

HIGH WYCOMBE JUNIOR FOOTBALL CLUB

BY-LAWS

1. COLOURS

The Club colours shall be defined as follows:

- a) The colours of the playing jumpers shall be Red, White and Blue for male players.
- b) The colours of the playing jumpers shall be Red, White, Blue and Pink for female players.

2. CLUB PREMISES

The Club Premises shall be defined as Scott Reserve, High Wycombe.

3. MANAGEMENT COMMITTEE POSITIONS

The Management Committee shall comprise of:

President
Vice President
Junior Vice President
Secretary
Treasurer
Registrar
Property Officer
Merchandise Officer
Member Protection Officer
Publicity Officer
Sponsorship Officer
Coaching Co-Ordinator
AusKick Co-Ordinator
Female Football Co-Ordinator
General Members (min 4)

4 x Office Bearer positions (President, Vice President, Secretary, Treasurer) will be referred to as 'Executive Committee'.

4. DUTIES OF OFFICE BEARERS

PRESIDENT

The President shall preside at all meetings and all functions of the Club.

The President shall approve any person whom is to act as a representative of the Club with external agencies, in writing and it is to be duly recorded by the Secretary.

VICE PRESIDENT

The Vice President shall fulfil the duties of the President in his/her absence.

JUNIOR VICE PRESIDENT

The Junior Vice President shall fulfil the duties of the President in the absence of the President and Vice President.

SECRETARY

The Secretary shall carry out all duties as detailed in paragraph 18 of the Constitution.

The Secretary shall conduct the correspondence of the Club and shall have the custody of all documents (other than financial) belonging to the Club.

The Secretary shall record all motions and votes conducted, either during the course of a meeting or between meetings.

TREASURER

The Treasurer shall carry out all duties as detailed in paragraph 19 of the Constitution receive, in person or by appointed deputy, all monies on behalf of the Club, give receipts thereof and pay such monies into the Club's bank account or building society fund as directed by the Management Committee.

The Treasurer shall record all purchase orders for merchandise that individually or cumulatively incur an expense over \$500. The Treasurer shall issue purchase orders to suppliers as approved by the Committee. Such purchase orders are to be maintained on a register by the Treasurer.

At each meeting, the Treasurer shall give a report of the state of the Club's financial affairs.

The Treasurer has the approval to pay invoices from the nominated list of approved suppliers (as approved at Committee meeting) up to and including the value of \$500. All other payments must be approved by the Committee prior to payment.

REGISTRAR

The Registrar shall maintain accurate records of all players in the Club, names, address, telephone numbers, email addresses and date of birth.

The Registrar shall keep a register of all clearances and permits granted. The Registrar shall attend Management Committee meetings and report on impending milestone games (50, 100 & 150 games)

PROPERTY OFFICER

The Property Officer shall maintain a register of Club property and equipment. The property and equipment is to be maintained in a serviceable and functional state. Any item requiring repair or replacement is to be brought to the attention of the Committee.

Equipment received is to be accounted for against the purchase order and the invoice to be presented to the Committee for approval of payment.

The Property Officer is to distribute team equipment and receipt its return at the end of the season. The Property Officer is to conduct a 100% stocktake at the conclusion of the season and prepare a stocktake handover document which is to be given to the newly appointed Property Officer as well as to be presented at the meeting proceeding the Annual General Meeting.

The Property Officer shall secure all Club property at the end of the season in the allocated area at the clubrooms and hand over to the Property Officer elected at the Annual General Meeting.

MERCHANDISE OFFICER

The Merchandise Officer shall maintain a register of Club merchandise on hand.

Merchandise received is to be accounted for against the purchase order and the invoice is to be presented to the Committee for approval of payment.

The Merchandise Officer is to conduct a 100% stocktake at the conclusion of the season and prepare a stocktake handover document which is to be given to the newly appointed Merchandise Officer as well as to be presented at the meeting proceeding the Annual General Meeting.

The Merchandise Officer shall secure all Club merchandise at the end of the season in the allocated area at the clubrooms and hand over to the Merchandise Officer elected at the Annual General Meeting.

MEMBER PROTECTION OFFICER

The Member Protection Officer (MPO) provides information about the rights, responsibilities and options available to an individual making a complaint.

They shall inform and advise the Management Committee of the Member Protection Policy.

The Member Protection Officer shall notify complainants of the outcome of the investigation following the complaint.

PUBLICITY OFFICER

The Publicity Officer shall maintain the Club website and Facebook page as directed by the Committee.

SPONSORSHIP OFFICER

Sponsorship Officer shall liaise with Club sponsors and provide information both to and from the Club sponsors to promote and maintain a healthy relationship.

COACHING CO-ORDINATOR

The Coaching Co-ordinator shall be accredited and maintain a register of all coaches within the Club, accreditation levels and renewal dates.

The Coaching Co-ordinator shall provide each coach and assistant coach with a current set of rules and requirements of coaches, for the appropriate level and update Club coaches as required via Coach AFL. The Coaching Co-Ordinator shall be available to assist Coaches or to find a suitable replacement to fill any vacancy when a coach is unable to attend training or match day.

AUSKICK CO-ORDINATOR

The Auskick Co-Ordinator shall perform all functions as required to facilitate the Auskick program.

GENERAL MEMBERS

The General members shall assist the above appointed positions to carry out their duties as detailed.

They shall carry out duties as required and attend such matters as the Management Committee shall decide from time to time.

5. EXPENDITURE

All Club expenditure is to be approved by the Management Committee prior to purchase.

Expenditure up to \$250 may be approved by the Management Committee without the provision of multiple written quotes being obtained with exception of the canteen which will be \$500.

Any expenditure over \$250 will only be approved by the Committee after three quotes for the expenditure have been obtained, a ballot conducted and approval granted by the Committee for the expenditure.

No expenditure is to be approved unless sufficient monies are available to cover such expenditure.

Any deduction from the building fund account to be approved by the Management Committee, two (2) Life Members and signed by the Treasurer and one other account signatory.

Signatories on club account and persons holding the position of canteen manager must provide a police clearance.

6. MEMBERSHIP FEES

Membership fees will be determined as per direction of the Management Committee from year to year.

Financial membership shall be annual and cease on the last day of February each year. The Executive Committee is empowered to decide upon a pro-rata membership fee to be paid by a player or family joining the Club after half (1/2) the qualifying games have been played during the current season.

Any reduction in fees shall be determined by the Management Committee.

Players who have played 100 games of junior football for the High Wycombe Junior Football Club Inc only will be entitled to receive a discount in membership fees in the following season as determined by the Management Committee.

7. CONDUCT

Any player or member reported to the Club for any offence on or off the field must be reported within seven (7) days and may be dealt with by the Management Committee within seven (7) days of such player or member being notified of the offence.

Any member or player can be expelled, with cause, by the Member Protection Committee after investigation of the incident. The member or player has the right of appeal, and to do so must appeal in writing. A special meeting with the Member Protection Committee will then be called for the review purpose.

8. ADVERTISEMENTS

Annual General Meetings shall to be advertised fourteen (14) days prior to meeting in either the sporting notices of newspaper, club website or social media as designated by the Management Committee.

Coaching positions shall be advertised three (3) Saturdays prior to the closing date in either the sporting notices of newspaper, club website or social media as designated by the Management Committee.

9. COACHING POSITIONS

Selection and appointment of Coaches and Coaches Assistants shall be decided by a sub committee consisting of the President, Vice President and Coaching Coordinator or any other member appointed by the Management Committee from the written applications received.

These appointments shall be confirmed by the Management Committee and documented in the minutes of the meeting.

Upon being appointed as Coach and not having any children registered or playing with the Club in the current football season the Coach must obtain a Working With Childrens Check immediately.

All Coaches appointed must be accredited or complete the course accreditation within ten (10) weeks of the appointment.

10. DUTIES OF COACHES

Coaches are responsible for teaching the art of football and good sportsmanship to those children under their jurisdiction, and for the behaviour of their charges during the time in which they are responsible to their Coach.

All disputes within the team are to be brought to the Member Protection Officers attention immediately and managed by the Member Protection process.

The appointed coach will appoint a Manager and an Assistant Coach. Such appointments to be ratified by the Management Committee.

11. DUTIES OF MANAGERS

Managers will be responsible for:

Notifying players of outstanding fees for their respective teams

The disbursement and recording of monies allocated by the Management Committee for team use.

The equipment used by the team

The appointment of Match Officials where necessary

Other duties as requested by the Management Committee

12. RULES OF THE CLUB

The rules of the Club shall be binding on all members, visitors and every member of the Club shall be presumed to have agreed to be bound by the Club's rules upon signing of the code of conduct or receipt of his/her membership.

MATCH DAY & CLUB EVENT DRESS CODE

All youth players to arrive at each game or club event wearing the current HWJFC Polo Shirt, Black Pants and Black Dress Shoes (at Team Managers discretion).

TEAM RESPONSIBILITY

Team Coaches and Managers are in charge of their respective team training program and selection of players as per Club constitution and By-laws. Where a youth team has excess player numbers a player rotation management system must be used.

PLAYER GRIEVANCES

Grievances and problems connected with matches, training etc will be passed on to the Members Protection Officer through the Coaches and Managers or by an appointed players representative for investigation by the Members Protection Committee.

SUSPENSION OR DISMISSAL

The Team Coach with their Manager, reserve the right to recommend suspension or dismissal of any player if justification arises. This will go before the Member Protection Committee for further action. The offender may appear in person and have reasonable representation. Any dispute is to be taken directly to the Swan Districts JCC.

MATCH OFFICIAL GRIEVANCES

If a match official has a genuine grievance towards any game day Official, including the umpire, he/she should forward the complaint through the Club President within 48 hours who will then proceed investigation/resolution.

PLAYERS FOUND GUILTY

Players found guilty or suspended by the Swan Districts JCC, WAFC Metro Central Conference or High Wycombe Junior Football Club Inc, at the discretion of the Members Protection Committee, will immediately forfeit all and future Fairest and Best Club votes and will be ineligible for any other Club award for that year.

DISPUTES

Any dispute involving player or players unable to be satisfactorily settled amongst members of the Club may be referred to the Members Protection Committee for appraisal and guidance to resolve the matter.

13. AMENDMENT TO RULES

No rule shall be amended or repealed nor shall any new rule be made except on the consent of 75% of the members voting at the AGM or a Special General Meeting called for such purpose. Notice of any proposed amendment, repeal or addition must be given at least fourteen (14) days prior to such general meeting to the Secretary and must be posted on the club website not less than fourteen (14) days prior to such general meeting.

14. MATCH CONTROL

THE CENTRAL UMPIRE

Will control all games in accordance with League Rules.

MATCH OFFICIALS

Shall be any person appointed by the Team Manager and shall be responsible under the Team Manager for preparations, administrations and all the duties associated at home and away games.

GOAL AND BOUNDARY UMPIRES

Shall operate impartially during matches and will be attired correctly, as will be the team runner and the steward.

JUMPERS AND BALLS

Shall be provided by the Club for each team prior to season commencing. Jumpers are to be returned in a clean state, if jumper is not returned the parent/player will be liable for the replacement cost. If a player does not return to HWJFC and has outstanding equipment a transfer will not be approved. Boots, socks and shorts are to be supplied independently by players.

15. PLAYERS FUNCTIONS

At least one (1) Club subsidised players' function per team to be held during the football season at the Club premises.

A Trophy Presentation Ceremony to be held at the end of the Club's season on a date to be decided by the Management Committee.

16. AWARDS AND TROPHIES

At the conclusion of the football season, the Club shall provide at least six (6) trophies to each team within the Club, apart from Modified Rules players (Rule 17 applies). These awards will be based on secret Fairest and Best votes submitted by coaches, managers and/or match officials or spectators selected at random at each match in whom the Club is competing during the course of the official Metro Central Conference.

No trophies or awards shall be awarded to unfinancial players.

FAIREST AND BEST

The player who receives the highest number of votes in his/her team shall be awarded the Fairest and Best trophy. Players found guilty or suspended by the Metro Central Conference or High Wycombe Junior Football Club Inc will, at the discretion of the Members Protection Committee, immediately forfeit all and future Fairest and Best Club votes and will be ineligible for any other Club award for that year.

The player who receives the second highest number of votes in his/her team will be awarded the runner-up Fairest and Best trophy. Players found guilty or suspended by the Metro Central Conference or High Wycombe Junior Football Club Inc will, at the discretion of the Members Protection Committee, immediately forfeit all and future Fairest and Best Club votes and will be ineligible for any other Club award for that year. Players must be financial to be eligible to receive the award.

OTHER TROPHIES

Thereafter the remaining trophies shall be allocated and named at the discretion of the Coach and Manager of the team.

50TH GAME AWARDS

Players who have competed in fifty (50) official fixtures shall be entitled to appropriate recognition as determined by the Management Committee at Club expense, and thereafter at each subsequent fiftieth (50) Official appearance shall be entitled to similar awards by the Club.

JUNIOR CLUB PERSON AWARD

The Foss Family Award shall be made each year to the best Junior Club Person who receives the most votes from nominations presented to a Management Committee meeting, decided by a secret ballot. The recipient must be a volunteer of the HWJFC. The announcement is to be made at the Annual Trophy Presentation Ceremony.

ADULT CLUB PERSON AWARD

Suitable award shall be made each year to the Adult Club Person who receives the most votes from nominations presented to a Management committee meeting, decided by a secret ballot. The recipient must be a volunteer of the HWJFC. The announcement is to be made at the Annual Trophy Presentation Ceremony.

SWAN DISTRICTS CLUB PERSON AWARD

Suitable award shall be made each year to the best Swan Districts Club Person who receives the second most votes from nominations presented to a management Committee meeting, decided by secret ballot. The recipient must be a volunteer of the HWJFC. The announcement is to be made at the Annual Trophy Presentation Ceremony.

COACH OF THE YEAR

Suitable award shall be made each year to the 'coach of the year'. The decision of recipient is to be made by the Executive Committee and Coaching Co-ordinator. The announcement is to be made at the Annual Trophy Presentation Ceremony.

17. MODIFIED RULES AWARDS

Players registered financial players playing modified rules with the Club shall be entitled to an award of recognition to be presented at the Junior Annual Trophy Presentation Ceremony.

18. ADDITIONAL TROPHIES

The Executive Committee only may authorise the presentation of additional awards or trophies throughout the football season.

..... President

..... Secretary

Name:

Name:

DATED:

DATED: