shall be appointed for the duration of a playing season at the discretion of the E.C.

- (ii) Have sole control and will be sole selector of the team to play any match and have full control over all members of the squad for the purpose of training and playing soccer at all times during that appointment.
- (iii) Ensure that the squad is taught, trained and played to the best advantage at all times, to the best of their ability and in the best interest of the code, the Club and sportsmanship.
- (iv) Shall at all times be directly responsible to the E.C. for the good order and discipline of himself/herself and the entire squad.
- (v) Shall be bound by this Constitution and the Laws and Rules of affiliated Associations.
- (vi) Shall ensure that in their absence at training or games, a suitable substitute shall be arranged and the said substitute is to assume full responsibility of the official position on behalf of the Coach for the duration of the absence.
- (vii) Shall endeavour to ensure that they acquire a knowledge of the rules of the game, correct tactical and positional play and age appropriate training methods.
- (viii) Coaches who had charge of a team for the previous season, have first option of taking the same team the following season.

12. Co-Coach

Where appointed, shall assist the Coach as directed in all matters pertaining to training and playing a squad for soccer. Shall act as Coach during any absence of the Coach at training or at matches.

13. Manager

Shall be attached to a squad of players and will be directly responsible to the Club for:

- (i) completing all outstanding requirements of registrations and ensure that no player partakes of any Competition game without fulfilling all registration requirements.
- (ii) collecting all outstanding fees pertaining to that squad.

- (iii) providing weekly written reports to the Publicity Officer on the day of the match on team results and performances for the purpose of Club's records and Newsletter.
- (iv) ensuring that the match result is phoned to the Secretary or recorded in the result book at Callan Park.
- (v) generally assist in liaising with players' parents to ensure families are made aware of times and venues of games and ensuring transport and general duties are shared among the team.
- (vi) being in attendance at all matches, and cause a suitable substitute to act in their absence, and the said substitute is to assume full responsibilities of the official position of Manager for the duration of the absence.
- (vii) ensuring the good order conduct of all Members of the squad under their control while any Member of that squad is at any ground in their presence.

14. Squad

- (i) Shall be formed of playing Club Members of a particular age group and consisting of not more than fifteen (15) players. This does not apply to Junior Training Squad.
- (ii) Each player will play in his own age group where a team is nominated in that age group. In the event of no team being nominated in that age group, the player will be offered a position in the next immediately older age group.
- (iii) Where a team has been entered into any Competition, Round Robin or Knock-Out, the players registered with that team shall play in every game in preference to any other player. A Manager or Coach does not have the power to drop any player from their team at any time and substitute with another player from outside that team.

- (iv) Where two (2) teams have been fielded by the Soccer Club in the same age group during a season and these teams go to the next higher age group in the following season, players registered with either team can transfer within these two teams with the consent of both Coaches. Failing an agreement, the E.C. is to have the final say on the matter. This rule does not apply to players whose age allows them to remain two years in the same age group.

15. Selection Committee

Before the commencement of the season, a committee of three (3) shall be appointed by the E.C. The role of the Selection Committee is to organise new teams or to ensure established teams are organised for the coming season.

[14] TROPHIES AND AWARDS

All members of a winning Premiership Squad, including Coach and Manager, will receive (in addition to any other trophy awarded by the Association) a Club jacket or such suitable award to be decided upon in recognition of their achievement.

The award of Club jackets to players, coaches and managers of Premiership teams is for a period of three (3) years. Teams winning a second or third Premiership in the 3 year period, to be awarded "Premiers" embroidered patches or similar for display on Club jacket.

Only financial Members are eligible to receive awards and players who have played for 2/3 of the playing season unless injury or extenuating circumstances prevail.

All the abovementioned trophies and awards shall be decided by the E.C. and will only be presented if the Club is financially positioned to do so.

Any member of the M.C. or a registered player who has served with the Club for five (5) or ten (10) consecutive seasons, shall receive an award in recognition of their long service. A player with an interrupted five (5) or ten (10) year service, through no fault of his own, shall be considered by the E.C. to allow continuation of his service to qualify for Club awards.

The above awards for players shall be known as 100th and 200th Competition Games, or Five (5) or Ten (10) Year Awards for officials.

An Annual Award to be named Clubman of The Year, will be presented to a Member of the Soccer Club who, in the opinion of the Executive Committee, has contributed most towards the progress of the Club in that year.

[15] SPONSORSHIP

- (a) Teams of the Soccer Club can seek sponsorship on behalf of the team and such pledge of money or equipment or goods can be set aside for the squad's express purpose.
- (b) Sponsorship must be discussed with the E.C. and the E.C. will have the right to accept or decline any offer of sponsorship for the Soccer Club's teams.
- (c) Sponsorship must be in line with the overall philosophy of the Federation of Police Citizens Youth Clubs.
- (d) Any monies received for sponsorship must be made out to BPCYC SFC and paid to the Secretary/Supervisor of the Youth Club through the Soccer Club's Treasurer in accordance with Federation policy.
- (e) Coaches and/or Managers must make deliberate plans for the expenditure of sponsorship funds and submit them to the E.C. for approval.
- (f) All expenditure of sponsorship monies must be receipted.
- (g) Sponsorship must generally benefit the players of the squad.
- (h) Display of sponsor's commercial or trade name on team jerseys must be negotiated with the E.C.
- (i) Sponsors must be acknowledged with a letter or certificate of appreciation from the Soccer Club.

[16] REPRESENTING THE CLUB

No person shall claim to represent the Club beyond their elected or appointed position without first obtaining permission from the E.C.

No person is to use the Club name for the purpose of publicity or any other purpose, or change any Club equipment, awards or badge, without first obtaining permission from the E.C.

[17] **LIFE MEMBERSHIP**

Members of the Soccer Club can be nominated in writing to the E.C. for consideration for Life Membership.

The E.C. will have the sole discretion for determining the qualities of each nominee and proposing supported nominees to the full membership of the E.C. for voting. A 3/5 majority will prevail.

Any new Life Membership will be announced at the Soccer Club's AGM.

Life Members of the Soccer Club have voting power at any meeting.

[18] **CONDUCT**

Club Officials, players, parents and spectators will conduct themselves to enhance the reputation of the Club and reflect positively on the teams and the code of soccer in general.

Players sent off or cautioned during a match must be advised to the Secretary, or Secretary District Competition, by the team's Coach or Manager on the day of the offence with details of the alleged infringement. The Secretaries will be responsible for ensuring Association rules governing disciplinary action are followed.

Any player or Club Official who brings the Club's reputation into disrepute can, at the discretion of the E.C., be cited to appear before the E.C. to explain their conduct. The E.C. is empowered to determine and take any appropriate action in addition to any action taken by the judiciary committee of affiliated Associations.

Any person may lodge in writing any complaint whatsoever and have it heard by the E.C.

[19] **APPEALS**

Appeals against any decision or action of the Soccer Club can be made in writing within 21 days of such decision or action to the Secretary of the Soccer Club and will be set down to be heard by the Management Committee of the Youth Club for review.

Two representatives of the Soccer Club and the appellant can be present at such appeal.

[20] PROPERTY DISPOSAL

All disposition of Club property, whether by way of sale or whatsoever, shall be made by the E.C.

In the event that the Soccer Club ceases to exist, the E.C. and the Management Committee of the Youth Club shall determine the disposition of property and equipment. Any monies held in credit for the Soccer Club will revert to the Youth Club once any debts are finalised.

[21] MEETING PROCEDURE

1. The E.C. will determine the scheduling of meetings.
2. In the event of a quorum not being present half an hour after the fixed time of a scheduled meeting, the meeting will lapse.
3. The order of business shall be:
  - (i) Attendance
  - (ii) Apologies
  - (iii) Reading and confirmation of Minutes of previous meeting
  - (iv) Business arising out of the Minutes of previous meeting
  - (v) Correspondence and instructions thereon
  - (vi) President's Report
  - (vii) Secretary's Report - correspondence
  - (viii) Secretary District Competition Report
  - (ix) Treasurer's Report
  - (x) Accounts for payment
  - (xi) Zone Delegate

- (xii) Canteen Co-Ordinator
  - (xiii) Ground & Equipment Co-Ordinator
  - (xiv) General Business
- 
4. Members shall be allowed to speak only once to the question, but may arise to a point of order or to correct a mis-statement or make an explanation. No second speech will be allowed except to an amendment. The mover of any original motion shall have the right of reply to close the debate.
  5. A member may propose that the "Motion be put" and if supported by the majority of the meeting, the mover will be asked to close the debate and the Motion will be voted without any further discussion.
  6. All votes to be taken by a show of hands, but any Member may demand a ballot to be taken without the subject being further discussed in Committee and a ballot shall be taken.
  7. Any decision or ruling of the Chairman may be dissented from and overuled by a majority of the voters present, but the motion to dissent from, shall be limited to five (5) minutes.
  8. No resolution of any Committee shall be altered or recinded unless fourteen (14) days clear notice shall be given in writing prior to the next meeting.
  9. No person shall leave a Committee Meeting without the Chairman's permission.
  10. Where these Rules are silent or conflict with the Rules by-laws and practices of the Federation of Police-Citizens Youth Clubs, the Management Committee of the Balmain Police-Citizens Youth Club shall prevail.

## CLUB RULES

1. Every Member and person associated with the BPCYC Soccer Club will uphold the good standards set by the Management of the Balmain Police-Citizens Youth Club and shall be bound by the Balmain Police-Citizens Youth Club Constitution and Rules.
2. Club property and equipment will always remain the property of the Club and no person will retain such property. Club strips are not to be used for Representative Soccer or by any other Club without the express permission of the Soccer Club Executive. Teams representing the Club must wear the registered team strip (orange shirt, black shorts) at all fixtures except where a clash of strips occurs.
3. All team shirts are to be handed in to the Manager at the end of each match and shirts are to remain together for laundering and returned on training day to the Manager.
4. All teams caring for Club property shall be held responsible for such property and in the event of property becoming lost or damaged, that team shall be liable for replacement of such property.
5. Grounds and property as allocated for use by the Club by Rozelle Hospital or Leichhardt Council are to be strictly controlled by any Official of the Club who may be present at either ground or its surrounds.
6. At least one (1) M.C. member shall be present at either/both grounds during training sessions and matches.
7. Callan Park and Easton Park fields to be dressed prior to the first match by the Club's first team drawn at each Park. Nets and corner flags to be removed and stored immediately on completion of the last match of the day by the last team playing.
8. Nets and corner flags are always to be used for competition matches on Callan and Easton Parks.
9. Club equipment used for training must be accounted for and stored by the Coach after use by each team.
10. Flood lighting to be switched off by the Coach of the last team training at Easton Park or Cohen Park, on each weekday night.
11. The fields and their surrounds are to be kept tidy at all times. Each squad at either ground on any occasion, will be held directly responsible for leaving the area clean and tidy at the completion of their training or match.

12. No person is to climb or damage trees or shrubs, climb fences or cause damage to adjacent buildings. Any Club Member or person involved with the Club being proven to have caused damage to any property, shall show cause why he/she should not pay for the cost of restoration of any such damage.
13. No person shall bring, cause to be brought or consume or otherwise have in his or her possession, any alcoholic beverage and/or drugs of any description. Any Member infringing this rule shall show cause to the E.C. why they should not be expelled or otherwise removed from the Club and permanently excluded from attending any match in which the Club Members partake.
14. All visitors to a Club Soccer match at either Callan or Easton Park grounds, for the purpose of being in attendance at any matches played by the Club, shall abide by the Rules. Any member of the M.C. present at a match is to ensure that Club rules are enforced.
15. Players registered with a team must receive a fair amount of playing time provided the players attendance and conduct at training is satisfactory.
16. (i) Players playing in the Churches Association can play upwards in a team of a higher age group on two occasions only. On the third occasion a player plays in the same higher team, he is considered a member of that team.  
  
(ii) Players playing in the Canterbury District Association can play five (5) games in a higher age group and division during a season. Upon playing a sixth game the player will be considered a playing member of the higher team. Where two or more teams from the same Club are graded in the same age and division, the teams will be identified and graded as 'A' and 'B'. Players from the 'B' team can play in the 'A' team only. 'A' players cannot play in the 'B' team. Teams found guilty will forfeit points for each infringement.

(Completely redrafted October 1990)

BPCYC-CON

## **BALMAIN AND DISTRICT JUNIOR SOCCER CLUB**

### **HONORARY POSITIONS**

#### **OFFICE BEARERS**

##### President

Will be responsible for:

- 1 ensuring the good order and conduct of the Soccer Club's affairs.
- 2 presiding and Chairing all meetings of the E.C. and M.C. and, in his absence, appoint a proxy
- 3 exercising a deliberate vote on any question issue and, in the case of a deadlock arising between the other members of the Committee, the President will have the deciding vote
- 4 giving his direction and support from time to time to office bearers of the E.C. to ensure that the intentions of the Club properly managed.

##### Vice President

Will be responsible for:

- 1 act in the role of President during any absence of the President.
- 2 preside on committees as a representative of the E.C.
- 3 assist and support newly elected office bearers in the performance of their position.
- 4 undertake to fill any temporary vacancies on the E.C.
- 5 undertake to co-ordinate and manage the Club's annual Photo day and Presentation day events.

### Secretary

Will be responsible to the Club Committees for:

- 1 attending to all correspondence of the Soccer Club.
- 2 the implementation of Club policy and general management of the Club
- 3 retaining full and correct minutes of all resolutions and proceedings of all Club meetings.
- 4 keeping a record of the names of members present at all such meetings
- 5 keeping a record of names, addresses and phone numbers of all Managers, Coaches and Co-Coaches.

### Assistant Secretary

Will be responsible for:

- 1 working with the Secretary.
- 2 recording the attendance, minutes and resolutions of E.C. and M.C. meetings.
- 3 may be given further duties by the Secretary or the President on behalf on the E.C.

### Treasurer

Will be responsible for:

- 1 managing all Soccer Club monies in the manner directed by the E.C.
- 2 giving a valid receipt of all monies received on behalf of the Soccer Club.
- 3 ensuring all accounts are paid, as are passed by the E.C.
- 4 submitting current financial statements to the E.C. and M.C. may be required from time to time.
- 5 maintaining a suitable record of all financial dealings of the Club.
- 6 submitting the Club's account for audit.
- 7 ensuring the funds of the Club are controlled as designated by the E.C.

### Secretary - District Competition

Will be responsible for:

- 1 representing the Club at Association meetings and reporting to the E.C. and/or on such issues relating to the Club's teams.
- 2 acting as registrar for players in District teams and ensuring that Association obligations are met.
- 3 advocating on behalf of the Club at such Association meetings, appeals, judiciary hearings and grading matters.
- 4 generally manage and administer the Club's financial commitments to the District Association and the Referees Association.
- 5 attending to all correspondence relating to District Competition.
- 6 consulting with the Soccer Club's Secretary and Treasurer in assisting with the overall management of the Soccer Club.
- 7 organising the dressing of Easton Park for District fixtures for the Soccer Club
- 8 organise Eastern Park Canteen.

### Assistant Secretary - District Competition

Will be responsible for:

- 1 working with the Secretary - District Competition
- 2 may be given further duties by the Secretary - District Competition or President on behalf of the E.C.

### Registrar

Will be responsible for:

- 1 registering players of the Soccer Club as laid down by the Associations with whom the players are being registered.
- 2 keeping a record of Member' names, addresses, dates of birth, team membership and years of service. Also any other relevant details required by Associations with which the Soccer Club Affiliates.

### Publicity Officer

Will be responsible for:

- 1 heading the Newsletter Committee for the compilation, editing and distribution of a regular Newsletter for reports of games and notifying members of information and coming events.
- 2 preparing and producing the Soccer Club's Annual Report/Year Book.
- 3 preparing and lodging advertisements in the press.
- 4 publicising the Soccer Club to best advantage within the district.

### Canteen Co-ordinator

Will be responsible for:

- 1 managing the overall function of the Callan Park/Easton Park Canteens.
- 2 ensure that both Canteens are suitable stocked.
- 3 collecting all monies received and advising the Treasurer of income and expenditure.
- 4 preparing a roster for staffing of both Canteens.
- 5 arranging catering requirements for any special events, gala days or club functions.

### Ground & Equipment Co-ordinator.

Will be responsible for:

- 1 obtaining of grounds for training.
- 2 allocation of training venues and times
- 3 organising that Callan Park is set up for fixtures.
- 4 allocation and return of all equipment such as balls, nets, jerseys, etc.
- 5 keeping a register of the allocation of Club equipment during the year.

## Coach

- 1 shall be appointed for the duration of a playing season at the discretion of the E.C.
- 2 Have sole control and will be sole selector of the team to play any match and have full control over all members of the squad for the purpose of training and playing soccer at all times during that appointment.
- 3 Ensure that the squad is taught, trained and played to the best advantage at all times, to the best of their ability and in the best interest of the code, the Club and sportsmanship.
- 4 Shall at all times be directly responsible to the E.C. for the good order and discipline of himself/herself and the entire squad.
- 5 Shall be bound by this Club and the Laws and Rules of affiliated Associations.
- 6 Shall ensure that in their absence at training or games, a suitable substitute shall be arranged and the said substitute is to assume full responsibility of the official position on behalf of the Coach for the duration of their absence.
- 7 Shall endeavour to ensure that they acquire a knowledge of the rules of the game, correct tactical and positional play and age appropriate training methods.
- 8 Coaches who was in charge of a team for the previous season, have first option of taking the same team the following season.

## Co Coach

- 1 Where appointed, shall assist the Coach as directed in all matters pertaining to training and playing a squad for soccer. Shall act as Coach during any absence of the Coach at training or at matches.

## Manager

Shall be attached to a squad of players and will be directly responsible to the Club for:

- 1 completing all outstanding requirements of registrations and ensure that no player partakes of any Competition game without for filling all registration requirements.
- 2 collecting all outstanding fees pertaining to the squad.
- 3 providing weekly written reports to the Publicity Officer on the day of the match on team results and performances for purpose of Clubs records and newsletter.
- 4 ensuring that the match result is phoned to the Secretary or recorded in the result book at Callan Park.
- 5 generally assist in liaising with players' parents to ensure families are made aware of times and venues of games and ensuring transport and general duties are shared among the team.
- 6 being in attendance at all matches, and appoint a suitable substitute to act in their absence, and the said substitute is to assume full responsibilities of the official position of Manager for the duration of the of the Managers absence.
- 7 ensuring the good order conduct of all members of the squad under their control while any member of that squad is at any ground in their presence.