

**BLACKHEATH FC**  
**CONSTITUTION**  
(as adopted, 2010)

1. INTRODUCTION

- a) The name of the body shall be Blackheath FC Inc.
- b) The objects shall be to foster and develop amateur Football in the Upper Blue Mountains area, and to co-operate with similar clubs in this regard.
- c) The club financial year shall commence on the 1st January and end on the 31st December in the same year.
- d) 1. The representative colours of the club shall be green and gold.  
2. The alternative colours of the club shall be blue and red.
- e) Where the following abbreviations appear throughout these rules, they shall have the meanings set out hereunder:
  - AGM: Annual General meeting
  - GM: General Meeting
  - SGM: Special General Meeting
- f) Words importing the masculine gender shall mean the feminine gender and vice-versa.

2. EXECUTIVE COMMITTEE

- a) An Executive committee shall be elected each year at the AGM and shall be responsible for the management of the affairs of the club.
- b) The elected Executive committee shall hold office to the succeeding AGM.
- c) The Executive committee may consist of:
  - President
  - Senior Vice President
  - Junior Vice President
  - Honorary Treasurer
  - Honorary Secretary
  - Honorary Registrar
  - Honorary Equipment Officer
  - Member Protection Officer
  - Coaching Co-Ordinator
  - Honorary Publicity Officer
  - Duty Co-Ordinator
- d) One person is not eligible to hold more than one of the following positions; President, Senior Vice President, Honorary Secretary, and Honorary Treasurer.
- e) Should any official absent himself, without reasonable excuse, from more than three consecutive general meetings, his office shall be declared vacant.
- f) Any official deemed guilty of conduct considered prejudicial to the club's best interests may be removed from office by a simple majority of members at an AGM.
- g) Any official wishing to resign may do so by giving written notice to the Honorary Secretary, for consideration at the next convened meeting of the club.
- h) In the event of a vacancy occurring during the year the Executive committee may appoint another member to fill such vacancy until the next AGM.

### 3. DUTIES AND FUNCTIONS OF OFFICIALS

- a) The President shall be Chairperson of all meetings of the club, and shall conduct such meetings in accordance with these rules. They shall have a casting vote only at all meetings. They shall be responsible that all elected officers carry out their duties in accordance with these rules.
- b) In the absence of the President, the Senior Vice President shall preside at meetings. They shall carry out such other duties as are allotted them at a club meeting.
- c) In the absence of the President and the Senior Vice President, the Junior Vice President shall preside at meetings. They shall carry out such other duties as are allotted them at a club meeting.
- d) The Treasurer shall be responsible for club finances including; receiving all monies, giving an official receipt in return, and for lodging same promptly in the club's bank account. They shall maintain and have control of all financial records, keeping books of account regularly posted and available for inspection at general meetings. They shall prepare and present a financial statement at all meetings, present an independently audited financial statement for consideration by members at the AGM if funds dictate. They shall keep a record of defaulting players.
- e) The Honorary Secretary shall attend to the general business of the club, attend to all correspondence, maintain official records and minutes of the club, convene meetings and act as ex-officio member on sub-committees. They shall undertake such other duties as essential to carrying out any of the above functions, record any action taken in an emergency, and maintain a record of disqualified players.
- f) The Honorary Registrar shall ensure player registration cards are completed in accordance with association requirements, and maintain a record of all registered players, both on paper and electronically.
- g) The Honorary Equipment Officer shall be responsible for all club equipment, maintaining suitable records thereof, report to the committee on the condition of any asset, advising on necessary repair or replacement. They shall ensure availability of equipment including uniforms as required, and that a responsible member will take charge of equipment when in use. They shall apply for any community grants that may be advertised from time to time.
- h) The Member Protection Officer shall be responsible for ensuring all adult players, coaches and managers complete all necessary employment and criminal history checks before the commencement of the season. They shall lodge such forms with the appropriate authorities as required, and report any incidents of suspected child abuse by a member of Blackheath FC to the appropriate authorities.
- i) The Coaching Co-ordinator shall ensure that all teams have a coach in place before the commencement of the current season. They shall ensure that all coaches hold at least a Grassroots coaching certificate, and coach according to the principles of fair play and equality. They shall handle, in the first instance, any reports of unfair, or biased behaviour by a coach. They shall be responsible for the management of the club library, and act as a support for Blackheath FC coaches.
- j) The Honorary Publicity Officer shall be responsible for lodging any match reports (submitted in a timely manner), with a local newspaper in time for publication the following week. They shall be responsible for advertising the AGM, and the registration days in accordance with these rules.
- k) The Duty Co-ordinator shall be responsible for rostering all teams to duty on Blackheath FC's duty day, and ensure that all teams carry out such rostered duties. Duty rosters shall be available at least two weeks in advance of the allocated duty day.

### 4. AUDITOR

An honorary auditor shall be appointed at the AGM each year. They shall inspect the books and records of the club when necessary, and provide a written report as to the accuracy thereof.

#### 5. TRUSTEES

The club may have up to three (3) trustees who shall be invited to act in this capacity by resolution passed at the AGM.

#### 6. PATRONS

Not more than three (3) persons may be invited to act as Patron by resolution at an AGM.

#### 7. LIFE MEMBERS

Any person who has rendered outstanding service to the club may be honoured with a life membership at an AGM on a resolution passed with a two-thirds majority of members present and personally voting. A Life Member shall have the same rights as an ordinary financial member, except that he shall not be called upon to pay an annual membership fee.

#### 8. BANK AUTHORITY

The signatories to all banking or investment accounts shall be the; President, Senior Vice President, Honorary Secretary and Honorary Treasurer. All cheques issued by the club must be signed by any two of the above signatories. Electronic banking may be used for vendor payment, and in this instance shall be operated solely by the Honorary Treasurer.

#### 9. SUB COMMITTEES

Sub committees may be formed at a duly convened club meeting, to carry out specific duties in the interest of the club and its members generally.

#### 10. MEETINGS

- a) At all meetings accepted rules of debate shall apply.
- b) The chairperson shall rule on all points of order and his decision once given, shall be final.
- c) An amendment or alteration to the constitution or by-laws once submitted and voted on cannot be submitted again in the same year.
- d) An amendment or alteration to the constitution or by-laws once passed at a duly convened meeting shall come into effect on the 1st of January immediately succeeding the meeting at which passed.
- e) The quorum for an AGM or SGM shall be 50% of financial members attending and entitled to vote thereat.
- f) Each attending member shall be recorded in the attendance register.
- g) Should a meeting lapse through the lack of a quorum, the business shall be carried over.

#### 10.1 ANNUAL GENERAL MEETING

- a) The AGM shall be held not later than January 31st each year, and fourteen (14) days notice shall be given to elected officers and members.
- b) The Notice convening the AGM shall be published in a local newspaper servicing the area at least fourteen (14) days prior to the AGM.
- c) The business to be transacted at the AGM shall be:  
Confirmation of the minutes of the preceding AGM,  
Consideration and adoption of the Executive Reports,  
Consideration of the audited financial statement of required,  
Appointment of Auditor,  
Honorariums,  
Invitations to act as Trustee or Patron,  
Declaration of positions vacant,  
Election of Incoming Committee,  
General Business, including the nomination of delegates to represent the club at Association meetings.

#### 10.2 GENERAL MEETINGS

A GM shall be held at least once each month during the playing season. The order of business shall be:

- Attendance and Apologies,
- Reading and confirmation of previous minutes,
- Business arising from previous minutes,
- Correspondence and matters arising thereof,
- Financial statements and accounts for payment,
- Reports from officers or committees,
- General Business.

#### 10.3 SPECIAL GENERAL MEETINGS

An SGM may only be convened to deal with revisions, alterations and / or amendments to the constitution and by-laws, or to deal with urgent matters of policy.

#### 10.4 VOTING

- a) A simple majority shall be required to pass resolutions, appoint committees or delegates, extend invitations to persons nominated as Patron or Trustee, election of officers, deal with honorariums, appoint an auditor, or for a vote of thanks.
- b) A two-thirds majority shall be required to pass any special resolution, rescission motions, amendment or alteration to the constitution and / or by laws.

#### 11. AMENDMENT, ALTERATION OR VARIATION OF CONSTITUTION OR BY-LAWS

The constitution or by-laws shall only be varied by resolution passed at an AGM or SGM. The requisite notice of motion must be lodged by the proposer and seconder with the Honorary Secretary at least twenty eight (28) days prior to the meeting convened for the purpose.

#### 12. NON LIABILITY

No club official, coach, manager or executive shall be liable to any claim for damages or injuries sustained by any player or members in connection with the activities of the club.

### 13. RULES OF THE CLUB

- a) Each financial member of the club shall be entitled to inspect this constitution upon request or purchase a copy by payment of a prescribed fee.
- b) Membership of the club shall presume that members are aware of the provisions contained herein.

### 14. DISSOLUTION

In the event of the club being dissolved, the Trustees shall realise all assets, meeting any liabilities from the proceeds thereof, and distribute any remainder to an organisation having similar objects as directed by the SGM convened for the purpose of dissolution.

### 15. DONATIONS AND SPONSORSHIP

The club shall have the power to seek sponsorship and ask for donations from any source in the interests of the successful operation of its affairs. The Executive committee shall have the power to accept such assistance from time to time, or to refuse any assistance if the best interests of the members may not be served.

### 16. FUND RAISING

The club may, from time to time, conduct any fund raising efforts in the interests of the club and its members generally.

### 17. REIMBURSEMENT OF EXPENDITURE

- a) Expenditure necessarily incurred on behalf of the club shall be reimbursed upon approval at a duly convened meeting.
- b) Delegates attending meetings of the district association with which the club is affiliated shall be paid an allowance decided upon in a general meeting.
- c) Any elected officer shall be reimbursed for agreed telephone or printing expenditure upon presentation of a documented claim at a duly convened general meeting.

**BLACKHEATH FC  
BY-LAWS**

(as adopted, 2010)

**1. MEMBERSHIP**

- a) Voting membership of the club shall be automatic upon payment of the prescribed player registration fee in respect of senior team members, or a fee decided at the AGM in respect of non-playing or social members.
- b) The annual membership fee shall be decided upon at an AGM for the next year.

**2. PLAYER REGISTRATION**

No person will be eligible to represent the club in any scheduled match until such time as the appropriate registration fee has been received. The registration fees will be set annually at the AGM.

**3. AFFILIATION**

The club shall affiliate LDF Inc and will be bound by their rules and decisions.

**4. TEAM MANAGERS**

- a) Team managers shall accept responsibility for their team's punctuality and conduct.
- b) They shall provide a match report to the Honorary Publicity Officer at the required time subsequent to each match.
- c) They shall maintain a record of nominees for Players' Player and Coaches awards, and forward same to the Honorary Secretary two weeks before the completion of their team's playing season.
- d) They shall ensure that team equipment is available for training sessions and competition matches.
- e) They shall ensure that all training equipment and uniforms are returned to the Honorary Equipment Officer within two weeks of the completion of their team's playing season.

**5. COACHES**

- (a) Coaches are responsible for training and the on field conduct of their team's members.
- (b) They shall devise team tactics and decide on positional allocation of all players
- (c) If unable for any reason to attend a training session or match they should ensure the availability of a suitable substitute
- (d) They must be conversant with the current rules of the code
- (e) They must hold at least a Grassroots coaching certificate
- (f) In the instance of a player, parent or observers unhappiness at the behaviour, attitude or actions (or any other type of complaint) of a coach or manager of Blackheath FC the matter must be reported directly to the Coaching Co-ordinator.
  - (f1) The Coaching Co-ordinator will then discuss the reported issues with the coach/manager involved and give advice as to the actions required to resolve the conflict outside of an official complaint
  - (f2) Both parties involved will then be contacted to discuss whether the situation has been adequately resolved
  - (f3) If the complainant remains unsatisfied they will be offered the opportunity to lodge an official written complaint to the committee. Such complaints will be discussed by the Coaching Co-ordinator and the President to determine if an investigation is required.

(f4) If an investigation is required and no inappropriate behaviour is found he coach/manager will be cleared to continue in their role. Further discussion will be held with the complainant to discuss their future involvement with Blackheath FC.  
(f5) If inappropriate behaviour is found the committee will then discuss the future involvement of the coach/manager with Blackheath FC.

## 6. TROPHIES AND AWARDS

- a) In addition to player memento trophies, awards may be made on a selected basis for each team for Coaches Award and Players' Player.
- b) Blackheath FC will also issue recognition certificates to players who have played up a grade.
- c) Blackheath FC reserves the right to issue the Byron McCall Perpetual Trophy to players displaying outstanding sportsmanship.
- d) The President reserves the right to issue the Presidents Shield.
- e) The club shall have the right to nominate and give awards to coaches, managers and other persons deemed appropriate.

## 7. PRESENTATION OF TROPHIES AND AWARDS

The club shall hold a presentation day each year for the purpose of awarding trophies and / or awards. Local dignitaries and officials of the district association may be invited to attend and participate in this function.