



**North Turramurra Football Club**  
39 Somerset Avenue  
North Turramurra 2074  
**ABN: 12 301 221 755**

# Constitution

## PART A - PRELIMINARY

### 1. NAME

1.1 The name of the Association shall be North Turramurra Football Club (the Club).

### 2. OFFICE LOCATION

2.1 The office of the Club shall be situated at 39 Somerset Avenue, North Turramurra NSW 2074 or such other place as the Committee may determine.

### 3. COLOURS

3.1 The colours and uniform of the Club shall be black and white vertical stripes with the magpie logo.

3.2 The colours of the Club may only be changed by special resolution at an Annual General Meeting (AGM).

### 4. OBJECTIVES

4.1 The objectives of the Club are to:

- a) enable members to participate in and enjoy all facets of the game of football
- b) encourage, develop, teach and facilitate the playing of football by its members that is safe and fair
- c) promote, take part in and exercise control of games of football for its members
- d) enter into any affiliation or alliance with any other person or organisation having compatible objectives with those of the Club
- e) provide a social environment for members and others to enjoy and benefit from the playing of football by its members, and
- f) develop links within the community of North Turramurra in order to promote the game of football, serve the community and strengthen the Club.

## PART B - MEMBERSHIP

### 5. MEMBERS

5.1 Any person with an interest in football may become a member of the Club.

5.2 The following types of membership are available:

- a) Player member – a person who becomes a member and plays football for a team of the Club
- b) Parent/guardian member – a person who has responsibility for a player member who is under the age of 18 years, or
- c) Non-playing member – any other person with an interest in football who becomes a member, including a person (not being a player or parent/guardian member) who is elected to the Committee or as an officer bearer of the Club.

5.3 As conditions of membership:

- i. all members must comply with the governance framework of the Club, including this constitution and all Club policies, as well as the Football Federation Australia (FFA) Codes of Conduct, FFA Member Protection Policy and Football NSW Smoking Policy
- ii. all player and non-player members are required to sign the agreement at Schedule A to this constitution. Parent/guardian members are required to discuss the Club's constitution, FFA Codes of Conduct and FFA Member Protection Policy with the member/s under the age of 18 in their care, and to sign the agreement at Schedule A on behalf of such member/s. By signing this agreement members agree to abide by the Club's constitution, the FFA Codes of Conduct and the FFA Member Protection Policy, and understand their rights and responsibilities, the standards of behaviour required of them, and the consequences of non-compliance.

## **6. ADMISSION OF MEMBERS**

6.1 All applications for new or renewed membership are to be made by the final official annual registration day, as advised on the Club's website. Late applications may be accepted at the sole discretion of the Committee.

6.2 A person may be admitted or renewed as a member of the Club at the sole discretion of the Committee and on such terms and conditions as are deemed appropriate.

6.4 A person who is a member of the Club shall have their name recorded in the Club records.

## **7. ADMISSION OF LIFE MEMBERS**

7.1 The Committee may recommend life membership for any member who has served the Club in an outstanding manner for a minimum period of 15 years.

7.2 The recommendation of the Committee may only be ratified by a two-thirds majority vote of eligible members present at an AGM or any such other meeting as determined by the Committee.

7.3 Life members may be entitled to privileges as deemed appropriate by the Committee.

## **8. FEES PAYABLE BY MEMBERS**

8.1 Any person who wishes to be admitted as a member of the Club is required to pay any prescribed fees determined and approved by the Committee, within the specified time periods.

8.3 Life members are not required to pay Club fees, however may be required to pay fees covering insurance or registration with external entities.

8.4 Parent/guardian members must pay fees on behalf of the player member/s they are responsible for, however do not attract fees for their own membership.

## **9. TERMINATION OF MEMBERSHIP**

9.1 A person ceases to be a member of the Club if that person:

- a) resigns their membership pursuant to this constitution
- b) is suspended or expelled by the Committee
- c) is a player member of the Club and plays for another Club, without approval of the Committee, or
- d) fails to pay the Club's prescribed fees within specified time periods.

9.2 A member may resign membership of the Club in writing to the Secretary.

9.3 Any right, privilege or obligation a person has by reason of being a member of the Club is not able to be transferred to any other person, and terminates upon cessation of that person's membership.

## **PART C – THE EXECUTIVE COMMITTEE**

### **10. ROLE OF THE EXECUTIVE COMMITTEE**

10.1 The role of the Executive Committee of the Club ('the Committee') is to control and manage the affairs of the Club.

### **11. MEMBERSHIP AND OFFICE-BEARERS**

11.1 The Committee shall consist of the office-bearers of the Club plus any other elected ordinary member/s.

11.2 The office-bearers of the Club shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Registrar
- f) Senior Co-ordinator
- g) Junior/Youth Co-ordinator
- h) Female Co-ordinator
- i) Club Coaching Coordinator, and
- j) Any other position required to help the Club fulfil its objectives, as determined by the Committee from time to time.

11.3 Committee members shall be elected at the Club's AGM, hold office until the conclusion of the following year's AGM, and be eligible for re-election in consecutive years.

11.3 The roles of office-bearers may only be amended with approval at an AGM or a Special General Meeting of the Club. The roles of office-bearers are described in Schedule 2 to this constitution.

### **12. ELECTION OF COMMITTEE MEMBERS**

12.1 Nominations of candidates for election as office-bearers of the Club or as members of the Committee shall be:

- a) made in writing, and
- b) accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).

12.2 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held. The ballot for the election of office-bearers and members of the Committee shall be conducted at the AGM in such usual and proper manner as the present Committee may direct.

### **13. POWERS & RESPONSIBILITIES OF COMMITTEE**

13.1 The Committee shall have the power to perform all such acts and do all such things necessary or desirable for the proper management of the affairs of the Club, subject to the provisions of:

- a) the *Associations Incorporation Act 2009* (the Act) and related regulations
- b) the clauses contained in this constitution, and
- c) any resolution passed by the Club in general meeting.

13.2 In addition to any general power under these clauses, the Committee may do such other lawful things as appear to be incidental or conducive to the objectives of the Club, including but not limited to:

- a) appoint representatives to any other association, company, club or body in the State of New South Wales or elsewhere

- b) obtain and hold any relevant rights, licences, concessions, privileges, official powers or other authorities
- c) provide and maintain clubhouses and/or other buildings or structures to be used by members and other persons for either payment or otherwise
- d) provide and maintain equipment, vehicles, furniture and other objects that may be required for use in connection with the Club
- e) buy, prepare, make, supply, sell or deal in all kinds of refreshments required or used by members or other persons frequenting the grounds, premises or events of the Club
- f) buy, supply and/or sell Club gear, bearing the name, colours and/or logo of the Club, as described in clause 3
- g) execute any trusts or other agency agreement
- h) print and publish any newspaper, website media, periodicals, books, programs or leaflets
- i) hire, employ or obtain the services of qualified instructors or other person to provide instruction, training or assistance to teach the principles of football
- j) facilitate members obtaining any licence/s or endorsements to become qualified managers, coaches, trainers, referees or other type of football official, and
- k) prosecute or defend any suits, applications, actions and/or proceedings before any court or tribunal, however constituted.

#### **14. REMOVAL OF COMMITTEE MEMBERS**

14.1 The Club may, by resolution in a general meeting:

- a) remove a Committee member from office prior to their full-term, and
- b) appoint another member to hold office for the remaining duration of current Committee members' terms.

14.2 A Committee member facing removal may make written or verbal representations to the members at the general meeting, prior to a vote being taken on the issue.

#### **15. DISCIPLINING MEMBERS**

15.1 The Committee may, upon receipt of complaint or at its own volition, require a member to appear before a Committee meeting for consideration of disciplinary action. A member in this situation is to be given the opportunity to respond to any issue relating to possible disciplinary action. In the case of a member being under the age of 18 years, that person is to be accompanied by a parent/guardian member of their choice.

15.2 Subsequent to consideration at a Committee meeting, the Committee may discipline a member where it is of the opinion that the member has:

- (a) brought the game of football or the name of the Club into disrepute
- (b) not conducted himself or herself in accordance with the FFA Code of Conduct and/or this constitution and/or the constitution of the Northern Suburbs Football Association (NSFA), and/or
- (c) persistently or wilfully acted in a manner prejudicial to the interests of the Club.

15.3 Where the Committee is of the opinion that a member of the Club has so acted they may, by resolution:

- (d) take no further action other than to make a formal note in the records of the Club
- (e) place such conditions and/or restrictions on that member and his or her membership, as the Committee considers appropriate in the circumstances
- (f) suspend the member from membership to the Club for a specified period of time, or
- (g) expel the member from the Club.

15.4 The Committee must as soon as possible notify the member in writing of the relevant facts, reasons and decision made. Such notification must also include reference to the member's right to appeal that decision pursuant to clause 16 of this constitution.

## **16. RIGHT OF APPEAL**

16.1 A member who is aggrieved by a disciplinary decision made by the Committee may appeal to the Club in a special meeting of at least three members, consisting of either life members and/or past Club presidents.

16.2 Written notice of an intention to appeal must be received by the Secretary within seven days of the date of the written notice given by the Committee of its disciplinary decision.

16.3 The Secretary shall arrange for a special meeting of at least three members consisting of either life members and/or past Club presidents to be held no later than 14 days from the date of receipt of a notice of intention to appeal from an aggrieved member.

16.4 The Secretary shall provide a copy of the Committee's written notice given pursuant to clause 15.4, to each member of the special meeting. The aggrieved member may provide written or verbal representations to those members at the special meeting concerning the disciplinary matter. A poll is then to be taken to confirm, vary or revoke the original disciplinary decision of the Committee.

## **17. COMMITTEE MEETINGS AND QUORUM**

17.1 The Committee shall meet at least four times each year at an agreed place and time. Additional meetings of the Committee may be convened by the President or by any office bearer of the Club.

17.2 The Secretary shall give Committee members at least 48 hours' notice of a meeting (or such other time period as may be unanimously agreed upon by Committee members) and specify the general nature of the business to be transacted at the meeting. No other business shall be transacted at the meeting, except urgent other business, if unanimously agreed by members present.

17.3 Any three members of the Committee constitute a quorum for the transaction of the business of a Committee meeting. No business shall be transacted by the Committee unless a quorum is present. If a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be adjourned to another time/date/place. If at the rescheduled meeting a quorum is still not present within half an hour of the start time, the meeting shall be dissolved.

17.4 The Club President shall preside at meetings of the Committee. If the President is absent or unwilling then another office-bearer of the Club may be chosen to preside by the members present.

## **18. VOTING AND DECISIONS (COMMITTEE MEETINGS)**

18.1 Questions arising at a meeting of the Committee (or of any sub-committee appointed by the Committee) shall be determined by a majority vote of members present.

18.2 Each member present at a meeting is entitled to one vote, however in the event of tied votes on any question, the member presiding may exercise a second or casting vote.

18.3 Provided there is the required quorum the Committee may act according to the results of a voting process, regardless of any vacancy on the Committee at the time.

## **19. DELEGATION OF FUNCTIONS TO SUB-COMMITTEES**

19.1 The Committee may delegate functions to one or more appointed sub-committees, in writing and with specific terms and conditions. The sub-committees shall consist of members of the Club.

19.2 The Committee may not delegate the power of delegation, or the power of a legislative function required by law to be enacted by the Committee.

19.3 Sub-committees shall act only in accordance with the terms and conditions of the relevant delegation. The Committee shall oversee any sub-committee/s.

19.4 The Committee may revoke the whole or any part of a delegation to a sub-committee, in writing and at any time at its own discretion.

19.5 The Committee must appoint a "Planning Sub-Committee" by 15 September of each year to focus on planning issues for the following season until the appointment of a new Committee at the next AGM.

## **PART D - GENERAL MEETINGS**

### **20. VISITORS**

20.1 The Committee may admit or exclude visitors from any meeting, as it sees appropriate for conducting the business of the relevant meeting.

20.2 Any visitor may address the meeting upon invitation from the President and with the consent of the majority of members present.

20.3 No visitor shall have the right to vote at any meeting.

### **21. GENERAL MEETINGS AND QUORUM**

21.1 The Secretary shall give members at least 14 days' notice of a general meeting, or 21 days' notice in the case of a special resolution. This notice shall specify the time, date and place of the meeting, as well as the nature of the business to be transacted at the meeting. Such notice circulated by electronic mail, listed on the club's website or similar club journal will be deemed sufficient notification to all members.

21.2 No business other than that specified in the notice shall be transacted at the meeting, except in accordance with clause 25.2(g) in the case of an AGM.

21.3 A Member may bring any business or motion before a general meeting by giving notice in writing of that business to the Secretary. The Secretary shall include that business on the agenda and in notice given for the following general meeting.

21.4 The President or, in the President's absence, the Secretary, shall preside as chairperson at each general meeting of the Club. If the President and the Secretary are absent or unwilling to act, the members present shall elect a member to preside as chairperson at that meeting.

21.5 The chairperson has the power to remove an abusive and/or inappropriately disruptive member from a meeting.

21.6 No item of business shall be transacted at a general meeting unless a quorum is present of at least ten members who are entitled to vote under the clauses of this constitution.

### **22. VOTING AND DECISIONS (GENERAL MEETINGS)**

22.1 A member (or proxy) is entitled to vote at a general meeting of the Club only if all fees and other monies due and payable to the Club have been paid.

22.2 Members over the age of 18 years may appoint another member over the age of 18 years as his or her proxy, by notice given to the Secretary at least 24 hours prior to the relevant meeting. The Committee may determine the form of notice for appointing a proxy.

22.3 A question arising at a general meeting of the Club shall be determined on a show of hands, with each member having one vote only.

22.4 All votes shall be given personally or by proxy but no Member may hold more than five proxies.

22.5 Parent/guardian members are deemed to have the automatic proxy of the player member/s for whom they are responsible, however can cast only one vote regardless of the number of player members they represent.

22.6 In the case of a tied vote, the chairperson of the general meeting is entitled to exercise a second or casting vote.

22.7 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.

22.8 At a general meeting of the Club, a poll may be demanded by the chairperson or by not less than three members present in person or by proxy at the meeting.

### **23. ADJOURNMENT**

23.1 The chairperson of a general meeting at which a quorum is present may adjourn the meeting, with the consent of the majority of members present. Only business left unfinished may be transacted at the

adjourned meeting. Where a general meeting is adjourned for 14 days or more, the Secretary shall give further notice in accordance with clause 21.1.

23.2 Notice is not required to be given of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting, except as specifically provided by these clauses.

## **24. SPECIAL RESOLUTION**

24.1 A special resolution of the Club is required to be passed by a majority, comprising not less than three-quarters of members present and entitled to vote in person or by proxy or postal ballot. Any votes by postal ballot must be received by the Secretary prior to the meeting at which the special resolution will be determined.

24.2 A special resolution requires at least 21 days' written notice, specifying the intention to propose the resolution as a special resolution.

## **25. ANNUAL GENERAL MEETINGS**

25.1 The Club shall convene at least one AGM of its members in each calendar year, on or before the 15th December at a time/date/place agreed by the Committee. Notice to members of the AGM shall specifically identify that it is the AGM.

25.2 The business to be transacted at an AGM shall be:

- (a) confirm the minutes of the preceding AGM and of any Special General Meetings held since that meeting
- (b) receive reports from the Committee on the activities of the Club during the preceding financial year (being 1 October to 30 September)
- (c) receive from the Treasurer the Club's financial statement for the preceding financial year
- (d) elect office-bearers of the Club and members of the Committee
- (e) consider any amendments to the Club's governance framework
- (f) consider any business or motion of which due and proper notice has been given, in accordance with these clauses, and
- (g) consider other business as accepted by a majority of members present at the meeting.

## **PART E - MISCELLANEOUS**

### **26. INSURANCE**

26.1 The Club shall effect and maintain appropriate insurance.

26.2 In addition to the insurance required under clause 26.1, the Club may effect and maintain such other insurance as the Committee considers appropriate.

### **27. FUNDS - SOURCE**

27.1 The funds of the Club may be derived from any lawful source including but not limited to annual subscriptions or levies on members, donations, sponsorship arrangements, advertising and hire fees on any building.

27.2 All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.

27.3 The Club shall issue an appropriate receipt as soon as practicable after receiving any money.

### **28. FUNDS - MANAGEMENT**

28.1 The funds and assets of the Club shall be used to achieve its objectives, as articulated in clause 4.1 of this constitution, in such manner as the Committee determines and subject to these clauses and any resolution passed by the Club in general meeting.

28.2 No portion of the Club's funds and assets shall be distributed directly or indirectly to the members of the Club including by way of profit, gain or dividend, except as bona fide compensation for services rendered or expenses incurred directly on behalf of the Club.



28.3 All cheques and other negotiable instruments must be signed by two members of the Committee or other members specifically authorised to do so by the Committee.

28.7 Funds which are surplus to the Club's requirements may be retained to meet future obligations. Such surplus funds may also be invested in a fund approved by the Committee.

## **29. ACCOUNTS**

29.1 The Club shall maintain proper records of its funds and assets, including:

- (a) accounts properly recording all money received and expended by, or on behalf of the Club, and specifying the circumstances under which these transactions have occurred, and
- (b) a register of the assets and liabilities of the Club.

29.2 The Club's records of its funds and assets shall be available for examination by members as prescribed in clause 33.1 of this constitution.

29.3 Financial statements carried to the last day of September in each calendar year shall be prepared and, if required, submitted to the Club's auditors for examination and report.

29.4 The audited accounts shall be reproduced in the Club's Annual Report and, if requested, shall be made available to members.

## **30. LEVIES**

30.1 The Club may, at any time, make a levy on any class of members of the Club for the purpose of meeting particular expenses or expenditure of the Club.

30.2 Any such levy or levies shall

- a) be determined and apportioned solely by the Committee
- b) be calculated on the basis of expenses or expenditure incurred by the class of Members in pursuance of the objects of the Club, and
- c) become payable at such time and place as may be determined by the Committee.

30.3 Any levy obtained shall be reported to Members at the next AGM as part of the Committee's reports.

## **32. CUSTODY OF CLUB RECORDS**

32.1 The Secretary shall keep in his or her custody or under his or her control, all records, books and other documents relating to the Club, except as otherwise provided for by these clauses.

## **33. INSPECTION OF CLUB RECORDS**

33.1 The Secretary shall make Club records, books and other documents available for inspection by a member at any reasonable hour and free of charge, provided that at least 48 hours' notice is given.

## **34. AUDIT**

34.1 An auditor may be appointed by the Club at a general meeting of the Club and, unless such auditor resigns or is removed from office by resolution of the Committee, shall remain in office until the next AGM.

## **35. INDEMNITY**

35.1 Any officer of the Club, including members of the Committee, shall be indemnified by the Club for all damage, costs and expenses related to any prosecution, action or law suit commenced against them for anything done in the proper discharge of their duties in connection with the Club. The Club shall be empowered to apply the funds and assets of the Club for such purposes.

35.2 Unless the same shall happen through his or her own act or wilful default, any officer of the Club, including members of the Committee, acting in the proper discharge of their duties, shall not be liable for:

- (a) the acts, receipts, neglects or defaults of any other officer of the Club
- (b) any loss or expense happening to the Club through the insufficiency or deficiency of title of any property acquired by order of the Committee, for or on behalf of the Club, in or upon which any money of the Club shall be invested, or
- (c) any loss or damage arising from bankruptcy, insolvency or tortuous act of any other person.



## **36. GOVERNANCE FRAMEWORK**

36.1 The governance framework for the Club comprises this constitution and Club policies, as well as key policies of the NSFA, Football NSW and FFA as determined by the Committee to be appropriate for the Club to adopt. These include the FFA Codes of Conduct, the FFA Member Protection Policy and the Football NSW Smoking Policy.

36.2 Governance documents shall be readily available for viewing on, or via links from, the Club's website.

36.3 New policies for the Club shall be developed by the Committee as needed. New policies shall be considered ratified if/when they are approved by a majority of the votes of members who are present and eligible to vote at a general meeting.

36.4 In the absence of a specific Club policy on a given issue, the policy or policy position of the NSFA shall apply.

36.5 The clauses in this constitution may only be altered, rescinded or added to by a special resolution of the Club.

36.6 The Club's policies may only be altered, rescinded or added to with the approval of a majority of the votes of members who are present and eligible to vote at a general meeting.

36.7 Any statement of Club objectives, such as in clause 4 of this constitution, may only be altered, rescinded or added to with the approval of a majority of the votes of members who are present and eligible to vote at a general meeting.

## **37. AFFILIATION**

37.1 Affiliations shall be made each year to the NSFA and through it to Football NSW.

37.2 The whole or any part of the NSFA constitution shall form part of these clauses.

37.3 In the event of any inconsistency between these clauses and the NSFA constitution, then the latter shall prevail.



# Schedule 1. Membership Agreement

## Members 18 years and older

### *Member's attestation*

I ..... (name), born ..... (date of birth)

of..... (address)

do solemnly declare that:

- 1) I understand my rights and responsibilities as a member of the North Turramurra Football Club (the Club) under the Club's constitution, the Football Federation Australia (FFA) Codes of Conduct and the FFA Member Protection Policy
- 2) I will comply with the standards of conduct required of me, and
- 3) I am accountable for my conduct and I understand the consequences of non-compliance.

..... (signature) ..... (date)

## Members under the age of 18 years

### *Parent/guardian's attestation*

I ..... (name), born ..... (date of birth)

of..... (address)

do solemnly declare that:

- 1) I have discussed with the member in my care, their rights and responsibilities as a member of the North Turramurra Football Club (the Club) under the Club's constitution, the Football Federation Australia (FFA) Codes of Conduct and the FFA Member Protection Policy
- 2) The member in my care will comply with the standards of conduct required of them, and
- 3) I am accountable for the conduct of the member in my care and both that member and I understand the consequences of non-compliance.

..... (signature) ..... (date)

## President

The President's responsibilities include:

- a) attending meetings convened in accordance with the rules of the North Turramurra Football Club (the Club)
- b) chairing all meetings he/she attends under the rules of the Club
- c) conducting such meetings in accordance with the rules of the Club
- d) having the right to exercise his/her vote as a member and shall have the casting vote
- e) ensuring that all members are made aware of the objectives of the Club
- f) using his/her best endeavours to achieve the objectives of the Club
- g) exercising a watching brief over the whole of the administration of the Club, and
- h) being responsible for the good order and discipline of the Club.

## Vice President

The Vice President's responsibilities include:

- a) attending meetings convened in accordance with the rules of the North Turramurra Football Club (the Club)
- b) chairing meetings when the President is not available to attend
- c) conducting such meetings in accordance with the rules of the Club
- d) having the right to exercise his/her vote as a member and shall have the casting vote
- e) supporting the responsibilities for the good order and discipline of the club

## Secretary

The Secretary's responsibilities include:

- a) attending all meetings convened in accordance with the rules of the North Turramurra Football Club (the Club)
- b) administering the affairs of the Club as directed by the North Turramurra Football Club Executive Committee (the Committee), or members as the rules direct
- c) signing all outgoing correspondence and receiving all incoming correspondence and generally advance details of all written matters dealt with by the Committee and report on any other matters
- d) recording all minutes of proceedings and maintaining a record of names of persons in attendance at Committee meetings and general meetings held
- e) preparing the agenda for each meeting of the Club
- f) maintaining an appropriate and secure location to house the club's business records
- g) preparing an annual report for presentation at the Annual General Meeting
- h) undertaking other duties as may come within the province of Secretary
- i) maintaining a club email address list of members
- j) maintaining records of Committee members' details
- k) arranging an appropriate meeting location for Committee meetings and for any other meetings, as required by the Club, and
- l) managing the printing and distribution of minutes to all current members and other persons as directed by the Committee.

## Treasurer

The Treasurer's responsibilities include:

- a) attending all meetings convened in accordance with the rules of the North Turramurra Football Club (the Club)
- b) ensuring that all money due to the club is collected and deposited in the Club's authorised financial account weekly or more often as the need arises
- c) holding all financial assets of the Club in an authorised account(s) in the name of the North Turramurra Football Club Incorporated with financial institutions that are licenced by the Reserve Bank of Australia and as approved by the Committee or a general meeting from time to time
- d) ensuring that all payments authorised by the Club are made
- e) ensuring that correct records and accounts are kept showing the financial affairs of the Club including full details of all receipts and payments connected with the activities of the club
- f) maintaining chequebooks and reconciling Club accounts against monthly bank statements

- g) maintaining the Club's merchant facility and re-ordering stock as needed preparing and action of quarterly BAS statements (GST) and liaising with the Australian Tax Office (ATO) when required
- h) preparing and presenting reports on the financial status of the Club to each quarterly meeting of the Committee, and
- i) as needed, providing a weekly cash float for home match referees fees, catering services, merchandising shop and registration day floats.

## Registrar

The Registrar's responsibilities include:

- a) assisting in the design of the registration packages for the coming season
- b) accepting, organising and receipting all registrations for the current year
- c) collecting registration forms from registration outlets after registration days
- d) inputting data from online registration into the club database
- e) sending relevant information from registration for junior players to the junior coordinator for team placement
- f) sending relevant information from registration for senior players to the senior coordinator for team placing and grading
- g) ensuring all players that take the field are both registered and financial members of the club before the first competition match of the season
- h) updating club database with each player's team allocation
- i) providing up-to-date lists of registered Club players and team allocations, complete with registration numbers and dates of birth, to governing bodies such as NSFA, Football NSW and/or FFA as required, by the due date/s
- j) creating accurate team lists for Presentation Day for the ordering and allocation of trophies, and
- k) updating the current year's player register.

## Senior Coordinator

The Senior Coordinator's responsibilities include:

- a) endeavouring to increase the profile of senior football with North Turrumurra Football Club (the Club)
- b) assisting the North Turrumurra Football Club Executive Committee (the Committee) to develop and adopt policies and programs to promote and support senior football
- c) verifying and passing registrations onto the Club's Registrar in a timely manner
- d) facilitating the location and appointment of coaches for the upcoming season
- e) assisting in the grading and placement of registered players into teams
- f) facilitating senior teams to be adequately kitted out.
- g) attending Committee meetings or other meetings at the direction of the Committee, to represent senior football issues and/or to report on events and happenings concerning senior football, and
- h) as needed, ensuring adequate canteen/BBQ operation on Saturdays/Sundays when playing at the Club's home ground.

## Junior/Youth Co-ordinator

The Youth Coordinator's responsibilities include:

- a) endeavouring to increase the profile of junior football and Small Sided Football (SSF) with North Turrumurra Football Club (the Club)
- b) assisting the North Turrumurra Football Club Executive Committee (the Committee) to develop and adopt policies and programs to promote and support junior football and SSF
- c) assisting in the placement of registered players into teams from Under 6 through to Under 18
- d) facilitating the appointment of coaches for the upcoming season and ensuring that all teams have an allocated coach that is suitable and appropriate to the position
- e) facilitating junior and SSF teams to be adequately kitted out and ensuring the coach has signed for the equipment allocated to his/her team.
- f) compiling information packages for coaches/managers, to includes relevant items such as encouragement awards, referee vouchers, Coaches Handbook, match cards, discounts cards, play by the rules cards, team monitor instructions and team lists
- g) organising and allocating training spaces for coaches and teams for the current year
- h) acting as a liaison between the coaches of junior football and SSF and the Committee
- i) assisting with any disciplinary matters arising from junior and SSF teams, in association with the Committee
- j) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season, and

- k) attending quarterly meetings of the Committee, and other meetings as directed by the Committee, to represent junior football and SSF issues and/or report on events and happenings concerning junior football and SSF.

## Female Coordinator

The Female Coordinator's responsibilities include:

- a) endeavouring to increase the profile of female football with North Turramurra Football Club (the Club)
- b) assisting the North Turramurra Football Club Executive Committee (the Committee) to develop and adopt policies and programs to promote and support female football
- c) verifying and passing registrations onto the Club's Registrar in a timely manner
- d) facilitating the location and appointment of coaches for the upcoming season
- e) assisting in the placement of registered players into teams
- f) facilitating female teams to be adequately kitted out.
- g) attending Committee meetings or other meetings at the direction of the Committee, to represent female football issues and/or to report on events and happenings concerning female football, and
- h) as needed, ensuring adequate canteen/BBQ operation on Saturdays/Sundays when playing at the Club's home ground.

## Club Coaching Coordinator

The Club Coaching Coordinators role and responsibilities include:

- a) having overall responsibility for all aspects of the club's coaching program
- b) sound knowledge of the FFA national curriculum and relevant association resources
- c) willing to consult with and seek support from the association Technical Director and Community Football Manager
- d) liaising with the SAP coaches and Team Coaches (if appointed) regarding coaching matters
- e) assisting in their professional development
- f) adhering to the coaching policies as determined by the Committee and to consider advice given in matters affecting team preparation
- g) being reasonable in your demands on your coaches' time and energy
- h) teaching coaches rules of the game are mutual agreements in accordance with NSFA's direction of "Fair Play", and that all players and officials are bound by the code of "RESPECT"
- i) being responsible for the overall care of training kit
- j) reporting missing or damaged equipment to the Committee immediately.
- k) acting in accordance with the FFA Code of Conduct and complying with NSW legislative requirements related to this role prior to commencing duty with the Club, such as those relating to working with children for coaches of youth and SSF teams.

## Team Coach

Each Team Coach's responsibilities include:

- l) having overall responsibility for all aspects of the team's program
- m) liaising with the Team Manager and Assistant Coach (if appointed) regarding team matters
- n) if Assistant Coach is appointed, assisting in their professional development
- o) adhering to the coaching policies as determined by the Committee and to consider advice given in matters affecting team preparation
- p) being reasonable in your demands on your players' time and energy
- q) teaching players that rules of the game are mutual agreements in accordance with NSFA's direction of "Fair Play", and that all players and officials are bound by the code of "Playing Within The Spirit Of The Game"
- r) being responsible for the collection, care and return of team kits
- s) reporting missing or damaged equipment to the Committee immediately.
- t) being responsible for the Manager's duties if no Manager is appointed, and
- u) acting in accordance with the FFA Code of Conduct and complying with NSW legislative requirements related to this role prior to commencing duty with the Club, such as those relating to working with children for coaches of youth and SSF teams.

## Team Manager

Each Team Manager's responsibilities include:

- a) liaising with the Team Coach and Assistant Coach (if appointed) in regarding team matters
- b) liaising with all players in the team, parents/guardians of any players under 18 years of age, and with the relevant program coordinator

- c) observing Club policies as approved by the Committee and acting on Club advice given in matters affecting team preparation
- d) keeping a copy of team and player's details at all times. Such documentation may include:
  - i. registration cards
  - ii. player attendance
  - iii. player assessments
  - iv. player match awards
  - v. reimbursement vouchers for referee fees
- e) assisting in control of the team with respect to standard of dress and behaviour off the field of play
- f) being responsible for the collection of all monies regarding any fundraising, as well as organisation of team and player photographs
- g) being responsible for the distribution and return of fundraising items to individual players, when applicable
- h) completing the appropriate paperwork for matches as required under the competition rules
- i) handling any minor complaints regarding any aspect of the team's competition, and/or referring any complaints to the Committee and/or respective program coordinator, as appropriate, and
- j) acting in accordance with the FFA Code of Conduct and complying with NSW legislative requirements related to this role prior to commencing duty with the Club, such as those relating to working with children for coaches of youth and SSF teams.