



BY-LAWS

West Ryde Rovers Football Club
As amended 20th September 2015



DOCUMENT CONTROL

Version	Description of Change	Author	Owner	Approve	Issue Date
1.00	Full Bylaw Replacement	L.Donald	WRRFC	AGM	Sep 2014
1.01	Insertion of Document Control Various Amendments	L.Donald	WRRFC	GCM	20 Aug 2015
1.02	Amendments to Section 4.1 Alteration of Clause title – Section 14 Update of Perpetual Award criteria to reflect 2016 non-competitive formats Incorporation of Uniform Policy	L.Donald	WRRFC	AGM	20 Sep 2015

Legislation/Regulation	Reviewed by	Date of Review

Updates and Distribution List

Suggested changes to this document shall be proposed by the document owner. These shall be reviewed with the Management Committee where relevant and, if applicable, approval of any proposed changes shall be provided to the General Committee.

The following shall be advised of policy and/or procedure changes:

- Management Committee,
- General Committee, and
- Any other roles identified as accountable or responsible.

Revisions

The next revision of this document is to take place within 3 years after the last issue date unless there have been changes in legislation or scope of application.



CLUB ADMINISTRATION

1. OFFICIAL NAME AND DETAILS

1.1. The name of this organisation shall be the “West Ryde Rovers Football Club”. The WRRFC is a subordinate club to the West Ryde Rovers Sports and Social Club (Incorporated) as detailed within the Constitution, and as such is bound by that Constitution.

1.2. WRRFC or WRR may be used as an abbreviation for the club name.

1.3. WRRFC is a non-profit organisation.

1.4. The official address of WRRFC is as detailed in the WRRSSC Constitution.

2. PHILOSOPHY AND OBJECTIVES

2.1. WRRFC aims to achieve the following objectives at all times:

- To encourage, organise, administer and promote a safe competitive environment for football events and other sports as administered by the West Ryde Rovers Sports and Social Club (Incorporated);
- To encourage and foster the spirit of unity and sportsmanship at all times among its members;
- To educate and enlighten the public regarding the club’s objectives and solicit their support for the club events;
- To create a seamless link between junior and senior players, and to assist in the developmental transition from junior football to senior football;
- To use the sport of football as a mechanism to promote healthy community ties;
- To organise and administer football in the club and provide a direct reporting link with the WRRSSC Executive; and
- To treat all members in a fair and equitable manner at all times.

2.2. WRRFC maintains the following as our fundamental basis to organise, administer and develop football teams, players and parents into a common goal:

- We believe that football is the primary function and that equal opportunity shall be provided to all members;
- We believe that participation in a sound football match contributes to the development of health and wellbeing, happiness, physical skills development, emotional maturity, social competence and tolerance, and high moral standards;
- Our players, coaches, managers and parents, all learn how to work with others as a team;
- It is the belief of the WRRFC that aims of fair competition can be accomplished in an atmosphere in which the players, coaches, managers, members, and spectators to promote a feeling of respect and concern for these goals;
- The primary objectives of WRRFC shall be to support, encourage, administrate and run recreational and competitive football for members in our local community;
- To promote and encourage recreational, physical fitness and a community spirit around football and other sports;
- It is understood that emotions vary during any football event; this behaviour must be kept to a minimum to preserve the congenial surroundings of friendly competition;
- WRRFC inherently insists and ensures that our football program shall not reject any player’s application for reasons of race, colour, creed, religion, national origin, or other discriminatory practices as are prohibited by law;
- WRRFC’s success will be measured by how well we as a club accomplish our objectives, not by win/loss records. The foundation of our club is in the development of both individual and team skills while emphasising good sportsmanship, athletic skills, leadership, character, teamwork, and team spirit.



THE COMMITTEE

3. POWERS OF THE COMMITTEE

3.1. Subject to the Act, the Regulation and the West Ryde Rovers Sports and Social Club (Incorporated) (herein known as the Club) constitution and to any resolution passed by the association in general meeting, the Management Committee and the General Committee:

- a) is to control and manage the affairs of the West Ryde Rovers Football Club (WRRFC) on behalf of the Club, and
- b) may exercise all such functions as may be exercised by the Club, other than those functions that are required by these bylaws to be exercised by a general meeting of members of the WRRFC, and
- c) has the 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 WRRFC.
- d) has the power to form sub-committees to delegate powers and functions to small working groups on select matters.

4. COMPOSITION OF THE COMMITTEE

4.1. The WRRFC committee is comprised of Management Committee members and General Committee members. The positions of the football committee are listed as follows:

Management Committee

- President (Sports & Social Club)
- Secretary
- Treasurer
- GHFA Registrar
- NSWFW Registrar
- Coaching Director
- Equipment Officer
- GHFA Delegate
- NSWFW Delegate

General Committee

- Competitions Director
- Sponsorship/Fundraising Officer
- Newsletter Editor
- Webmaster
- Grounds Coordinator
- Assistant Equipment Officer
- Member Protection Officer
- Events Coordinator
- Assistant Registrar
- Grading Coordinator
- Media and Marketing Manager
- School Liaison Officer
- Committee Member
- Committee Member
- Committee Member
- Committee Member
- Committee Member



4.2. For the purpose of the *Associations Incorporation Act (2009)* the position of President shall also be the Public Officer as detailed in the Club's Constitution. Any change in Public Officer must be advised to the Department of Fair Trading within 14 days.

5. OFFICE BEARERS

5.1. For the purposes of the Act, the following members of the WRRFC committee are considered to be Office Bearers in accordance with the Club's Constitution:

- a) President,
- b) Secretary, and
- c) Treasurer.

6. REGISTER OF COMMITTEE MEMBERS

6.1. The Secretary will be responsible for ensuring that the WRRFC Register of Committee Members is updated within 14 days of any additions, modifications or deletions to the list of members.

6.2. The Register of Committee Members must be maintained in full by the WRRFC, and the WRRFC is not to rely on those records being held outside of the clubs direct control, i.e. Football Association website databases etc.

6.3. The Register of Committee Members must specify the name and postal or residential address of each person who is a committee member, date of birth, the date on which the person became a committee member, and the date on which the person ceased to be a committee member.

6.4. The Register of Committee Members must be kept in New South Wales, at main premises of the club, or at the clubs official address.

6.5. If a member requests that any information contained on the register about the committee member (other than the committee member's name) not be available for inspection that information must not be made available for inspection.

6.6. The Register of Committee Members must be made available for inspection, free of charge, by any member of the WRRFC at any reasonable hour.

7. CONFLICT OF INTEREST

7.1. Any WRRFC committee member that has any inherent or implied pecuniary interest in any matter before the WRRFC committee and/or sub-committee, must advise the committee immediately upon this being known.

7.2. After a WRRFC committee member discloses the nature of interest in any matter, the committee member must not:

- a) be present during any deliberation of the committee, or sub-committee, with respect to the matter, or
- b) take part in any decision of the committee, or sub-committee, with respect to the matter.

8. ROLES AND FUNCTIONS

8.1. Position Descriptions are available in the Bylaws Attachment A, and details the expected roles, tasks and responsibilities expected to be conducted by the associated Committee Member. Further to this, and as described in the position description documents, committee members may be assigned to carry out other duties as may arise from time to time.

8.2. No member of the WRRFC committee may undertake the duties of more than one position within the committee unless approval is sought from the management committee and subsequently is approved.



8.3. Tasks to be administered and managed by the MC with the assistance of the general committee members are:

- Selection of Managers and Coaches,
- Grading of teams and players,
- Management and disciplinary issues within the football club,
- Scheduling of trial games, practice games and special events,
- Control of financial commitments of football club and the club canteen,
- Player Registrations & Deregistration's,
- Selection and presentation of trophies,
- Organisation of social functions and events,
- Planning for the growth and success of the club, and
- Facilitate training of members.

8.4. The MC shall set a schedule to meet as deemed necessary to conduct on-going WRRFC business for the winter football season. The quorum for a MC meeting shall be five (5) members.

8.5. The MC shall also convene a full committee meeting as deemed necessary for planning, communication, task allocation and other club business. The quorum for a full WRRFC committee meeting shall be seven (7) members.

8.6. The MC has the power to make decisions or resolutions that are required to be conducted in an expedient manner. The MC has the implied powers of the general sub-committee as delegated from the constitution, except wherein any vote or acceptance of any resolution, or any requirement of the constitution or these bylaws, requires administration from a general committee meeting.

8.7. Any decision or action made by the MC must be documented, and advised to the committee at the next general committee meeting.

8.8. All meetings shall be minuted and a statement of accounts supplied, and shall be distributed to the applicable committee for review. Minutes from any MC meeting are to be made available to the next general committee meeting.

9. TERMS AND LENGTH OF SERVICE

9.1. The length of service for all WRRFC committee positions is the period between AGM's, which is approximately one (1) year.

9.2. WRRFC must have a nominated Secretary at all times. If the role of Secretary becomes vacant the role of the Secretary must be filled within 14 days at a general meeting, where normal nomination and voting procedures are to apply.

9.3. If it is impractical for WRRFC to hold an election then the committee must appoint a temporary Secretary until a person is able to be elected or appointed.

9.4. WRRFC terms of service and voting for the position of President are detailed in the WRRSSC constitution.

9.5. Any changes in committee positions is to be recorded in the Register of Committee Members, within 30 days.

10. ANNUAL GENERAL MEETINGS - HOLDING OF

10.1. The WRRFC must hold its AGM in the month of September, prior to the convening of the Club's AGM.

11. ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS AT

11.1. The AGM of the WRRFC is, subject to the Act, the Club's Constitution and to section 10.1 of these bylaws, to be convened on such date and at such place and time as the committee thinks fit.

11.2. The WRRFC AGM is to be called at such a time to allow a sufficient period of time for the Auditor to complete an audit on the WRRFC financials for the previous financial year, and to send such report to the Treasurer for presentation.

11.3. In addition to any other business which may be transacted at an AGM, the business of an AGM is to include the following:



- a) to confirm the minutes of the last preceding AGM and of any special general meeting held since that meeting,
- b) to declare all WRRFC Committee positions vacant prior to the elections/nominations of new members,
- c) to conduct elections of new committee members based upon written nominations,
- d) to receive from the committee reports on the activities of the WRRFC during the last preceding financial year,
- e) to receive the Secretary's report prior to it being presented to the WRRSSC AGM,
- f) to receive and consider any financial statement or report required to be submitted to members under the Act, and
- g) to receive and consider financial reports required to be submitted to the Director-General in accordance with the Act.

11.4. An AGM must be specified as such in the notice convening it.

12. SPECIAL GENERAL MEETINGS - CALLING OF

12.1. The committee may, whenever it thinks fit, convene a special general meeting of the WRRFC.

12.2. The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the WRRFC.

12.3. A requisition of members for a special general meeting:

- a) must state the purpose or purposes of the meeting, and
- b) must be signed by the members making the requisition, and
- c) must 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.

12.4. If the committee fails to convene a special general meeting to be held within 1 month after that 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.

12.5. A special general meeting convened by a member or members as referred to in subsection 12.4 must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

13. NOTICE

13.1. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the WRRFC, the Secretary must, at least 7 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

13.2. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the WRRFC, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subsection 13.1, the intention to propose the resolution as a special resolution.

13.3. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under subsection 12.2.

13.4. A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

14. QUORUM FOR GENERAL COMMITTEE MEETINGS

14.1. No item of business is to be transacted at a general committee meeting unless a quorum of members entitled under these bylaws to vote is present during the time the meeting is considering that item.



14.2. Seven members present (being members entitled under these bylaws to vote at a general meeting) constitute a quorum for the transaction of the business of a general committee meeting.

14.3. If within half an hour after the appointed time for the commencement of a general committee meeting a quorum is not present, the meeting:

- a) if convened on the requisition of members, is to be dissolved, and
- b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

14.4. 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 at least 3) are to constitute a quorum.

15. QUORUM FOR MANAGEMENT COMMITTEE MEETINGS

15.1. No item of business is to be transacted at a MC meeting unless a quorum of members entitled under these bylaws to vote is present during the time the meeting is considering that item.

15.2. Five members present (being members entitled under these bylaws to vote at a MC meeting) constitute a quorum for the transaction of the business of a MC meeting.

15.3. If within half an hour after the appointed time for the commencement of a MC meeting a quorum is not present, the meeting:

- a) if convened on the requisition of members, is to be dissolved, and
- b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

15.4. 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 at least 3) are to constitute a quorum.

16. PRESIDING MEMBER

16.1. The Secretary or, in the Secretary's absence, the President, is to preside as chairperson at each general meeting and/or MC meeting of the WRRFC.

16.2. At the AGM the Secretary shall be the presiding member until immediately preceding the declaration of committee being vacated, at which time the Secretary shall stand down declaring the President as the presiding member.

16.3. If the President and the Secretary are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.



17. MAKING OF DECISIONS

17.1. A question arising at a general meeting of the WRRFC is to be determined by either:

- a) a show of hands, or
- b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.

17.2. If the question is to be determined by a show of hands, 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 WRRFC, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

17.3. If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

17.4. If the matter to be voted upon is deemed to necessitate a closed anonymous ballot, then the Secretary is to ensure ballots are drawn, and all eligible voting members are handed an individually numbered ballot paper. No identifying marks or records are to be made of the ballots.

17.5. The tallying of the closed ballot is to take place by the Secretary and/or President and one other member of the Committee. On completion of the tally the Secretary/President is to transcribe the tally on paper and the seconding member is to ensure the tally is correct.

17.6. On completion the Secretary/President shall read the resultant vote tally, and once completed the ballot papers will be destroyed.

18. MEMBER VOTING RIGHTS

18.1. Each member of the MC is entitled to one vote at any vote/ballot cast at a MC meeting. Proxy and/or absentee voting are not allowed unless specifically advised by notification from WRRSSC Executive committee.

18.2. Each member of the WRRFC general committee is entitled to one vote at any vote/ballot cast at a general committee meeting. Proxy and/or absentee voting are not allowed unless specifically advised by notification from the MC.

18.3. Each member of the WRRFC is entitled to one vote at any vote/ballot cast at a special general meeting. Proxy and/or absentee voting are not allowed at any WRRFC special general meetings. Eligible members include committee members, general members, registered members, and life members.

18.4. Eligible members to vote at the AGM are entitled to one vote at any vote/ballot cast at the AGM. Eligible members include committee members, general members, registered members, and life members.

19. ELECTION OF COMMITTEE MEMBERS

19.1. Voting for all positions within the WRRFC committee shall be conducted at the WRRFC AGM. In the event that there is a requirement to replace or fill a vacant position on the committee, then this may take place at the next available general committee meeting.

19.2. At the AGM, all positions will be declared vacant by the President, and then nominations will be called for each position. Nominations received via correspondence by the President shall be announced for each position.

19.3. If there is only one nomination for a position with no objections to said nomination, then the President may appoint the nominee to the position.

19.4. If there are multiple nominees, then a vote/ballot shall be held to elect which nominee shall be elected into the position. A vote may be held by show of hands, or closed ballot at the determination of the President.

19.5. On completion of positions being allocated, the Secretary is to ensure that all committee members are entered in to the Register of Committee Members, as detailed in section 6.



20. ELECTION NOMINATION AND VOTING PROCESS

- 20.1. Committee member positions will be declared vacant at the WRRFC AGM by the President.
- 20.2. The President will call for nominations for each vacant position and carry out appointments and/or voting as detailed in section 19.

21. CASUAL VACANCIES

- 21.1. In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member to the committee to fill the vacancy and the member so appointed is to hold office, subject to the constitution and these bylaws, until the next general committee meeting following the date of the appointment.
- 21.2. Appointing a member to a vacancy is to be performed via a vote from a majority vote of the general committee.
- 21.3. A casual vacancy in the office of a member of the committee occurs if a member:
- dies, or
 - ceases to be a member of the Club, or
 - becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
 - resigns office by notice in writing given to the Secretary, or
 - is removed from office under Section 22, or
 - becomes a mentally incapacitated person, or
 - is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.
- 21.4. Within 14 days of any member on the WRRFC committee vacating their position, it is a requirement that all documents in his or her possession that belong to the WRRFC are delivered to the public officer for delivery to his or her successor.
- 21.5. Any change in the WRRFC committee's membership must be recorded in the Register of committee Members within one month after the change occurs.

22. REMOVAL OF COMMITTEE MEMBERSHIP

- 22.1. The WRRFC in 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 the office of the member so removed.
- 22.2. If a member of the committee to whom a proposed resolution referred to in subsection 22.1 relates 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 President may send a copy of the representations to each member of the club, or if the representations 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.
- 22.3. Within 14 days of any member on the WRRFC committee vacating their position, it is a requirement that all documents in his or her possession that belong to the WRRFC are delivered to the Public Officer for delivery to his or her successor.
- 22.4. Any change in the WRRFC committee's membership must be recorded in the Register of Committee Members within one month after the change occurs.



23. ALTERATION TO BY-LAWS

23.1. The WRRFC committee shall have the power to make, alter and rescind any bylaws that it considers necessary for the effective administration of the club, provided that no bylaw may be inconsistent with the rules of the Club and its Constitution, or inconsistent or impinge on any State or Federal rights by law.

23.2. Any alteration or amendment to the bylaws shall only be approved by a “For” vote of two-thirds majority of persons eligible to vote attending the WRRFC general committee meeting.

24. CONTROL OF FINANCIAL COMMITMENTS

24.1. It is the duty of the treasurer of the club to ensure:

- a) That all money due to the club is collected and received and that all payments authorised by the club are made, and
- b) That 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.

24.2. For the purpose of drawing on WRRFC sub-committee account, two of the following shall sign as authorised signatories:

- WRRSSC President,
- WRRFC Secretary, or
- WRRFC Treasurer.

24.3. Single payments over \$500.00 must be approved by vote of the general committee.

24.4. The Treasurer shall present a Statement of Financial Position at each general committee meeting, and at the Clubs AGM.

24.5. The Treasurer shall ensure that a summary of the WRRFC’s financial affairs for the previous financial year are provided to the Clubs Auditor in time to finalise the Audit in preparation for presentation to the Clubs AGM, and to the Director-General in accordance with the *Act*.

25. REGISTRATION AND FEES

25.1. The WRRFC committee shall produce a timeline each season for the promotion and advertising of registrations, processing of online and manual registration forms, acceptance of payments, and subsequent grading and trials. This timeline shall allow sufficient time to meet association deadlines for registration & team nomination.

25.2. Registration fees shall be reviewed each season by the WRRFC committee and adjusted to reflect changes in Football Association registration costs and club component requirements. Fees are payable prior to season commencement.

25.3. Players who are unfinancial at season commencement, or have not entered into an approved arrangement with the Treasurer, shall not be permitted to play until full payment is received.

25.4. Registration fees may be varied by the committee to address individual circumstances (e.g. hardship requests). The committee may also approve discounts to registration fees where deemed appropriate (e.g. Life Members, family discounts etc.).

25.5. The WRRFC reserves to right to implement any additional fee or levy to be utilised to raise additional finances for matters relating to substantial investment and/or development of major capital works or infrastructure upgrades. Any additional fee or levy shall be clearly annotated in any registration documentation, and otherwise be publicised and freely available to all enquiries.

25.6. A player may request to cancel their registration (de-register) with WRRFC at any time throughout the season. If a request to de-register is received and processed prior to the promulgated cutoff dates for the appropriate Football Associations, the player will receive a refund of their registration fee less the following components:

- Non-refundable Football Association fees,
- Non-refundable Insurance premium,



- Non-refundable capital works/infrastructure levies,
- The cost value of any merchandise included in the registration fees (e.g. socks, football etc.), and
- A \$50 administration fee levied by the club, which will be non-refundable on completion of team grading, in accordance with the WRRFC Grading Policy.

25.7. The following refund amounts apply to the Association and Federation refund policy:

- Prior to Association team registrations – 100% Association and Federation Fees;
 - Between team registration cut-off and first game of season – 50% Association and Federation Fees;
 - Between first game of season and last Friday prior to 31st May – 25% Association and Federation Fees;
- and
- After 31st May – No refund on Association and Federation Fees.

25.8. Any player requesting a refund after the 31st May of the playing season will not be eligible for any refund of the registration fees paid.

25.9. Submissions may be made to the committee to waive any, or all of the above if extenuating circumstances exist.

25.10. No refund of any fees will apply following registration cut-off for either Football Associations, except at the discretion of the committee where special circumstances apply.

26. HEALTH AND SAFETY

26.1. The WRRFC regards the safety and well-being of its members as the priority in the conducting of all club activities. WRRFC members and interested parties shall be encouraged to work cooperatively with the committee to eliminate hazards, minimize risks and continually improve safety standards in club activities.

26.2. The committee will discuss and resolve any safety concern brought to its attention, and consult with Associations, Council and other stakeholders to achieve this.

26.3. WRRFC members have a duty to bring safety concerns to the sub-committee's attention, and to carry out club activities in a safe manner, and with regard to the safety of other club members.

26.4. The committee shall carry out safety briefing/training in communications to managers, coaches and members at the commencement of each season.

27. RISK IDENTIFICATION AND MANAGEMENT

27.1. WRRFC has procedures in place to identify occurrences and situations which have an unsatisfactory outcome putting in place strategies to minimise and/or eliminate any risk.

27.2. The WRRFC Secretary will undertake the role as "Risk Management Officer" and this role shall comprise two primary elements:

- Identifying potential risks and implementing strategies to prevent their occurrence, and
- Be the first point of notification in the event that a risk eventuates.

27.3. The Grounds Coordinator is responsible for conducting ground assessments each weekend prior to play using the approved Football NSW assessment tool. If any ground is deemed to be not suitable for play, the Secretary is to be contacted immediately.

27.4. If for any reason the Grounds Coordinator is unable to conduct the ground assessments, the Secretary/President will assign other members of the Committee to conduct the assessments as required.



28. SPONSORSHIP

- 28.1. The club shall seek to obtain additional funding for club activities through the signing of sponsors.
- 28.2. Sponsorship guidelines shall be outlined in the Sponsorship Policy document, which shall be reviewed from time to time by the sub-committee.
- 28.3. Individual sponsor agreements and variations to proposal arrangements may be approved by vote of the sub-committee.

29. CANTEEN

- 29.1. The committee shall annually appoint a Canteen Coordinator at the WRRFC AGM, to facilitate the efficient running of the football canteen.
- 29.2. The Canteen Coordinator will be responsible for;
- Purchase of stock for the football canteen,
 - Preparation of a canteen roster, maintaining adequate staffing levels and ensuring participation by club members,
 - Maintaining cash security and clearing takings from canteen,
 - Banking canteen takings weekly and reporting canteen revenue/expenditure to Treasurer weekly,
 - Organising for the canteen to open/close on Saturdays & Sundays,
 - Maintaining the cleanliness of canteen facilities, and
 - Implementing committee recommendations regarding the running of the canteen.
- 29.3. The Canteen Coordinator will not be a member of the WRRFC committee. An allowance to cover out-of-pocket expenses incurred in the running of the canteen will be paid to the Canteen Coordinator, the amount to be determined by the committee and reviewed as necessary.

30. GRADING POLICY

- 30.1. To ensure that all registered players at WRRFC are able to play in a team that will allow them to develop their skills at an appropriate level.
- 30.2. All WRRFC players and teams shall be graded according to the Grading Policy document which shall be reviewed from time to time by the WRRFC committee.

31. SCHEDULING PRACTICE GAMES AND GALA DAYS

- 31.1. Primarily, this task is the responsibility of the committee, however, should any team manager wish to involve their team in such activities, they are to request permission to do so via the Secretary of the sub-committee.



CLUB FUNCTIONS

32. MEMBER PROTECTION

32.1. All members of the WRRFC Committee are required under NSW legislation to acquire a Working With Children Check (WWCC) number from the Office of Children's Guardian. The Member Protection Officer is responsible for ensuring that all committee members have applied for and advised the club of their WWCC numbers.

32.2. All Coaches and Managers who are dealing with an underage team (i.e. Under 18 and below) must have a WWCC number unless they are deemed to be exempt under the Child Protection Act. In general this means they must be directly related to a child on the team that they are coaching and/or managing.

32.3. Those Coaches and Managers that are exempted under the act must still complete the Football NSW Member Protection Declaration Form, and provide photo identification with the form to any Committee Member or the Member Protection Officer (MPO). All completed forms must be forwarded to the MPO prior to the commencement of the season.

32.4. Any club member with concerns regarding harassment, bullying, discrimination or child protection should consult with the Member Protection Officer, who will refer the matter to the general committee, MC, Club Executive, or an external authority as appropriate.

32.5. Guidelines for the Images of Children (supplied by the Australian Sports Commission) are contained in Appendix C.

32.6. Guidelines for the appropriate use of Social Media are contained in the WRRSSC Social Media Policy document.

32.7. Complaints regarding inappropriate use of Social Media; instances of bullying, harassment or discrimination; and other comments on social media that are deemed offensive by the committee may be referred to external authorities for further action.

33. PUBLICITY

33.1. All aspects of media and publicity is to be controlled and managed by the Media and Marketing Manager.

33.2. All managers wishing to receive publicity in any media, including online, must submit such requests to the club Secretary and/or the Media and Marketing Manager.

33.3. All managers wishing to provide news items and/or images for publication in the Newsletter must adhere to the WRRSSC Social Media Policy, WRRSSC Privacy Policy, and also comply with the Images of Children policy located in Appendix C.

34. TIME ON FIELD

34.1. Any mini and junior players registered with the club shall be entitled to play at least 75% of all (not each) premierships fixtures for which they are available.

34.2. To enable this, the maximum number of players allocated to each mini & junior team will be the number of players permitted on the field at any one time plus three (subject to the discretion of the committee).

34.3. Any disputes in selection arising from this method of control are to be brought to the attention of the committee with the full knowledge of both parties.

35. COMPETITIVE DISPUTES

35.1. All club members are expected to abide by the appropriate Football Associations rules, guidelines and Codes of Conduct at all times. WRRFC maintains a zero tolerance to any misconduct by any player, coach, manager, official, or spectator.



35.2. Any problems incurred by a team under competition conditions (e.g. lack of referees, players misbehaving, players cautioned, etc.) are to be reported weekly in writing to the Secretary of the committee for their advice and action.

35.3. Where in the opinion of the committee, a player, club official, club member or team exhibits serious misconduct that may bring the club or game into disrepute;

- The committee may impose a penalty including, but not limited to, suspension for a period of time, or a bond;
- The committee may increase any penalty handed down by the relevant association; and
- The committee may revoke club membership and deregister individuals or teams.

36. FINES

36.1. Where the WRRFC receives fines from Football Associations (forfeit, team sheet, shirt numbers, wrong result etc.) such fines may be passed on to the relevant team for payment at the discretion of the football sub-committee.

36.2. In any circumstance where a WRRFC team is issued with a team bond from a Football Association, then the members of the team are to obtain the funds, and make these funds payable to WRRFC Treasurer via cash or bank cheque, which will be subsequently forwarded to the Football Association.

36.3. In the case where further actions result in the Association deeming the bond money forfeited, then the team (and its players) will not be eligible for any part of such bond being refunded, and this is not eligible for any appeal within WRRFC. Depending on the situation the team (via the Club) may be eligible to appeal the Association decision via the appropriate appeals process.

36.4. In the case that the Association deems the bond eligible to be returned, the funds of such bond, subject to any partial fines etc, will be passed to the teams Manager for distribution as appropriate to the team members.

36.5. The committee may also take any action deemed appropriate to collect such payments, which in the case of payments not being forwarded, include deregistration and expulsion from WRRFC, and all refunds will be forfeited if normally eligible.

36.6. Any non-payment of fines by teams or individuals as issued from WRRFC, will be registered with Football NSW and the local Associations, thereby restricting registration in further competitions/teams until the fine/debt is paid in full.

37. SOCIAL COOPERATION

37.1. It shall be the duty of the team manager to ensure that all members involved in their team (players and parents) are made fully aware of any social commitments of which they have been notified.

37.2. The manager shall be responsible for assisting the Treasurer in the collection of all monies attached to such social functions, and ensure these funds are paid directly to the Treasurer.



TEAM MANAGEMENT

38. SELECTION OF MANAGERS AND COACHES

38.1. It shall be the responsibility of the football committee to ensure sufficient managers and coaches are sourced for each team under its control.

38.2. For Under Age teams (Under 18 and below) it is expected that the teams Coach and Manager will be sourced from one (or more) parents of said team. Each under age team must have both a Coach and Manager allocated prior to Round 1 of the season, or else the team will not be eligible to take the field due to legal liability, insurance and WHS reasons.

38.3. For All Age and Senior teams, each team must have a minimum of one Team Manager/Coach for the team to be eligible to take the field. In normal circumstances these positions are filled by members of the team.

38.4. For Super League or Premier League teams as appropriate, a Coach and Manager must be assigned by the MC. Selection of Coach and Manager will be conducted by the MC as it sees fit taken from registered nominations of parties interested.

38.5. When these nominations are received prior to the commencement of the current season, they are to be catalogued and submitted to the WRRFC management committee for approval.

38.6. If any such position should become vacant during the season, it is the responsibility of the committee to ensure that such vacancies are filled as soon as possible.

38.7. At the absolute discretion of the Club, it may assist in the placement of Coaches to teams, in particular Division One junior teams, however this is not guaranteed by the Committee.

39. TEAM CONTROL

39.1. Each team in the club will have at least one (1) team manager and one (1) team coach.

39.2. The team manager will be responsible for the following:

- Registration of players - ensure all players are registered,
- Assist WRRFC Treasurer in the collection of outstanding registration fees and other monies,
- Liaison with WRRFC sub-committee,
- Notification of fixtures to players/parents,
- Responsibility for the maintenance and good order of WRRFC team equipment,
- Responsibility for reporting results on completion of game to the Secretary,
- Adherence, promotion and enforcement of WRRFC/GHFA/NWSWF bylaws & Rules for players, parents and spectators,
- Adherence, promotion and enforcement of FFA/FNSW/GHFA Codes of Conduct, for players, parents and spectators,
- Submission of match reports and/or news items for the newsletter, and
- Responsibility to ensure the team's rostered canteen duties are covered by parents/players.

39.3. The team coach shall be responsible for the following:

- Plan and implement team training sessions,
- Team selection in accordance with club guidelines,
- Adherence, promotion and enforcement of WRRFC/GHFA/NWSWF bylaws & Rules for players,
- Adherence, promotion and enforcement of FFA/FNSW/GHFA Codes of Conduct, for players,
- Adherence to the FFA Coaches Code Of Conduct,
- Adherence, promotion and enforcement of the rules of the game,,
- Assisting team manager with their duties, and
- Responsibility for the maintenance and good order of WRRFC team equipment.



40. PERSONAL DISPUTES

40.1. The team manager and the team coach are fully responsible for each team, including player's parents for teams under the age of 18. No interference should be tolerated by either person from outside parties that may interfere with the efficient coaching and/or management of their team.

40.2. If such interference should occur, a written report by the team manager must be forwarded to the committee for advice and action on the matter.

41. TRAINING

41.1. All teams will be allocated a period for training throughout the winter season. This training allocation is utilised to manage the large number of teams WRRFC has to cater for. Minis teams generally will be allocated training times on any ground from 4pm-5:30pm.

41.2. Junior and senior teams will be allocated a training time based on the available grounds and lights. Coaches and managers are to ensure that they train within these times, and not hinder or interfere with other teams by starting early or finishing late.

41.3. Training allocations will be allocated in 90 minute blocks. Any availabilities for extended and/or additional training allocations will be allocated at the absolute discretion of the MC.

41.4. Teams requiring warm-up cool-down time are free to use grassed areas adjacent to fields when outside the allocated training block.

42. TEAM EQUIPMENT

42.1. All team coaches and managers are to ensure that all WRRFC equipment loaned to teams for use during the season, is maintained in good order and condition.

42.2. Equipment loaned to teams may include, but not be limited to:

- Team Kit bag, including team strips (jerseys), coach and manager armbands, goal keeping gloves, training bibs best and fairest trophies (mini/juniors);
- Team match ball;
- Team training balls and bag; and
- Training poles and/or cones;

42.3. All loaned equipment is to be returned to the equipment manager at the end of the season, on the nominated return date.

42.4. Failure to return equipment on time, or in good order and condition, may result in teams having bonds placed on them in following seasons, or debt recovery for costs of repair for non fair wear and tear related damage.

43. PLAYER'S EQUIPMENT

43.1. All players must appear in proper uniform, comprised of club issued shirt, WRRFC approved shorts & socks.

43.2. All players must at all times at training and during official trials and matches wear approved shin pads and football boots in conformity with the laws of the game.



MEMBERSHIP

44. MEMBERSHIP GENERALLY

44.1. A person is eligible for membership of WRRFC if:

- a) The person is a natural person, and
- b) The person has completed and signed a WRRFC registration form, and paid the appropriate registration fees as required for the person's age group, or
- c) The person has been granted ordinary membership under the constitution via election/appointment to an official position within the club.

44.2. In the case that the registered player is a minor (under the age of 18 years) then the member will be the legal parent or guardian who has signed the WRRFC Registration form on the minor's behalf.

44.3. All members of WRRFC when signing their registration agree to abide by the Club's Constitution, these bylaws, and all policy documents of the Club and WRRFC:

- WRRFC Smoking Policy,
- WRRFC Uniform and Loan Equipment Policy,
- WRRSSC Theft and Fraud Policy,
- WRRSSC Social Media Policy,
- WRRSSC Privacy Policy, and
- WRRSSC Grading Policy

44.4. All policy documents, the WRRSSC constitution and these bylaws will be available from the West Ryde Rovers website at all times.

44.5. All members of the WRRFC are entitled to vote in accordance with subsection 19.1 through 19.5 inclusive.

45. CESSATION OF MEMBERSHIP

45.1. A person ceases to be a member of the WRRFC if the person:

- a) dies, or
- b) resigns membership, or
- c) is expelled from the club, or
- d) fails to pay the annual membership fee under section 44 of these by-laws, within 1 month after the fee is due, unless prior arrangements have been negotiated with the Treasurer.

46. DUTIES OF WRRFC MEMBERS

46.1. All members and teams are expected to assist with the running of the football canteen, as rostered by the committee and requested by team managers. Failure to comply shall be referred to the committee for action.

46.2. The committee will also seek volunteers to assist with coaching, managing, ground dressing, fund raising and any other activity reasonably associated with the running of the club. The WRRFC committee may take steps to assist the equitable division of these duties among all members.

46.3. Coaches and Managers are not expected to perform a canteen duty shift for their team, providing that all the required slots are filled throughout the season. If the Coach/Manager are unable to ensure that these shifts are filled, then the committee reserves the right to keep the Coach/Manager bond in lieu. This is due to the fact that WRRFC is required to pay for personnel to come and work in the canteen to fill those duty slots left vacant by teams.

46.4. All members, lifetime members, coaches, managers, players and committee members are expected to adhere to the GHFA/NWSWF, FNSW and FFA Codes of Conduct at all times.

46.5. WRRFC has a zero tolerance to any form of bullying, harassment, racial or sexual discrimination, humiliating (public or otherwise) in any way shape or form. Committee members, team officials, players, parents, guardians and/or spectators face suspension, expulsion, or bans from the club as well as any possible criminal or civil litigation charges.



WRRFC takes no responsibility for any individual, team or otherwise that causes any offence that may bring about criminal or civil action on them as individuals.

46.6. WRRFC has a zero tolerance for any misconduct or behaviour that may bring the club, the Associations, the game, or the community into disrepute.

47. RESOLUTION OF DISPUTES

47.1. Any dispute between a member and another member (in their capacity as members) of the club, or a dispute between a member, or members and the club, are to be referred to the WRRSSC Executive for resolution.

47.2. Any dispute within the club must follow due process and be discussed with the Club via the processes in place in these bylaws, prior to any option of appealing to the Association or higher.

47.3. If a resolution to the matter is unable to be negotiated/determined by the Management Committee, then it shall be referred to the WRRSSC Executive Committee for their investigation and resolution management.

47.4. If resolution is unable to be negotiated by the Club's Executive, then the dispute is to be referred to the community justice centre for mediation under the *Community Justice Centres Act 1983*.

47.5. If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.

47.6. The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

48. DISCIPLINING OF MEMBERS

48.1. A complaint may be made to the committee by any person that a member of the club:

- a) has refused or neglected to comply with a provision or provisions of these by-laws, or
- b) has wilfully acted in a manner prejudicial to the interests of the club.

48.2. The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

48.3. If the committee decides to deal with the complaint, the committee:

- a) must cause notice of the complaint to be served on the member concerned, and
- b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
- c) must take into consideration any submissions made by the member in connection with the complaint.

48.4. The committee may, by resolution, expel the member from the club or suspend the member from membership of the club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

48.5. If the MC concludes that an expulsion or suspension is warranted, then the approval of the sanction will take place at a General Committee Meeting which shall be held within 7 days of the decision of the MC.

48.6. If the committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right to appeal under section 49.

48.7. The expulsion or suspension does not take effect:

- a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
- b) if within that period the member exercises the right of appeal, unless and until the club confirms the resolution under section 49, whichever is the later.



49. RIGHT OF APPEAL OF DISCIPLINED MEMBER

49.1. A member may appeal to the club in general meeting against a resolution of the committee under section 48, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.

49.2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

49.3. On a receipt of a notice from a member under subsection 49.1, the Secretary must notify the committee which is to convene a general meeting of the club to be held within 28 days after the date on which the Secretary received the notice.

49.4. At a general meeting of the WRRFC convened under subsection 49.3:

- a) no business other than the question of the appeal is to be transacted, and
- b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
- c) the WRRFC committee members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

49.5. The appeal is to be determined by a majority of cast votes by WRRFC committee members.



TROPHIES AND AWARDS

50. PERPETUAL TROPHIES

Lester Waud Memorial Volunteer Award

The trophy, donated by Roy Maggio, will be awarded to the volunteer of the year within WRRFC. The recipient of this trophy shall be determined by recommendations received from the WRRFC committee, and decided upon by the President of WRRSSC.

LH Waud Trophy for Most Outstanding Junior Team (under 12 to under 18/19)

The trophy will be awarded based on results in the GHFA premierships rounds (i.e. not semi-finals) to the junior team who:

- Wins the GHFA premiership
- If more than one team has won their premiership, the team with the most competition points will be awarded the trophy
- If more than one team has won their premiership and has the same number of competition points, the team with the highest goal difference will be awarded the trophy
- If more than one team is equal after goal difference the trophy will be awarded jointly.

The Encouragement Award (under 12 to under 18/19)

The trophy will be awarded based on results in the GHFA & NWSWF premierships rounds (i.e. not pennant competition) to the junior team who:

- has the lowest number of competition points at the end of the season
- if more than one team has the lowest number of competition points, the trophy will be awarded jointly

Bill Plaskett Trophy for Most Outstanding Senior Team (AA, PL, SL, O35 & O45)

The trophy will be awarded based on results in the GHFA premierships rounds (i.e. not semi-finals) to the senior team who:

- Wins the premiership
- If more than one team has won their premiership, the team with the most competition points will be awarded the trophy
- If more than one team has won their premiership and has the same number of competition points, the team with the greatest goal difference will be awarded the trophy
- If more than one team is equal after goal difference the trophy will be awarded jointly.

Bob Montgomery Trophy for Most Outstanding Women's Team

The trophy will be awarded based on results in the NWSWF premierships rounds (i.e. not semi-finals) to the junior or senior team who:

- Wins the NWSWF premiership
- If more than one team has won their premiership, the team with the most competition points will be awarded the trophy
- If more than one team has won their premiership and has the same number of competition points, the team with the greatest goal difference will be awarded the trophy
- If more than one team is equal after goal difference the trophy will be awarded jointly.

Victoria Road Physiotherapy Team Spirit Award

Award to go to a senior team; initially for NWSWF teams but at the sub-committee's discretion may be awarded to either a NWSWF or GHFA senior team.

- Team members to show positive support for each other, both on and off the field;



- Members to turn up to matches, even if unable to play, to support the team;
- Making attendance at games and training a priority;
- As a team, assisting the club in fund raising and canteen activities;
- Showing professionalism and courtesy towards other team members and team officials;
- Demonstrating good sportsmanship on the playing field;

The team to receive this award will be decided by the committee following the end of premiership Rounds.

Hanchard Cup for Most Outstanding Junior 1st Division Team (U12-U18)

The trophy will be awarded based on results in the GHFA or NSWFWF Premiership rounds (i.e. not semi-finals) to the WRR Junior team who:

- Wins the 1st Division Premiership
- If more than one team has won the 1st Division Premiership, the team with the most competition points will be awarded the trophy.
- If more than one team has won their Premiership and has the same number of competition points, the team with the highest goal difference will win the trophy.
- If more than one team is equal after goal difference, the trophy will be awarded jointly.
- If no team has won a 1st Division Premiership, the team that is placed highest in their 1st Division age group will be awarded the trophy.”
- If teams are level by position, the trophy shall be awarded based firstly on competition points, then by goal difference.

Andrew Lang Trophy for the Best Attacking Team

The Andrew Lang Trophy for the Best Attacking Team will be awarded to a team playing from Under 12 to All Age, Premier League/Super League, Over 35s and Over 45s in the GHFA competition that has scored the most goals in the Premiership season.

In the event that there is a variation of matches played between teams, then the most goals will be determined by the highest Goal per Game average.

Robert Goldsworthy Trophy for Best Defensive Team

The Robert Goldsworthy Trophy for the Best Defensive Team will be awarded to a team playing from Under 12 to All Age, Premier League/Super League, Over 35s and Over 45s in the GHFA competition that has conceded the fewest goals in the Premiership season.

Other Trophies

Each year all players registered with mini teams (under 6 – 11) will receive a size 5 trophy for participation. All players registered in under 12 to under 18 teams will receive an award to recognise their team’s participation if they don’t qualify for the semi-finals.

Each year all players registered with junior teams (under 12 – 18) will receive a size 4 trophy for reaching the semi-finals, a size 3 trophy for finishing the season as runner up premiers or runner up champions, a size 2 trophy for finishing the season as premiers or champions or a size 1 trophy for finishing the season as premiers and champions.

Senior teams will be awarded some form of recognition for their achievement during the season.

- Size 5 Mini Participation
- Size 4 Junior Semi Finalists
- Size 3 Junior & Senior Runner Up Premiers and/or Champions
- Size 2 Junior & Senior Premiers or Champions
- Size 1 Junior & Senior Premiers and Champions

The committee may decide to present alternatives to trophies, but the items awarded will recognise the year, the team and the achievement of the team.



Service Awards

Players will receive an award after each five years of playing for the club. Years of service as a player are consecutive not cumulative. The committee shall decide on the nature of the award according to the length of service being recognised.



DEFINITIONS

Member – relates to the following memberships:

- a) ordinary membership – granted to all officials of the club, parents/guardians of children registered to play with the club, and all registered players other than junior members;
- b) honorary membership – conferred by the WRRSSC executive on any person in recognition of services rendered to the association;
- c) junior membership – shall be granted to all registered members of the club under the age of 16 years on the first day of January each year. These members are ineligible to vote in any circumstance.
- d) life membership – under the constitution a member that has been conferred by majority vote at a WRRSSC AGM.

assets – means any legal or equitable estate or interest (whether present or future, whether vested or contingent and whether personal or assignable) in real or personal property of any description (including money), and includes securities, choses in action and documents.

Authorised signatory – in relation to WRRFC, means a person who is appointed under section 24 as an authorised signatory for the club, and includes the association's public officer.

committee – in relation to WRRFC, means the governing body of the club, known as the general committee

executive committee – in relation to WRRFC, means the members as nominated in section 4.

committee member – in relation to WRRFC, means a person who is elected or appointed under the associations Constitution and WRRFC bylaws. In general terms this refers to all members of the committee, as separated from the term office bearer of whom extra responsibilities are acknowledged elsewhere.

association – means an association registered under the *Associations Incorporation Act (2009)*, in the case of these bylaws this means the West Ryde Rovers Sports and Social Club (Incorporated).

constitution – in relation to an association, means the constitution that is recorded in the Register of Incorporated Associations in relation to the association. In these bylaws, the constitution is that of the WRRSSC.

Department – means the Department of Finance and Services

Director-General – means:

- a) the Commissioner for Fair Trading, Department of Finance and Services, or
- b) if there is no such position in the Department, the Director-General of the Department.

financial year – in relation to an association, means:

- a) a period of 12 months, or such other period (whether longer or shorter than 12 months) not exceeding 18 months as the association resolves, commencing on date of incorporation of the association, and
- b) each period of 12 month, or such other period (whether longer or shorter than 12 months) not exceeding 18 months as the association resolves, commencing at the expiration of the previous financial year of the association.

Football – Association Football, commonly referred to as soccer in Australia.

Football Associations – refers to Associations and governing bodies that are primary stakeholders in football. These include but are not limited to GHFA, NSWFF, FNSW and FFA.

the Act – means the *Associations Incorporation Act (2009)*.

the Club – reference for the purpose of these bylaws, relates to the West Ryde Rovers Sports and Social Club (Incorporated)

the Regulation – means the *Associations Incorporation Regulation 2010*

office bearers – the positions of President, Secretary and Treasurer are regarded as those of office bearers as detailed in the constitution.

public officer – in relation to an association, means the person who is appointed as the association's public officer, and, until he or she is replaced by a person so appointed, includes the person who is nominated as the association's public officer in the association's application for registration. For the purposes of WRRFC this position is held by the President, as detailed in the constitution.



ABBREVIATIONS

AGM – Annual General Meeting

GHFA – Gladesville Hornsby Football Association

FFA – Football Federation Australia

FIFA - Fédération Internationale de Football Association, or International Federation of Association Football

FNSW – Football New South Wales

MC – Management Committee

NWSWF – North West Sydney Womens Football

WRR – West Ryde Rovers

WRRCC – West Ryde Rovers Cricket Club

WRRFC – West Ryde Rovers Football Club

WRRNC – West Ryde Rovers Netball Club

WRRSSC – West Ryde Rovers Sports and Social Club (Incorporated)



APPENDIX A

1. SUB-COMMITTEES

- 1.1. The following sub-committees are to be utilised to distribute the workload on individuals.
- 1.2. All members on any sub-committee are required to nominate for positions to the general committee, who will vote to approve nominations as required.
- 1.3. All sub-committees shall be provided with oversight from at least one member from the Management Committee. All sub-committees will be required to provide reports to the general committee at each general meeting

Grading Committee

The Grading Committee shall be convened and managed by the Grading Coordinator. The Grading Committee will be responsible for the planning, conduct, oversight and review of the grading for all WRRFC teams in accordance with the WRRFC Grading Policy.

The Grading Committee will not be required to take minutes, however all grading decisions are to be fully documented and presented to the committee as updates, up to and including final grading.

The final grading team lists are to be presented to the next available general committee meeting for approval prior to being registered with the appropriate Football Associations.

Redevelopment Committee

The Redevelopment Committee shall be convened and managed by the President.

The Redevelopment Committee shall be tasked with the control and management of all aspects of any redevelopment and/or capital works projects.

Redevelopment Committee meetings are to be minuted by the Secretary, and these minutes are to be presented at any subsequent general committee meetings for review.



APPENDIX B

IMAGES OF CHILDREN

(Source: Australian Sports Commission website)

1. IMAGES OF CHILDREN

1.1. Most people taking photos of children at sporting events are doing so for acceptable reasons and are using appropriate methods, for example, a parent videoing their child at a sports presentation or photographing their child on the field during play or a professional photographer taking photos for a club.

1.2. It is worth noting that many photographs taken in public places will include subjects who have not consented to their photo being taken, and people, including children, are frequently photographed by security cameras without their knowledge or permission.

1.3. The small size of many cameras and the advent of mobile phone cameras make it easier to take photos and harder to monitor. Digital photo publication can now be printed at home and photos can be taken, altered, and transmitted quickly to a vast audience by posting on the internet or “on sending” the photo to mobile phone users.

1.4. This greater ease of taking and modifying images has raised concerns about the potential risks of child abuse posed directly and indirectly to children and young people through the inappropriate use of photographs on sports web sites and in publications. Evidence in Australia and internationally, indicates that information posted on an internet site or published in a magazine or newspaper has the potential to be used to target children, to locate them, and then to condition or ‘groom’ them for abuse or exploitation. Certain individuals will also visit sporting events to take photographs or video footage of young sports people for inappropriate adaptation and use. The end result is that, in spite of the best intentions of the sporting organisation, children can end up being victims of abuse.

1.5. The following information and suggested strategies have been provided for sporting clubs and associations to consider when acquiring and displaying images of children and young people on web sites and in other publications.

1.6. Please note that this information is not intended to be, nor should it be relied upon as a substitute for legal or other professional advice. Organisations and individuals should seek legal advice in relation to these issues in your state or territory.

2. THE LAW

2.1. In Australia, generally speaking, there is no law restricting photography of people (including children) in public spaces as long as the images are not considered as:

2.2. Indecent (such as “up skirt” or “down blouse” photographs taken covertly in change rooms, toilets or other invasions of privacy)

2.3. Being used for voyeurism or made for the purpose of observing and visually recording the other person’s genital or anal region

2.4. Protected by a court order (e.g. child custody or witness protection)

2.5. Defamatory

2.6. Being for commercial purposes (person’s likeness is used to entice people to buy or it appears they are endorsing a product). This may require a Model Release/Consent Form to be signed

2.7. Consensual photos of a child (including your own child) also contravene Criminal Codes and censorship laws if the child is photographed in a provocative or sexual manner.

2.8. Where a sporting event is held on a club’s private property, privately owned land, a school or council owned facilities, the owners of private property or venues are able to restrict or ban photography (e.g. some council owned facilities will not allow mobile phones or cameras in change rooms or toilets).



2.9. Where a sporting event is held on private property not owned by the organisers, there needs to be a discussion with the owners to determine a mutually agreed photographing policy. There is nothing, however, to prevent a person from photographing outside the property boundary unless it is taken for indecent purposes, as previously discussed.

2.10. Many facilities do not allow the use of mobile phones (regardless of whether they have camera features) in change rooms and some local government pools require permission for photography anywhere in their venue.

2.11. If a person is taking photographs inappropriately (e.g. breaching the restrictions or ban in place for that private property or venue), then venue management can request the person to stop. If the person refuses, the police or security may be called to escort them off the property (without threatening violence, detention, or confiscation of the camera or film).

2.12. Sporting organisations may want to consider implementing one or more of the following strategies to provide all involved with a greater knowledge and an assurance that the taking and displaying of images is appropriate:

3. ACQUIRING IMAGES

3.1. Clearly outline what is considered appropriate behaviour in obtaining photographs and what is considered appropriate image content using a camera, mobile phone or video and publicise this information throughout the organisation.

3.2. Do not allow photographers (professional photographers, spectators, fans, coaches or members of the media) unsupervised or individual access to children.

3.3. Ensure the coach informs the team/athlete and parent(s) if the coach wants to video the athlete(s) as a tool to analyse and improve performance. (This practice would need to consider any photographing policy in existence for the sport and if on private property)

3.4. Obtain the consent of parent /guardian and their agreement to be present before approving photo/video sessions outside the event venue or at the home of a child. Where possible, have the photo taken at the event venue.

3.5. Provide details of who to contact within the club or organisation if concerns or complaints of inappropriate photographic behaviour or content are raised. Ensure that the contact person understands the application of relevant legislation and policies.

3.6. Provide members of the media and professional photographers with an identification pass to be worn for the duration of major/large events.

4. DISPLAYING IMAGES

4.1. It is not so much the taking of images that may be of concern, but how the image will be used. If your organisation is acquiring an image of a child for display:

4.2. Consider using models or illustrations for promotional / advertising purposes.

4.3. Obtain permission from the child's parent/guardian prior to taking the images of a child or young person. Ensure that all concerned are aware of the way in which the image is to be used and how long the image will be displayed.

4.4. If an image is used avoid naming the child. If this is not possible avoid using both a first name and surname.

4.5. Avoid displaying personal information such as residential address, email address or telephone numbers if images are being posted on websites or distributed in publications.

4.6. Do not display information about hobbies, likes/dislikes, school, etc. as this information has the potential to be used as grooming tools by paedophiles or other persons.

4.7. Only use appropriate images of the child, relevant to the sport or activity, and ensure that the athlete/child is suitably clothed. Images of athletes participating in sports or activities that involve minimal clothing (e.g. swimming and gymnastics) or unusual body positions/poses could potentially be misused. The age of the child is another factor to consider when deciding if the image is appropriate.

4.8. Reduce the ability for direct copying of pictures from a website to another source (i.e. disable the 'right mouse click' function).



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- 4.9. Clearly outline in a written contract to photographers who are contracted or paid to take photos, who will retain the images taken, include arrangements made for negatives, digital file and proofs and outline any restrictions for use and sale.
- 4.10. Provide details of who to contact and what to do if concerns or complaints of inappropriate image use are raised.
- 4.11. The intention of this information sheet is to let sporting organisations know about the issues surrounding acquiring and displaying images of children, not to restrict those people who are taking photos of children for legitimate reasons.
- 4.12. This publication is intended as a general guide and is not to be taken as professional advice. The Australian Sports Commission recommends you seek professional advice if a specific situation arises involving harassment or discrimination.