

Incorporated under the Associations Incorporation Act, 1984 and updated to reflect  
Associations Incorporation Act, 2009



The rules of the Ruse Football Club Incorporated, as amended contained herein are in accordance with  
Section 11 and contain those matters specified in Schedule 1 of the Associations Incorporations Act 2009.

Colin Campbell  
Secretary  
5<sup>th</sup> November, 2017



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# **RULES OF THE RUSE FOOTBALL CLUB INCORPORATED**

## **Part 1 – Preliminary**

### **Rule 1 Interpretation**

(1) In these rules, except in so far as the context or subject matter otherwise indicates or requires –

“Ordinary member” means any person over the age of eighteen (18) years who has been admitted to the Club in accordance with these rules;

“Junior member” means any person who has not attained the age of eighteen (18) who is currently registered to play football for the Club;

“Life member” means any persons who have been admitted to life membership of the Club in accordance with these rules;

“Club” means the Ruse Football Club Inc.

“Committee” means the Executive Committee which is the governing body of the Club;

“Secretary” means –

- (a) The person holding office under these rules as secretary of the Club; or
- (b) Where no such person holds that office – the public officer of the Club;

“Public Officer” means the person who is for the time being the public officer of the Association under this Act.

“Special General Meeting” means a general meeting of the Club other than an annual general meeting or regular general meeting;

“Regular General Meeting” means a general meeting of the Club other than an Annual General Meeting or Regular General Meeting;

“The Act” means the Association Incorporation Act, 2009;

“The Regulation” means the Association Incorporation Regulation, 2010.

(2) In these rules –

- (a) A reference to a function includes a reference to a power, authority and duty; and
- (b) A reference to the exercise of a function includes, where a function is a duty, a reference to the performance of the duty.

- (3) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## **PART II – Statement of Objects**

### **Rule 2 Statement of Objects**

- (1) The statement of objects of the Incorporated body are to promote and foster the sport of football in the Ruse area, Macarthur District Soccer Football Association (MDSFA) area and Illawarra Football Association (IFA) area.

## **PART III – Membership**

### **Rule 3 Membership Qualifications**

- (1) A person is qualified to be an ordinary member of the Club if, but only if –
  - (a) The person is a natural person who has attained the age of eighteen (18) years and –
    - (i) Has been nominated for membership of the Club as provided by Rule 4; and
    - (ii) Has been approved for membership of the Club by the Committee of the Club.
- (2) A person shall automatically become a junior member of the Club without further nomination if, but only if, that person is a natural person who has not attained the age of eighteen (18) years and is currently registered to play football for the Club or is appointed as a coach or manager by the Club.
- (3) ) A life member shall be any member who shall be elected as such by a two-thirds majority of those present at any Annual General meeting of the Club and shall thereafter be entitled to all privileges of the Club without paying the annual subscription or any special payment for such life membership. Provided that no member shall be elected a life member unless he/she has been a senior member for a continuous period of not less than ten years. The member has served at least 2 full terms of two years (not necessarily consecutive) on an executive committee during their club service. They have rendered dedicated and noteworthy service that is not typical for a member, sustained over many years in that manner. Being a player only in the Club does not meet eligibility criteria for Life Membership. Not more than two (2) life members shall be elected in any one financial year. Each nomination being put to a separate vote and must attain a two-thirds majority to be elected. Nominations for Life Membership with proposer's and seconder's remarks, in writing, will only be accepted up to 42 days before the Annual General Meeting. In the event of there being more than two nominations for life membership in any

one year, members at the Annual General meeting will select two (2) of the nominations as being eligible for life membership, each nomination being put to a separate vote, and must attain a two-thirds majority to be elected.

- (4) All players, coaches and managers registered with or appointed by the club or members of the committee of the Club shall be either ordinary members or life members of the club if they have attained the age of eighteen (18) years or junior members if they have not attained the age of eighteen (18) years.
- (5) No junior member shall be entitled to nominate any person for membership, stand for or be elected for any position on the Committee of the Club or nominate any other person to stand for the committee of the club or to vote in any election or any ballot of the election of members of the committee of the club or to vote at any meeting of the club.

#### **Rule 4      Nomination for membership**

- (1) A nomination of a person for ordinary membership of the Club –
  - (a) Shall be made by a member of the Club in writing in the form set out in Appendix 2 to these rules; and
  - (b) Shall be lodged with the secretary of the Club.
- (2) As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the Committee which shall determine whether to approve or reject the nomination.
- (3) Where the committee determines to approve a nomination for membership, the secretary shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay, within the period of 28 days after receipt by the nominee of the notification, the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) The secretary shall, on payment by the nominee of the amounts referred to in Clause 3 within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Club.
- (5) The form attached as Appendix 2 is to be completed by a member each year (following the year that they had been accepted) for renewal of membership. This form will be placed on file by the Secretary, after it has been checked.

#### **Rule 5      Cessation of membership**

A person ceases to be a member of the Club if the person –

- (a) Dies;
- (b) Resigns that membership; or



- (c) Is expelled from the Club; or
- (d) In the case of a junior member, ceases to be a registered player, coach or manager for the Club;
- (e) Fails to pay the annual membership fee to the Club within three months from the date upon which that fee becomes payable in accordance with these rules.

## **Rule 6      Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being an ordinary member of the Club –

- (a) Is not capable of being transferred or transmitted to another person; and
- (b) Terminates upon cessation of the person’s membership.

## **Rule 7      Resignation of membership**

- (1) An ordinary member of the Club is not entitled to resign that membership except in accordance with this rule.
- (2) An ordinary member of the Club who has paid all amounts payable by the ordinary member to the Club in respect of the ordinary member’s membership may resign from membership of the Club by first giving notice (being not less than 1 month or not less than such other period as the committee may determine) in writing to the Secretary, of the member’s intention to resign and, upon the expiration of the period of notice, the member ceases to be an ordinary member.
- (3) Where an ordinary member of the Club ceases to be a member pursuant to clause (2) and in every other case where an ordinary member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be an ordinary member.

## **Rule 8      Register of members**

- (1) The public officer of the Club shall establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club together with the date on which the person became a member.
- (2) The register of members shall be kept at the principal place of administration of the Club and shall be open for inspection, free of charge, by any member of the Club at any reasonable hour.

## **Rule 9 Fees, subscriptions, etc.**

- (1) An ordinary member of the Club shall, upon admission to membership, pay to the Club a fee of \$2.00 or, where some other amount is determined by the Committee, of that other amount.
- (2) No joining fee or annual membership fee shall be payable by a junior member. Provided however that the committee of the club may charge any junior a playing fee which shall be determined from time to time by the Committee.
- (3) In addition to any amount payable by the member under Clause (1) an ordinary member of the club shall pay to the Club an annual subscription fee of \$2.00 or where some other amount is determined by the committee, of that amount:
  - (a) Except as provided by paragraph (b), before the 1<sup>st</sup> April in each calendar year; or
  - (b) Where the member becomes a member of the club on or after the 1<sup>st</sup> April 1987, upon becoming a member and thereafter before the 1<sup>st</sup> April in each succeeding calendar year.

## **Rule 10 Member's liabilities**

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

## **Rule 11 Disciplining of members**

- (1) If any member shall wilfully refuse or neglect to comply with the provisions of the Rules of the Club or shall be guilty of any conduct of which in the opinion of the Committee is unbecoming of a member or prejudicial to the interest of the Club, the Committee shall have power to reprimand and fine and suspend and expel such member from the Club. Provided that at least six (6) days before the meeting of the Committee at which a resolution to reprimand and/or fine and/or suspend and/or expel such member or any combination thereof is put, the member shall have had notice in writing of such meeting and of what is alleged against him and that he shall at such meeting and before the passing of such resolution have had an opportunity of giving orally, or in writing, any explanation or defence he may think fit and provided further that no member shall be expelled from the Club unless the resolution for his expulsion is passed by a majority of two-thirds of those Committee Members present and voting.
- (2) If any life member shall wilfully refuse or neglect to comply with the provisions of the Rules of the Club or shall be guilty of any conduct of which in the opinion of the Committee is

unbecoming of a Life Member or prejudicial to the interest of the Club the Committee shall have the power to implement disciplinary action in accordance with the provisions of rule 11 (1) of the Constitution relating to discipline of members. Additionally, if the Committee sees fit, the Committee may remove the Life Membership. Provided that at least six (6) days before the general meeting at which the resolution to remove the life membership is put, the Life Member shall have had notice in writing of such meeting and of what is alleged against him/her and that he/she shall at such meeting and before the passing of such resolution have had the opportunity of giving orally or in writing, any explanation or defence he/she may think fit and provided that no life member shall be expelled from the Club unless the resolution for his/her expulsion is passed by a majority of two-thirds of the members present and voting at the general meeting. Any member disciplined in accordance with the provisions of this rule shall have the same right of appeal as provided in Rule 12.

## **Rule 12 Right of appeal of a disciplined member**

- (1) A member may appeal to the Club in general meeting against a resolution of the committee which is passed under rule 11, within 7 days after notice of the resolution if served on the member, by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice from a member under clause (1), the secretary shall notify the committee which shall convene a general meeting of the Club to be held within 21 days after the date on which the secretary received the notice.
- (3) At a general meeting of the Club convened under clause (2) –
  - (a) No business other than the question of the appeal shall be transacted;
  - (b) The committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
  - (c) The members present shall vote on the question of whether the resolution should be confirmed, revoked or varied.
  - (d) Voting shall be conducted on a show of hands unless the meeting resolves by ordinary majority to conduct a secret ballot.

## **Part IV – The Committee**

### **Rule 13 Powers, etc. of the committee**

The committee shall be called the Executive Committee of the Club and, subject to the Act, the Regulation and these rules, and to any resolution passed by the Club in general meeting –

- (a) Shall control and manage the affairs of the Club;

- (b) May exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by a general meeting of members of the Club; and
- (c) Has 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 Club;
- (d) May from time to time make, alter or repeal all such by-laws as it may deem necessary or expedient for the proper conduct and management of the Club. All such alterations will then be ratified at the next general meeting.

## **Rule 14      Constitution and membership**

- (1) The Committee shall consist of –

### **Executive Committee**

- (a) President
- (b) Secretary
- (c) Treasurer
- (d) Senior Vice President
- (e) Junior Vice President
- (f) Registrar

### **Sub Committee**

- (a) Canteen Coordinator
- (b) Assistant Secretary/Assistant Registrar
- (c) Assistant Canteen Coordinator
- (d) Publicity Officer
- (e) Grounds Officer
- (f) Equipment Officer
- (g) Coaching Officer
- (h) Social Coordinator

Any other sub committee's deemed to be required for the better running of the Club should be in line with the existing Rule 21 (1-7)

- (2) Each member of the Executive committee shall, once elected, subject to these rules, hold office for a period of two (2) years until the conclusion of the annual general meeting at which the member's term is due to be vacated. The member is eligible for re-election.
- (3) The positions of President, Treasurer and Junior Vice President to be offered for election in even years. The position of Secretary, Senior Vice President and Registrar to be offered for election in odd years.

- (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

## **Rule 15 Election of the Committee**

- (1) Nominations of candidates for election as members of the committee shall be made at the time nominations are called for during the course of the annual general meeting provided such nomination is moved by two members of the association and the candidate either orally if he be in attendance at the meeting, or in writing if he not be in attendance at the meeting, indicates his consent to nomination.
- (2) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (3) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (4) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (5) If insufficient nominations are received, the persons nominated shall be deemed to be elected and any vacant positions remaining on the committee shall be deemed to be casual vacancies.

## **Rule 16 Responsibilities and Accountabilities of the Committee**

- (1) **President** (Pres)
  - (a) Chair all General Meetings
  - (b) Chair all Special General Meetings
  - (c) Chair the Annual General Meeting
  - (d) Delegate representatives to the MDSFA or any other governing body meetings and report to the committee within 7 days, the business arising.
  - (e) Oversee the day-to-day running of the Club
  - (f) Be a signatory of all bank accounts
  - (g) Sign minutes of proceedings from all meetings.
- (2) **Secretary** (Sec)
  - (a) Be the public Officer of the Club
  - (b) Hold the Common Seal of the Club
  - (c) Attend to all correspondence
  - (d) Be a signatory of all bank accounts

- (e) Take minutes of all general meetings and circulate copies of said minutes prior to the commencement of the following general meetings
- (f) Take minutes of all special general meetings or Committee meetings
- (g) Take record of members present at all meetings
- (h) Collect and collate all correspondence and enquiries from members of the Club to be forwarded to MDSFA/MDFRA and any other relevant governing bodies.

**(3) Treasurer (Tres)**

- (a) Ensure all monies due to the Club is collected and received and that all payments authorised by the Club are made
- (b) Ensure correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club
- (c) Produce financial statements showing income and expenditure prior to each monthly general meeting
- (d) Be a signatory of all bank accounts
- (e) Be the responsible officer for electronic banking
- (f) Subject to Rule 37 (2)

**(4) Senior Vice President (SVP)**

- (a) Chair any meetings in the absence of the President
- (b) Act as the liaison officer between senior team coaches, managers and players
- (c) Coordinate with the canteen coordinator a senior working roster for the canteen where senior games are affected
- (d) Assist in the preparation and execution of all senior business arising
- (e) Prepare an annual report on progress of the senior teams

**(5) Junior Vice President (JVP)**

- (a) Act as liaison officer between junior team coaches, managers, players and parents
- (b) Coordinate with the canteen coordinator a junior working roster for the canteen where junior games are affected
- (c) Assist in the preparation and execution of all junior business arising
- (d) Prepare an annual report on progress of the junior teams

**(6) Registrar**

- (a) Organise the registration of all players, coaches and managers to the relevant associations
- (b) Compile a register of all players, coaches, managers and members and supply a copy to the Public Officer.
- (c) Collecting all monies in relation to registrations and bank into the nominated Club bank account within five (5) days of receipt.
- (d) Issue a receipt for all registrations whether payment made by cash, chq, EFTPOS or electronic banking, in person to the relevant player at the time of payment or, if electronic, placed into team folder.

- (e) Have separate receipt books for registration only.
- (f) Be supplied an update of names and amounts of payments deposited into the Club bank account for player registrations on a weekly basis up to and including 30 June of each year.

## **Rule 17      Sub Committee**

The duties of the following should include but not be restricted to:

### **(1) Canteen Coordinator**

- (a) Order and receive product for the canteen
- (b) Deliver all monies collected and invoices received to the Treasurer as soon as practicable, sign a register held by the Treasurer
- (c) Compile a working roster with the assistance of the SVP, JVP and the assistant canteen coordinator prior to the commencement of the competition

### **(2) Assistant Secretary/Assistant Registrar**

- (a) Assist the Secretary and Registrar in all aspects of his/her responsibilities and accountabilities
- (b) collect all match sheets check them and hand them to the governing body as specified by MDSFA,
- (c) keep track of red and yellow cards, liaise with coaches and managers as to borrowed players.

### **(3) Assistant Canteen Coordinator**

- (a) Assist canteen coordinator in the day to day running of the canteen
- (b) Deliver all monies collected and invoices received to the Canteen Coordinator as soon as practicable, sign a register held by the Canteen coordinator
- (c) Compile a working roster with the assistance of the SVP, JVP and the canteen coordinator prior to the commencement of the competition.

### **(4) Communications officer**

Create and distribute a weekly newsletter to include but not restricted to the promotion of players, teams, sponsors, forthcoming events and relevant information for members by digital communications.

### **(5) Grounds Officer**

- (a) Ensure the grounds are adequately marked to the satisfaction of all relevant governing bodies
- (b) Ensure the grounds are in a safe condition for competition

### **(6) Equipment Officer**

- (a) Ensure that playing strips, balls and all other equipment are in good condition

- (b) Assist grounds officer in their duties as required

**(7) Coaching coordinator**

- (a) Promote the game of football through the team coaches
- (b) Organise special coaching sessions for players and coaches
- (c) Recognise and promote exceptional talent in players and coaches
- (d) Organise player assessment forms for coaches to complete
- (e) Organise any gradings that may be required as part of these rules

**(8) Social Coordinator**

- (a) Organise all social/fundraising functions for both senior and junior members of the club
- (b) Deliver all monies collected and invoices received to the Treasurer as soon as practicable, sign a register held by the Treasurer.

**(9) Sponsorship Liaison Officer**

- (a) To liaise with the Executive Committee on all sponsorship decisions outside of the sponsorship packages
- (b) To liaise with all sponsors and to promote their brand within the Ruse Football Club Inc.

(10) Grants officer

- (A) To liaise with local and state and federal departments for sporting grants and liaison with serving executive if monetary amounts are required.

## **Rule 18      Casual Vacancies**

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member –

- (a) Dies;
- (b) Ceases to be a member of the Club
- (c) Becomes an insolvent under administration within the meaning of the Companies (NSW) code;
- (d) Resigns office by notice in writing given to the secretary;
- (e) Is removed from office under rule 19;
- (f) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- (g) Is absent without the consent of the committee from three (3) consecutive committee meetings.



## **Rule 19      Removal of a member**

- (1) The Club 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 office of the member so removed.
- (2) Where a member of the committee to whom a proposed resolution referred to in clause (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 the president may send a copy of the representations to each member of the Club or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **Rule 20      Meetings and quorum**

- (1) The committee shall meet together on the 2<sup>nd</sup> Monday of every second month for the dispatch of business and adjourn at such times and such places and at such frequency as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president; OR by any five (5) members of the committee, notice of which shall be given by the Secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (3) Notice of a meeting given under clause (2) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (4) Any four (4) members of the committee constitute a quorum for the transactions of the business of a meeting of the committee.
- (5) No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and the same hour of the same day in the following week
- (6) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (7) At a meeting of the committee –
  - (a) the president or, in the president's absence, the Senior Vice President shall preside; or
  - (b) If the president and the senior vice president are absent or unwilling to act such, one of the remaining members of the committee as may be chosen by the members present at the meeting shall preside.

## **Rule 21      Delegation by committee to sub committee**

- (1) The Committee may delegate to one or more sub committees (consisting of such member or members of the Club as the committee thinks fit) the exercise of such of the powers and functions of the committee as the committee think fit.
- (2) A function the exercise of which has been delegated to a subcommittee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified by the committee.
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by committee
- (6) The committee may revoke wholly or in part any delegation under this rule
- (7) A subcommittee may meet and adjourn as it thinks proper.

## **Rule 22      Voting and decisions**

- (1) questions arising at a meeting of the committee or of any sub committee appointed by the committee shall be determined by a majority of the votes of members of the committee or subcommittee present at the meeting
- (2) each member present at a meeting of the committee or of any sub committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote, but in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 20(4), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub committee.

## **Part V – General Meetings**

### **Rule 23 Annual General Meetings – holding of**

- (1) With the exception of the first annual general meeting of the Club, the Club shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Club, convene an annual general meeting of its members.
- (2) The Club shall hold its first annual general meeting
  - (a) within the period of 18 months after its incorporation under the Act; and
  - (b) within the period of 2 months after the expiration of the first financial year of the Club.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commission under Part 4, Section 36, Division 3 of the Act.

### **Rule 24 Annual General Meetings – calling of and business at**

- (1) The annual general meeting of the Club shall, subject to the Act, and to Rule 23, be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be –
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
  - (b) to receive from the committee reports upon the activities of the Club during the last preceding financial year;
  - (c) to elect office-bearers of the Club and ordinary members of the Committee; and
  - (d) to receive and consider the statement which is required to be submitted to members under the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it.

### **Rule 25 Special general meetings – calling of**

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Club.
- (2) The committee shall, on the requisition in writing of not less than 5 percent of the total number of members, convene a special general meeting of the Club.
- (3) A requisition of members for a special general meeting –
  - (a) Shall state the purpose of the meeting;

- (b) Shall be signed by the members making the requisition;
  - (c) Shall be lodged with the secretary; and
  - (d) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after 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.
- (5) A special general meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Club for any expense so incurred.

## **Rule 26      Regular General Meetings**

- (1) Regular General Meetings of the Club shall take place at the request of the executive committee, or by not less than 3 financial members of the club. Upon request the secretary shall advise members by email or text or place on the clubs Facebook or website, of such meeting with date, time & venue.
- (2) Business at such regular general meetings shall include
- (a) Confirmation of minutes of preceding regular general meetings or any special general meeting held since the previous regular general meeting
  - (b) Receive correspondence not previously dealt with by the committee
  - (c) To receive reports from members of the committee and any sub committees
  - (d) General business
  - (e) To receive an interim to date financial report from the treasurer to be distributed to members present at the meeting or to members as requested.
- (3) Coaches & Managers meetings shall take place on the second Monday of every second month of the regular season and the secretary shall advise all coaches & managers by email or text or hard copy notice or place on clubs website or Facebook of same. Business at the meeting will be to notify any rule changes or things arising from the current competition or complaints received. To take feedback from the coaching staff and get information out to parents in relation to any upcoming events or general information that is required.

## **Rule 27      Notice**

- (1) Except where the nature of the business proposed to be dealt with at a special general meeting or annual general meeting requires a special resolution of the Club, the secretary shall, at least fourteen (14) days before the date fixed for the holding of the special general meeting or annual

general meeting, cause to be published in a newspaper of general circulation throughout the Ruse area in the public notices section, a notice specifying the name of the club, the date, time, place and nature of such meeting

PROVIDED

That in lieu of notice as above provided the committee may, by ordinary resolution resolve that notice of such special general meeting or annual general meeting shall be given by the secretary at least fourteen (14) days before the date fixed for the holding of such meeting by causing to be sent by prepaid post, facsimile, email or other form of electronic transmission to each member entitled to vote at such meetings, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a special general meeting or annual general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 24(2).
- (4) A member desiring to bring any business before a regular general meeting may give notice in writing of that business to the secretary prior to the commencement of the meeting.

## **Rule 28      Procedure**

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Seven (7) members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members shall be dissolved, and in any other case shall stand adjourned to the same day in the following week at the 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.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

## **Rule 29      Presiding Member**

- (1) The president, or in the president's absence, the senior vice president, shall preside as chairperson at each general meeting of the Club.
- (2) If the president and the senior vice president are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

## **Rule 30      Adjournment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the Club, stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clause (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **Rule 31      Making Decisions**

- (1) A question arising at a general meeting of the Club shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority, or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the Club, a poll may be demanded by the chairperson or by not less than three (3) members present in person at the meeting.
- (3) Where the poll is demanded at a general meeting, the poll shall be taken –
  - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
  - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

## **Rule 32 Special Resolution**

A resolution of the Club is a special resolution if –

- (a) it is passed by a majority which comprises not less than three-quarters of such members of the Club as, being entitled under these rules so to do, vote in person at a general meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution, was given in accordance with these rules; or
- (b) Where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) – the resolution is passed in a manner specified by the Commission.

## **Rule 33 Voting**

- (1) Upon any question arising at a general meeting of the Club a member has one vote only
- (2) All votes shall be given personally
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid, other than the amount of the annual subscription in respect of the then current year.

## **Rule 34 Appointment of proxies**

- (1) No member shall attend or vote at any meeting of the Club or of any committee of the club or vote at any election of the club as a proxy of another person.

## **Part IV – Miscellaneous**

### **Rule 35 Membership of the Association**

The Club shall do all things necessary to implement and enforce any decision of the MDSFA relating to any player, official, person or Club who is a member of the Club or seeks to be a member of the Club.

## **Rule 36 Insurance**

The Club may effect and maintain insurance.

## **Rule 37 Funds – source**

- (1) The funds of the Club shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.
- (2) All monies received by the club shall be deposited into the bank within five (5) days after receipt and without deduction to the credit of the club's bank account.
- (3) The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

## **Rule 38 Funds – management**

- (1) Subject to any resolution passed by the Club in general meetings, the funds of the Club shall be used in pursuance of the objects of the Club in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the committee or employees of the Club, being members or employees authorised to do so by the Committee.

## **Rule 39 Alteration of objects and rules**

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Club.

## **Rule 40 Common Seal**

- (1) The common seal of the Club shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.



## **Rule 41      Custody of books etc.**

Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control, all records, books and other documents relating to the Club.

## **Rule 42      Inspection of books, etc.**

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

## **Rule 43      Service of notices**

- (1) For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member either personally or by sending it by post, facsimile, email or other form of electronic transmission to the member at the member's address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.
- (3) Where a document is sent to a person by any form of electronic transmission, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the member at the time of transmission by the Club.

## **Rule 44      Financial Year**

The Ruse Football Club financial year shall run from 1<sup>st</sup> November to 31<sup>st</sup> October.

## **Rule 45      Postal Ballots**

- (1) The Club may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 12).
- (2) A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation (Appendix 5).

## **BYLAWS OF THE RUSE FOOTBALL CLUB INCORPORATED**

### **LAW 101 Surplus Property**

In a winding up of the Club, the surplus property of the Club shall subject to any trust affecting that property, or any part of it vest in the MDSFA, or its successor, or in the event of the MDSFA or its successor ceasing to exist, another organisation determined by the Club by special resolution which has objects substantially similar to the Club and is not carried on for the object of trading or securing pecuniary gain for its members, or failing such special resolution as nominated by the Department of Fair Trading.

### **Law 102 Grading of Players**

In the case that there are enough registered players in any one year for more than two (2) teams in an age group within competitive teams as defined by MDSFA, that the players be graded, by at least two (2) members of the Club, so qualified with a minimum Football NSW level 1 coaching accreditation. This grading to consist of a minimum of two (2) sessions and take place as soon as practicable after registrations are complete and prior to the first round of competition.

### **Law 103 Five (5), Ten (10), Twenty (20), Thirty (30) and forty year service awards**

Service for five (5), ten (10) and twenty (20) and (30) and (40) year awards must be continuous with the exception of:

- (a) A player selected for a representative team, be it a District, State or National team. Upon his/her return to the Club, without having served at another local Club, service will be deemed continuous.
- (b) A player with extenuating circumstances supported with documentary evidence. Upon his/her return to the Club, without having served at another Club, local or otherwise, service will be deemed continuous.

*(Explanatory Note: Service means player, manager, coach, executive committee, sub committee)*

## **Law 104    Premiership Jackets**

- (1) Premiership jackets will be presented to all registered players of a team that finishes first (1<sup>st</sup>) in their age group/division. In addition to the players, only the registered coach(es) and manager(s) of that team who are not players with the team will be also entitled to receive premiership jackets.
- (2) Current code FRC or similar in cost (Dominant Red with Blue flash on sleeve) with standard size logos on front of jacket (Embroidery names in white) also not to be used as part of club merchandise or given unless under clause (1).

## **Law 105    Life Member Entitlements**

- (1) Life members are entitled to a life member jacket to be presented at the senior presentation following the AGM at which the life membership is awarded.  
Current styles:  
Male: Stafford Ellison Barwon Navy blazer (last purchased from Claussen's Menswear, Wollongong)  
Female: Geoff Bade Australia Navy Jacket (last purchased from P&S Michael, Campbelltown)
- (2) Each life member and their spouse or de facto will be invited to the Ruse Football Club Senior Presentation function and will be exempt from the ticket price for the function.
- (3) Life members will be exempt from paying player registration fees for as long as they wish to play with a registered team with the Ruse Football Club.

## **Law 106    Code of Conduct**

See Appendix 3

## **Law 107    Conflict Resolution**

See Appendix 4

## **Law 108    Child Protection**

All players, coaches, managers, parent helpers and any other person over the age of 18 within the Ruse Football Club who will have contact with players under the age of 16 MUST complete a Child Protection form.

## **Law 109    Memorial Trophies**

- (A) Aron Taylor Memorial Trophy – perpetual trophy – criteria: Best and Fairest (under the same criteria as the payer of the year law 115) in the highest graded team within the Ruse Football Club (e.g. m-league first grade) each year. To be eligible a player must play at least 10 games in the highest graded team and has not been found guilty of or served a suspension during the regular season. Any additional criteria should be established with the first grade coach at the beginning of the year and recoded. Player will receive a replica trophy and have his/her name recorded on the perpetual trophy.
- (B) Mitchell Beks Memorial Trophy – perpetual trophy – Junior player of the Year – criteria: player (U/12– U/18) who receives the most individual votes for players’ player and has not been found guilty of a send – off offence during a regular season, shall be classed as Junior Player of the year and will receive a replica trophy and have his/her name recorded on the perpetual trophy.

## **Law 110    Perpetual Trophies**

- (A) The perpetual trophies shall be presented at the relevant presentations and a replica trophy be given to the player. No perpetual trophy can be taken away from a presentation unless approval is given by the Executive Committee of the Club present.

If a member is given permission to have the perpetual trophy they must return it to the Club within 14 days after the presentation. If for any reason the trophy is damaged or lost by the

member they will be required to pay all costs to repair or replace the trophy. Failing to pay costs they will be deemed un-financial by the Club.

- (B) The perpetual trophy for the M-League or highest graded team shall be known as the jimmy Williams players player. Each year an initial disc be produced and given to the Williams family in Commemoration of the winner.

## **Law 111 Sponsorship**

A sponsorship prospectus will be produced each year outlining the different levels and criteria available. No unauthorised sponsorship will be accepted. All sponsorships must be endorsed by the Executive Committee.

## **Law 112 PATRON**

- (1) The Patrons of the club will have no voting rights, as Patrons
- (2) They shall have normal voting rights if they meet one or any of the following criteria:
- (3) They are registered players of the club
- (4) They have paid their annual membership fee of the club
- (5) They are life members of the club
- (6) The position(s) of patron of the club will be voted on at a yearly annual general meeting commencing at the 2012 agm and beyond
- (7) There shall be no more than two (2) Patrons of the ruse football club Inc in any one year.

Nominations for patron, with proposer's and seconder's remarks, in writing, will only be accepted up to 42 days before the annual general meeting. In the event of there being more than two nominations for patron in any one year, members at the annual general meeting will select two (2) of the nominations, each nomination being put to a separate vote, and must attain a two thirds majority to be elected.

## LAW 113 Registrations

(A) Registration Fees to be set each year by the Executive Committee as soon as practicable after the release of the Association fees for the season but prior to the first allocated registration date.

The registration fee will be an all-inclusive fee based on but not limited to: MDSFA registration and associated fees; match fees; Referees fees; Grounds and equipment fee .

All players from u/16 to all age must pay a minimum 50% of their registration fee upon initial registration. The balance must be paid no later than 30<sup>th</sup> may.

No player is to participate in any competition match if they have not paid the initial 50% of the registration fee this includes payment plans.

No player is to participate in any competition match if full payment of their registration fee has not been completed by 30<sup>th</sup> may this includes all payment plans.

Discounts and multiple family registrations are at the discretion of the Executive Committee. Payment plans may be negotiated in these instances, however the full registration must be paid no later than 30<sup>th</sup> may.

The Executive Committee may deregister players who are not financial as at 30<sup>th</sup> may.

*Refunds* – A refund of fees will be calculated after all non-refundable expenses have been deducted (i.e. MDSFA registration and associated fees; played match and referee fees).

(B) SSG and junior teams U/6 to U/15s Registration fees to be set each year by the Executive Committee as soon as practicable after the release of the association fees for the season but prior to the first registration

The registration fee set by the executive shall be paid in full prior to any player participating in any football match and will also be required to pay a weekly match fee as determined by the serving executive to the manager or coach on the day of the match.

## Law 114 Club Person of the year

### Criteria:

Any individual, who works for the clubs benefit, is dedicated to helping tirelessly throughout an entire season for the sole benefit of the club and does so without the expectation of recognition.

### Process

1. Nominations for club person of the year are called for during weeks 1 & 2 of July. Any active club member may nominate an individual that they believe meets the criteria for club person of the year.
2. During week 3 of July the club secretary will collate nominations and present a list of the nominations to the executive committee.
3. The executive committee collectively is to ensure that all nominations meet the intended criteria for club person of the year. Should any nomination be deemed not to meet the criteria by the executive committee, then the nomination is to be excluded from the process.
4. Once nominations are verified, the club secretary is to present the top 3 nominees based upon the number of nominations received for each nominee. These will become the 3 individuals put forward on a ballot paper for voting by all eligible club members unless clause 4.a. or 4.b. is invoked

**4a the executive committee reserves the right to eliminate the lowest ranking nominee and include an individual that the executive committee believes meets the criteria and is more deserving of being put forward in the selection process by ballot than the nomination received by club members.**

4. B should there be less than 3 eligible nominations, the executive reserves the right to include an individual that the executive committee believes meets the criteria.

5. During weeks 1 & 2 of august voting ballot papers are to be given to all eligible club members for selection of club person of the year from the 3 nominees presented by the executive committee.

6. The executive committee will elect a scrutineer to be appointed to do the final counting on votes and supply the winning candidate's name directly to the clubs trophy supplier to make the appropriate plaque and have their name placed on the perpetual shield prior senior presentation night to ensure confidentiality.

## Law 115 Player of the year

The voting for Senior Player of the year is done each week on a 3 2 1 basis. The player who receives the highest score at the end of the normal season (not including finals series) is deemed to be Senior Player of the year. Should there be a tie; the player with the greatest amount of 3 votes will win. Should there still be a tie the player with the greatest number of 2 votes will win. Should there still be a tie the player with the greatest number of 1 votes will win. Only in the event that the players cannot be separated in this way, there will be joint winners.

The Junior Player of the Year is the player with the greatest amount of player's player votes at the end of the normal season (not including the finals series). Should there be a tie; the player who has played the most amount of games will win.

The mini roo player of the year to have same criteria as junior player of year.

## Law 116 Player's Player

Player's player votes to be taken at the conclusion of each match by the Manager of the team (or nominated individual). These votes should not be recorded and kept by the team and should be submitted on a weekly basis – and no later than 3 weeks after any match. Any votes submitted after this time will not count towards player's player. Any team who does not submit any votes shall not be eligible to award a player's player trophy.

## Law 117 Hat Tricks

Hat tricks should be recorded during each match by the Manager of the team (or nominated individual). They should be submitted on a weekly basis – and no later than 3 weeks after any match. Any hat tricks not submitted in this manner will not be officially recognised at the end of the season.



## Law 118 Club logo

The ruse football club logo should not be used for any purpose without the written approval from the executive committee in power at time of request.

Any requests should be made to the executive committee in writing who shall meet and discuss/approve or disapprove the use.

**APPLICATION FOR MEMBERSHIP**

**Ruse Football Club Incorporated**

I, \_\_\_\_\_  
(Full name of applicant)

of \_\_\_\_\_  
(Address of applicant)

Phone (H) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

Hereby apply to become an ordinary member of the Ruse Football Club Incorporated. In the event of my admission as a member, I agree to be bound by the rules of the Ruse Football Club for the time being in force.

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_  
(Full name)

A member of the Ruse Football Club Incorporated, nominate the applicant, who is personally known to me, for membership of the Ruse Football Club Incorporated.

\_\_\_\_\_  
(Signature of proposer)

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_  
(Full name)

A member of the Ruse Football Club Incorporated, nominate the applicant, who is personally known to me, for membership of the Ruse Football Club Incorporated.

\_\_\_\_\_  
(Signature of proposer)

\_\_\_\_\_  
(Date)

**APPLICATION FOR MEMBERSHIP RENEWAL**

**Ruse Football Club Incorporated**

I, \_\_\_\_\_  
(Full name of applicant)

Of \_\_\_\_\_  
(Address of applicant)

Phone (H) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

Request the renewal of my membership of the Ruse Football Club Incorporated. I agree to be bound by the rules of the Ruse Football Club for the time being in force.

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
(Date)

Previous membership confirmed by Secretary

YES NO  
(Please circle)

\_\_\_\_\_  
(Signature of Secretary)

\_\_\_\_\_  
(Date)

## RUSE FOOTBALL CLUB INCORPORATED

### **CODE OF CONDUCT FOR PLAYERS, PARENTS, COACHES AND MANAGERS**

#### Codes of Conduct:

These codes of conduct have been developed as a guide for players, parents, coaches & Managers so that the experience at Ruse Football Club Inc. can be a rewarding one.

The information used in these codes of conduct comes from:-

- 1 Australian Sports Commission,
- 2 Ruse Football Club Inc. &
- 3 Macarthur District Soccer Football Association Inc. (MDSFA)

The information contained in this document explains the conduct that is required of Players, parents, coaches & managers; as well as their duties and responsibilities While being part of the Ruse Football Club Inc. It also contains information on what To do when assistance is required, or a dispute or concern arises.

In view of this, we recommend that you take the time to read this document and Respectfully seek your compliance with the Ruse Football Club Inc. Codes of Conduct.

Executive Committee – Ruse Football Club Inc.

#### ***Players code of conduct:***

##### **Australian Sports Commission -**

- Play by the rules of the game
- Never argue with an official. If you disagree, have your coach or manager approach the official during a break (half time) or at the completion of the match.
- Control your temper. Verbal abuse of officials and sledging of other players, deliberately distracting or provoking an opponent is not acceptable or permitted behavior in any sport.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.

- Cooperate with your coach, manager, team mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please others.
- Be a good sport. Applaud all good plays regardless of which team makes them.

### **General**

- Work hard at both training and at home.
- Follow your coaches & managers directions during a game or at training. Do not follow instructions from any other people during these times as this will certainly confuse other players in your team.
- Do not abuse or criticize Referees or Assistant Referees (lines persons) at matches. If you do, you may be cautioned, booked or sent from the field.
- Ensure you are at training prior to the appointed starting time.
- Ensure that you arrive at match venues a minimum of 30 minutes prior to kick off time. Your coach will generally specify a time.
- When there, stay together as a team. This makes the coaches & managers jobs easier.
- Notify your coach or manager if you require medication during a match. (This includes Ventolin spray).
- Only your parents are allowed to give you medication of any kind.
- Notify your team coach or manager of any injuries.
- Your team manager will provide you with any necessary information during the season.
- You are expected to display good manners both at training sessions and at games. Foul language WILL NOT be tolerated.
- Be proud to respect the Ruse Football Club Inc.
- If you have any problems through the season contact your coach, manager or the club's coaching coordinator.

### **Parents code of conduct:**

#### **Australian Sports Commission –**

- Remember that children play sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Encourage children to always participate according to the rules of the game. (If you are either unsure of or do not know the rules, ask the coach or manager to explain them for you.)
- Focus on the child's performance and efforts rather than winning or losing.
- **NEVER** ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best from example.
- Respect officials' decisions and teach children to do the same.
- Support all efforts to remove verbal and physical abuse for all sporting activities.
- Show appreciation for coaches, officials and administrators. Without these people your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of gender, ability, cultural background or religion.

### **General**

- Encourage your child to work hard at both training and at home.
- Provide support and encouragement for your child and the team at games, but do not offer coaching advice during a game or at training. This can cause confusion amongst the players and undermine the coach's position with the team.
- Do not abuse or criticise Referees or Assistant Referees (lines persons) at matches. If you persist in doing, your child may be removed from the field.
- Ensure that your child arrives at training sessions and match venues with sufficient time to prepare for the task at hand. (Ask your coach or manager for lead times.)
- You should advise the manager of any medication your child may need during a match. Only YOU can administer the medication. (This includes Ventolin spray).
- Your team manager will provide you with any necessary information during the season.
- During the season you will be required to participate in canteen and field set up duties. These are done on a roster basis.
- Notify your team coach or manager of any injuries to your child. If your child has to visit a doctor for this injury, a medical certificate is required before they will be able to train or play.
- The coach is the team selector on a week to week basis. Should you have any queries regarding team selections, please talk to the coach at the next training session or contact the club's coaching coordinator.

### ***Coaches & Managers code of conduct:***

#### **Australian Sports Commission –**

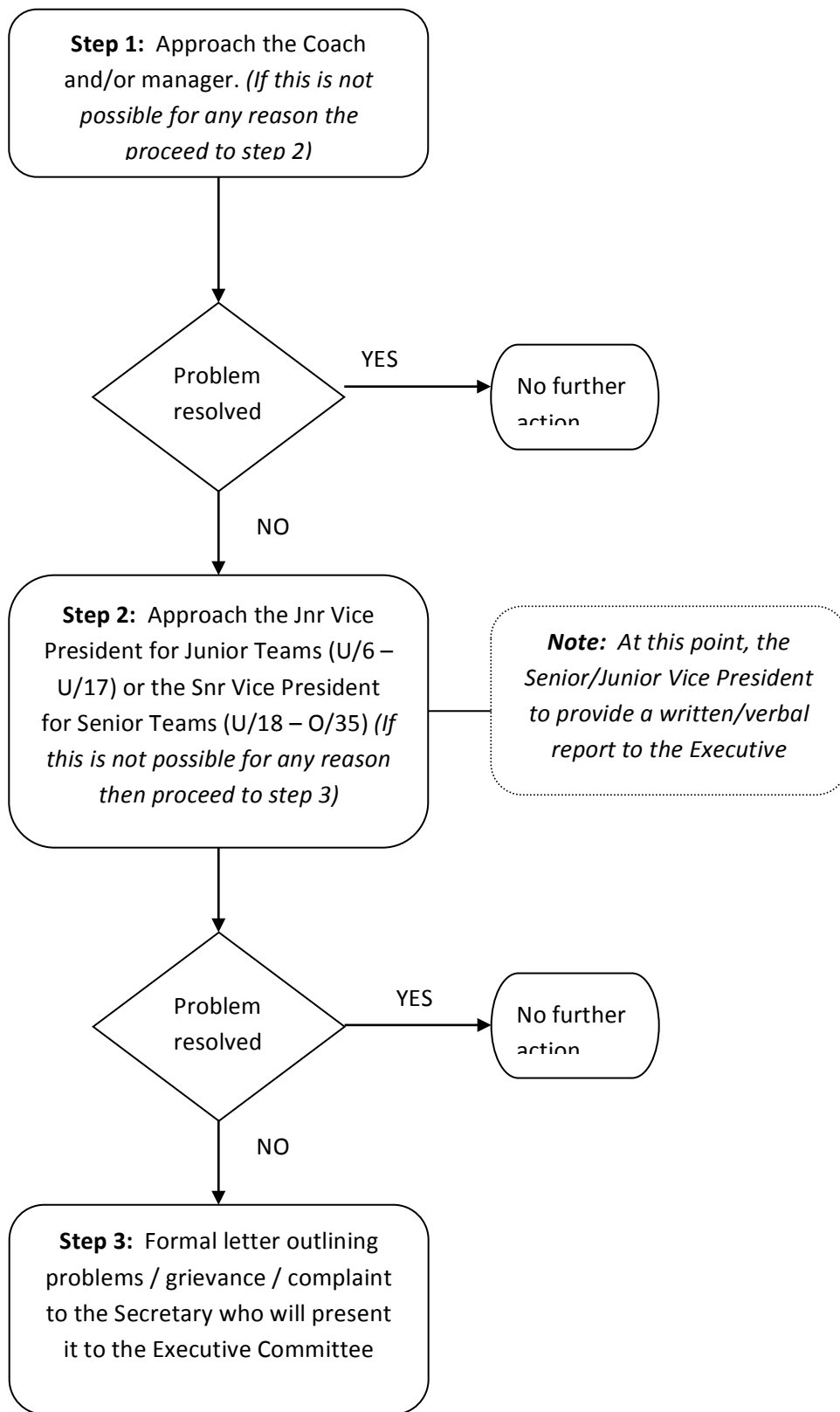
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than the errors.
- Encourage and promote rule changes that will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Display control, respect and professionalism to all involved with the sport.
- This includes opponents, officials, administrators, parents and spectators. Encourage players to do the same.
- Operate within the rules and spirit of the sport and teach your players to do the same.

#### **General**

- ***Coach and/or manager, or a team representative MUST attend the monthly meeting held at a time and place determined by the Executive Committee.***
- Encourage your team to assist with the canteen and field set up when your team is rostered.
- Use positive comments.
- Create a happy, pleasant and safe environment for the players.
- Never argue with or degrade another coach or manager.

- Do not allow an injured player to take the field. Players **MUST** provide a medical certificate if they have visited a doctor for injury or illness.
- Be fair, considerate and honest with players and parents.
- Accept responsibility for your actions.
- Be a positive role model for your players.
- Ensure that you have completed a **'Child Protection – Prohibited Employment Declaration'** form. This form **MUST** be completed by any person who has regular contact with the players in your team

**PROBLEM/GRIEVANCE/COMPLAINT PROCEDURES FOR PLAYERS/PARENTS/COACHES AND MANAGERS**





## Associations Incorporation Regulation 2010 - Schedule 3 Conduct of postal ballots

### 1 Ballots

- (1) The committee must:
  - (a) cause the details of the proposal on which the ballot is to be held to be set out in a statement, and
  - (b) fix the dates for:
    - (i) the forwarding of ballots to members, and
    - (ii) the closing of the ballot, and
  - (c) appoint a returning officer for the ballot.
- (2) Every ballot must be conducted by the returning officer appointed by the committee.

### 2 Returning officers

- (1) A committee member of the association may not be appointed as a returning officer.
- (2) The returning officer may be assisted in the performance of his or her duties by any person (who would be eligible to be a returning officer) appointed by the returning officer.

### 3 Preparation of voting roll and ballot papers

- (1) The returning officer must prepare a roll of the full names and addresses of the members of the association who are eligible to vote.
- (2) A person whose name is on the roll is entitled to vote in the ballot, and no person is otherwise so entitled.
- (3) The returning officer must cause ballot papers to be prepared:
  - (a) in or to the effect of Form A in this Schedule, or
  - (b) in such other form as the committee determines.
- (4) Each ballot paper must:
  - (a) be initialled by the returning officer or an appointed assistant, or
  - (b) bear a mark that identifies it as a genuine ballot paper.
- (5) The returning officer must, at least 14 days (or 21 days in the case of a special resolution) before the date fixed for the closing of the ballot, send by post or otherwise deliver to every member entitled to vote in the ballot one set of the following material:
  - (a) one ballot paper,
  - (b) an envelope (in this Schedule referred to as the outer envelope) addressed to the returning officer and the reverse side of which is noted or printed with the name and address of the member,
  - (c) a small envelope (in this Schedule referred to as the inner envelope) in which the ballot paper is to be enclosed,
  - (d) a copy of a statement prepared by the board setting out the terms of the resolution,

(e) in the case of a special resolution—a copy of a statement to the effect that the resolution is intended to be passed as a special resolution.

#### 4 Duplicate ballot papers

(1) The returning officer may send a duplicate ballot paper to any voter if the returning officer is satisfied:

(a) that the voter has not received a ballot paper, or

(b) that the ballot paper received by the voter has been lost, spoiled or destroyed and that the voter has not already voted.

(2) If a duplicate ballot paper is sent, the relevant outer envelope is to be marked with the word “Duplicate”.

#### 5 Voting

A member casts a vote in the ballot by:

(a) marking his or her vote on the ballot paper according to the instructions on the ballot paper, and

(b) sending the ballot paper, in the envelopes provided, to the returning officer.

#### 6 Safe keeping of ballot papers

(1) The returning officer must provide a ballot box that must be secured immediately before the ballot papers are delivered to members in accordance with clause 3 (5) and must remain secured until the close of the ballot.

(2) The returning officer must place the outer envelopes in the ballot box not later than the time and date fixed on the ballot paper for the closing of the ballot.

#### 7 Counting of the votes

(1) As soon as practicable after the date fixed for the closing of the ballot, the returning officer must, in the presence of such scrutineers as may be appointed by the committee, open the ballot box and deal with the contents in accordance with subclause (3).

(2) The returning officer must:

(a) examine the outer envelopes, and

(b) if a duplicate outer envelope has been issued and the original outer envelope is received, reject the original envelope and mark it “rejected”, and

(c) mark the voter’s name on the roll by drawing a line through the name, and

(d) remove the inner envelopes from the outer envelopes, and

(e) when all the inner envelopes have been dealt with in the above manner, open all unrejected inner envelopes and take the ballot papers from them.

(3) The ballot papers must be scrutinised by the returning officer who must reject as informal any ballot paper that:

- (a) is not duly initialled by the returning officer or appointed assistant or does not bear a mark that identifies it as a genuine ballot paper, or
- (b) is so imperfectly marked that the intention of the voter cannot be ascertained by the returning officer, or
- (c) has any mark or writing not authorised by this Schedule that, in the opinion of the returning officer, will enable the voter to be identified, or
- (d) has not been marked as prescribed on the ballot paper itself.

#### 8 Statement by returning officer

(1) The returning officer must count all votes cast and make out and sign a statement of:

- (a) the number of formal votes cast in favour of the proposal, and
- (b) the number of formal votes cast against the proposal, and
- (c) the number of informal votes cast, and
- (d) the number of envelopes marked “rejected”, and
- (e) the proportion of the formal votes cast in favour of the proposal.

(2) On the declaration of the returning officer of the result of the postal ballot, the committee must cause an entry to be made in the minute book showing the particulars referred to in subclause (1) (a)–(e).

(3) The returning officer must forward a copy of the statement to the chairperson of the committee who must announce the result of the ballot at the next general meeting.

#### 9 Notification of result of ballot for special resolutions

In the case of a special resolution, the association must cause the result of the ballot to be notified in writing to its members as soon as practicable after the ballot.

#### 10 Retention of ballot papers

(1) The returning officer must retain:

- (a) all ballot papers (whether formal or otherwise), and
- (b) all rejected outer envelopes, and
- (c) all rolls,

used in connection with the conduct of the postal ballot, locked in the ballot box, in accordance with this clause.

(2) The returning officer must retain those items for a period of not less than 8 weeks after the date fixed for the closing of the ballot unless directed in writing by the committee to retain those items for a longer period.

## Form A Postal ballot paper

[Associations Incorporation Regulation 2010](#) (Schedule 3, clause 3 (3))

**Note:** Before completing this ballot paper, please read the “How to vote” section below.

Name of Club: Ruse Football Club Incorporated

Ballot of members to determine the following proposal:

.....  
.....

**Do you support the above proposal?** (Please write YES or NO in the box)

The ballot will close at [time] on [date].

### How to vote

- 1 Read these directions and the ballot paper carefully.
- 2 If:
  - (a) you are in favour of the proposal—write the word “YES” in the box provided above, or
  - (b) you are not in favour of the proposal—write the word “NO” in the box provided above.
- 3 After marking the ballot paper, fold it and place it in the inner envelope provided and seal the envelope. Then place the inner envelope in the envelope addressed to the returning officer.
- 4 Forward this envelope either by post or personal delivery so as to reach the returning officer not later than the time and date set out above.
- 5 Unless the ballot paper is marked as indicated in 3 above and the details referred to in 2 above are completed in full, your vote may be rejected as informal.