

Loftus Yarrawarra Rovers Football Club Inc.

Bylaws

Our Vision; Providing opportunity to our local community through football.

Version: February 2022





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INTRODUCTION

The Constitution of the Loftus Yarrowarra Rovers Football Club (subsequently referred to as the 'LYRFC' or the 'Club') must comply with the requirements laid out in the Associations Incorporations Act (2009). Provision is made within the LYRFC constitution for the making of bylaws and policies to facilitate the day-to-day operations of the Club. These policies and bylaws are in addition to those rules and bylaws made by the immediate governing association (Sutherland Shire Football Association, SSFA), which in turn are governed by those of the FNSW and FAA. If there is any discrepancy between policies contained within these bylaws and those of the governing association, then those of the latter shall apply.

The Club's bylaws have been introduced to assist in making the LYRFC a pleasant environment for all Players and Parents and Family Members involved in local community football to enjoy. They relate specifically to the operation of the LYRFC and are generally established by a motion carried by a majority of all members present and entitled to vote at a meeting of the Club's Management Committee, as laid out in the Constitution. However, alterations to the bylaws can also be made at an Annual General Meeting or Special General Meeting of the Club.

1. GENERAL

- 1.1 The bylaws are to be read in conjunction with the LYRFC Constitution and Policies.
- 1.2 The bylaws are to be adopted by the LYRFC Officials, Team Officials, Parents and Family Members, Players and any other body associated with the Club.
- 1.3 The Management Committee shall have the power to make, alter and rescind any bylaws that it considers necessary for the effective administration of the Club, provided that no by-law may be inconsistent with the LYRFC constitution.
- 1.4 Any misinterpretation of a by-law is to be referred to the Management Committee. The interpretation provided by the Management Committee will be accepted as the true meaning.
- 1.5 Any clarification on the wording, interpretation, meaning or definition of a by-law provided by the Management Committee will be added to these bylaws in order to avoid future misinterpretation.
- 1.6 The terms: 'Club Official' and 'Team Official' referred to in these bylaws refer to any person who represents LYRFC in any capacity.
- 1.7 The 'Affiliated Association' referred to in these bylaws is to be interpreted as the immediate governing district football association the Club affiliates with unless otherwise stated.

2. CODE OF CONDUCT; MEMBER AND VOLUNTEER STANDARDS

2.1 MEMBER BEHAVIOUR

All members (including appointed personnel) shall at all times conduct themselves in a manner which demonstrates the level and standard of good behaviour required to all members of the Club.

It is mandatory that Coaches, Managers, and other appointments, comply with the rules of the immediate governing body and the Club and at all times display good sportsmanship and aim to further the sporting and social development of all players.

All Club members shall:



- (i) at all times ensure the well-being of all players
- (ii) not use threatening, abusive or unbecoming language
- (iii) be fair and be seen as impartial
- (iv) not condone unfair and improper practices
- (v) discourage the angry parent/guardian syndrome
- (vi) demonstrate punctuality
- (vii) encourage leadership
- (viii) display a controlled and undemonstrative attitude towards referees
- (ix) set an example of winning without boasting
- (x) set an example of losing without bitterness
- (xi) always hold the spirit of the game as their principal ideal
- (xii) abide by current Public Health Orders at all times.

Coaches shall encourage their players to shake hands with the opposition at the conclusion of each match and set an example by shaking hands with the opposition coach. In the event of overriding health orders at the time, alternative suitable methods of recognition may be used.

2.2 PROBITY AND MEMBER PROTECTION

- 2.2.1 The Club strives to create an inclusive and social environment where children and adults can learn and enjoy playing the sport of Football. The Club has developed and adopts and follows governing body policies to assist in the creation of this environment.
- 2.2.2 These policies apply to everyone involved in the club including committee members, administrators, coaches, officials, players, Parents and Family Members and spectators.
- 2.2.3 Our policy covers:
- i. Unfair decisions (e.g., team selection) and actions
 - ii. Breaches of our code of behaviour and behaviour that occurs at practice, in the clubrooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips.
 - iii. Private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.
 - iv. Serious issues
- 2.2.4 We will:
- i. appoint and facilitate the training of a Member Protection Information Officer (MPIO)
 - ii. adopt our governing body's (**FNSW & SSFA Member Protection Policy**) and comply with those policies
 - iii. promote these policies to everyone involved in our club
 - iv. promote and model appropriate standards of behaviour at all times
 - v. respond to breaches or complaints made under these policies promptly, fairly, and confidentially
 - vi. review our policies every 12-24 months
 - vii. seek advice from and refer serious issues to our Association body; and
 - viii. advise the relevant authorities immediately of any serious issues.
- 2.2.5 Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g., physical assault, sexual assault, child abuse) and any other issues that our local, state or national body request to be referred to them.
- 2.2.6 Our Club has minimum expectation of members with respect to their individual responsibilities. Everyone associated with our club must:



- i. comply with the standards of behaviour outlined in the policy <https://shirefootball.com.au/wp-content/uploads/2019/07/SSFA-Member-Protection-2019.pdf> ;
- ii. treat others with respect
- iii. always place the safety and welfare of children above other considerations
- iv. be responsible and accountable for their behaviour
- v. follow the guidelines outlined in these policies if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

2.2.7 The Management Committee will ensure that it takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

2.2.8 The Club will ensure a child safe environment by:

- i. requesting all volunteers comply with FNSW Policy and obtain and provide to our MPIO Officer for verification a Working with Children Check number; and
- ii. ensuring all coaches and managers of teams with players aged under 18 years of age apply for and provide to our MPIO Officer for verification a Working with Children check number.

2.3 MANAGEMENT COMMITTEE COMMITMENT

2.3.1 The Management Committee of the Club will continuously improve its policies and processes to ensure the protection of its members.

2.3.2 The Club will formulate and continuously improve its policies on:

- i. Member Protection
- ii. Working with Children
- iii. Safety and Well-being, including concussion management
- iv. Use of images and communication
- v. Spectator Behaviour
- vi. Emergency Response and First Aid
- vii. Codes of Behaviour
- viii. Reporting Systems for any breaches of its policies, bylaws and Constitution

3. PLAYER REGISTRATION & GRADING DAYS

REGISTRATION ONLINE

Online Registration facilities will open at such time as directed by our Sutherland Shire Football Association (SSFA). Players who were registered for LYRFC in a previous season can re-register and new applications for club membership (excluding transfer) will also be accepted. Online registration will remain open until the in-season date as specified by the SSFA, however will be subject to section 4.3 and SSFA Late Registration rules.

REGISTRATION DAY(S)

Two Registration Assistance Days will be held each in late January and early February as approved by the Committee. These days will be a weekend morning and weekday evening to accommodate all players. The Management Committee with the advice of the Technical Director



and Club Registrar and based on previous year player numbers, will project team requirements for each age group.

GRADING DAYS

All Junior players aged 5-18 are required to attend and participate in grading sessions conducted by the Club and communicated on Club website and Social Media pages. All junior players aged 5-18 must be registered with Loftus Yarrowarra Rovers FC to attend and participate in any grading sessions.

4. GENERAL REGISTRATION ISSUES

- 4.1 If a player is asked to leave the club, eg. we are unable to field a suitable team in applicable age group) a full refund will be provided according to published fee structure for each season.
- 4.2 If a player transfers or deregisters during the Grading period refunds will only be applied following the agreed penalties published for each season.
- 4.3 If, after registration days have been held, there remains insufficient numbers to field the anticipated number of teams, every endeavour will be made to recruit sufficient player's e.g., from other clubs, school promotion etc.

5. TEAM COACH & TEAM MANAGER RESPONSIBILITIES

5.1 COACHING ACCREDITATION

Every coach from MiniRooos to Senior Team Coach are encouraged to be formally accredited or be in the process of obtaining formal accreditation from the recognised SSFA Coaching Accreditation Program before the start of the season. The Club is committed to funding said coaching accreditation courses.

Coaches, managers and team volunteers that are consistent and regular in their interaction with players must comply with the FNSW Working with Children Policy.

COACHING

New methods and drills are to be introduced by coaches on a regular basis to ensure players receive development and variety in football.

Coaches and Managers are to follow the following guides:

MiniRooos: A fun atmosphere is to be created with focus on skills.

Junior Teams: A continued culture of fun whilst teaching players skills. Team management should be able to produce a rotation list of players showing who has spent time on the bench and/or in different positions. This in turn ensures everyone gets a chance to play in every position. It also prepares players for positional changes in open rules.



Senior Teams: Emphasis on creating a 'team culture' and to further enhance the skills of all players, not just the best. Strong commitment from team management is required to focus on player development and fair play.

TEAM COACH DUTIES

- Abide by LYRFC Constitution and Bylaws.
- Abide by SSFA and Club Codes of Behaviour.
- Liaise with Head Coach, of the Club and attend meetings when required.
- To undertake instruction and direction as required by Head Coach, President and Secretary of the Club.
- Assist the Club with Club Development, promotion, planning and risk management.
- Assist with ensuring viability of the Club via recruitment, player management, incentives, and talent programs.
- Attend club functions as required.
- Ensure weekly match sheets and Club reports are submitted routinely or as required on time.
- Endeavour to possess an appropriate level of coaching accreditation or be in the process of obtaining.
- Represent the Club to their best and do not bring the Club into disrepute,
- Follow the appropriate age group rules, as per the current SSFA junior player policy, and
- Ensure familiarity with the clubs Fair Play Policy.

5.2 TEAM MANAGER DUTIES

- Ensure all players are correctly registered – the Registrar provides list of registered players to all managers, if a player is not on this list please inform the Registrar before match day,
- Be aware of borrowing rules
- Coordinate team contacts and social chat groups as appropriate or necessary,
- Ensure all team members know how to find their Fixture/Draw information,
- Coordinate team members/parents' participation in Ground Duties when assigned to your team, seek assistance from Committee if necessary,
- Support all Club Fundraisers,
- Know where to find first aid kit at trainings and games,
- Complete a Match sheet prior to each game, Home and Away
- Sign a correctly completed Match sheet after each game, this duty may be delegated in your absence
- Record the result of the game promptly and correctly on Match sheet as supplied by the immediate governing body (SSFA) and/or equivalent electronic competition system.

5.3 MINIROOS GAME LEADER

MiniRoos Game Leaders are recruited from our Junior Teams.

Each game is to be controlled by one Game Leader. The main role of the Game Leader is to keep the game moving fluently, limit stoppages and assist players with all match restarts.



Most importantly, they must make every effort to create an environment that ensures that all players have fun, are learning the game and have maximum involvement.

The Game Leader can be a club official, parent, older child/player or beginner referee and should always be enthusiastic and approachable. Most importantly, remember the children are learning the game – be flexible and patient.

The Game Leader should:

- Encourage all children to have fun and different children to take re-starts
- Ensure the correct number of players are on the field
- Discourage players from permanently over-guarding the goal
- Check all players are wearing shin guards
- Use a “Ready, Set, Go” prompt to encourage quick decisions when restarting play
- Encourage children to dribble or pass ball to team mates rather than kick the ball long
- Ensure the opposing team is at least 5 metres outside the penalty area for all goal line restarts
- Ensure team officials and parents create a safe, enjoyable and positive playing environment for the children
- Encourage children to be involved in all aspects of the game, attacking and defending
- Award free kicks as appropriate to help children learn the rules and consequences of committing fouls
- Explain the rules to players and why a free kick has been awarded
- Let the game flow and give instruction to all players on the run where you can
- Praise and encourage both teams; and
- Be enthusiastic and approachable.

5.4 PLAYER MANAGEMENT

5.2.1 Each team official is to follow the concept of Grassroots Football Rules in regard to equal opportunity for all registered players within the club. In particular all players:

- i. receives equal game time (unless for disciplinary or injury reasons)
- ii. play in different positions to gain experience
- iii. this is mandatory for players aged 5-16 years.

5.2.2 Coaches and team officials are not authorised to accept players into their teams. A player is not permitted to participate in any team until his application for registration is accepted by the Registrar.

5.2.3 Coaches and other team officials are not permitted to approach any player(s) regarding transferring between teams either intra-club or inter-club, unless sanctioned by a member of the Executive Committee.

5.5 LYRFC FAIR PLAY POLICY

The “fair play policy” applies to all players in teams under 6’s to under 16’s. The Sutherland Football Association has this self-same policy for all affiliated clubs. The policy is intended to give all players within these age groups as equal a playing time as possible throughout the season. The policy is an attempt to:

- Encourage the concepts of teamwork and sportsmanship.



- Educate players in the concepts of “fair play”.
- Maintain dignity and pride for all the individuals within the team.
- Encourage individuals to be committed to their team. Where it is demonstrated to a player that they are an equal contributor to their team, they are more likely to develop skills and fitness for that team.

When implementing the policy, the following points need to be adhered to:

- A record of player time on and off the field is to be kept throughout the season.
- No player (or players) is to be considered “bench players”: i.e., starts from the bench each week, or each half. Where a team has more than eleven players all team members are to share a time starting from the bench.
- Whilst the policy is intended to give equal playing time throughout the season, it is also intended that players are given as equal time in individual games as possible.
- Where a player misses several games, as they are unable to play for whatever reason, it does not give that player the right to play the rest of the season without being subbed. A player who presents themselves every game demonstrates a commitment to the team irrespective of that player’s ability.
- No player from a team is expected to be benched for a game at the expense of a player borrowed from another team. The intention of a borrowed player is to supplement the team; not to dominate the play.
- Players are to be encouraged to stay on the field. A player seeking to be subbed should have a credible reason (mainly injury). The coach should demonstrate to every player the expectation of commitment from that player.

Exceptions:

- Where a team is in competition the goalkeeper is considered a specialist position to the degree it is normal for 2 to 3 players to be available for that position. However, where a coach is using a regular goalkeeper, the player would still be expected to be replaced at appropriate times: e.g., if the team is 2-3 goals ahead, use the substitute goalkeeper.
- If a coach considers another position to be a specialist one due to circumstances, it must be discussed with the committee.

Communication with players and parents:

Coaches & Managers are expected to communicate their point of view to players and parents and seek their approval for the strategy they wish to implement.

Finals Series:

Whilst it is coach’s discretion for teams that make the finals, it is expected that every player in the team has reasonable match time. U12’s = 20-minutes minimum playing time. U13’s & U14’s = 25-minutes minimum playing time. U15’s & 16’s = 30-minutes minimum playing time. A borrowed player cannot play at the expense of a regular team player.



5.6 PLAYER, PARENT, FAMILY MEMBER AND SPECTATOR MANAGEMENT

Coaches and Managers are to actively encourage the support of all Parents and Family Members associated with the team and where possible are encouraged to ensure a rotation of functions to be performed by Parents and Family Members throughout the season.

Any on- or off- field incidents by players or Parents and Family Members must be reported to the President, Secretary, or other Club Official. This will ensure that a current, up to date player profile can be maintained. The report must include the action taken by the coach during a game to deter repeat behaviour or escalation of the incident.

Disciplinary matters are to be handled by the Coach and team management in conjunction with the Secretary or Technical Director depending upon age of player along with the input from the President or Vice President if required. If matters are not resolved at this level, then they are to be put to the Management Committee.

6. MANAGEMENT COMMITTEE POSITION TITLES AND FUNCTIONS

These positions can be nominated to a single person, or the functions can be shared. Two (2) members of the Executive shall be delegates to General Meetings of the SSFA. All Committee Members are asked to regularly attend monthly meetings of the Management Committee and provide a written report when necessary.

| | |
|----------------------------------|--|
| President | Canteen Coordinator |
| Vice President | Canteen Treasurer |
| Secretary | Equipment Manager |
| Treasurer | Merchandise Manager |
| Registrar (2 positions) | MiniRoos Coordinator |
| Assistant/Competitions Secretary | MiniRoos Referee Manager |
| Grounds Manager | General Committee Member (3 positions) |
| Events & Fundraising Secretary | MPIO (Member Protection Information Officer) |
| Sponsorship & Publicity Officer | Website Manager |
| Technical Director/Head Coach | |

6.1 PRESIDENT

- Chair Special, General and Annual General Meetings,
- Attend Association meetings,
- Prepare an annual report for presentation at the AGM,
- Be responsible for all committee members and ensure their portfolios are effectively organised and carried out, and
- With the support of the management committee resolve queries or disputes from coaches, parents or other interested parties regarding the teams, players, coaches and committee.
- Be a bank signatory
- Be the Club contact for all matters pertaining to Senior Teams,

6.2 VICE PRESIDENT



- When required, chair committee meetings,
- With the support of the committee contact local businesses for sponsorship of the Club,
- Be a bank signatory
- Assist the President to resolve queries or disputes from coaches, parents or other interested parties regarding the teams, players, coaches, and committee.

6.3 SECRETARY (in addition to those responsibilities detailed in the Constitution):

- Co-ordinate all correspondence of the Club.
- Prepare and distribute agendas of meetings,
- Take minutes of all meetings and issue copies of same to Committee,
- Ensure true and correct minutes are signed by President and are kept in both digital and hardcopy,
- Be a bank signatory
- Keep and maintain an up-to-date record of current Committee members,
- Keep and maintain a copy of the current constitution and, upon the request of a club member make available the constitution for inspection by the member,
- Unless the members resolve otherwise at a general meeting, have custody of all records, books and documents that the Treasurer does not have custody of, and
- Perform other such duties as are imposed by these rules on the Secretary.

6.4 TREASURER (in addition to those responsibilities detailed in the Constitution):

- Be responsible for the record of all monies paid to or received by, or by him or her on behalf of, the Club and issue receipts for those monies in the name of the Club,
- Arrange a bank account and promptly deposit all monies received into the club bank account,
- Arrange the signatories for the bank account to sign all cheques/approve electronic payments,
- Make payments from the funds of the club with the authority of a general or committee meeting and in doing so ensure that all payments are duly authorised by himself or herself and at least one other signatory, or by any two signatories as authorised by the committee, no two signatories may be related,
- Keep accounting records and correctly record and explain the true financial position of the Club,
- Invest money in such a manner as the Management Committee may think fit,
- Prepare a written financial statement for each meeting, this may be in the format of a Profit and Loss Statement and Balance Sheet generated from QuickBooks or accounting software used by the incumbent
- Ensure that an annual income and expenditure report is prepared and audited and submitted at the AGM,
- Unless the members resolve otherwise at a general meeting, have custody of all records and documents of a financial nature of the Club that the Secretary does not have custody of, and
- Perform other such duties as are imposed by these rules on the Treasurer.

6.5 REGISTRAR(S) (can be two)

- Receive from the Association all registration material and issue information to Committee and members,



- Register members and, in conjunction with the grading committee, place players in the correct age groups and teams,
- In conjunction with the Treasurer collect membership fees, and
- Maintain an accurate record of teams and members on the immediate governing body endorsed electronic registration system.
- In conjunction with the Events & Fundraising Secretary, coordinate the supply of all trophies for presentation at applicable end of season events.

6.6 ASSISTANT SECRETARY OR COMPETITIONS SECRETARY

Responsible for:

- Assisting Secretary as required.
- Ensuring any amendments to published fixtures are communicated to Team Managers.
- Ensuring match sheets are printed and prepared for all home fixtures and available at Clubhouse.
- Ensuring match sheets are lodged by duty teams as required by SSFA.
- Rostering (or Approval of Draft Roster) of teams for Ground Duties – Ground Control, Canteen & BBQ. Generate Roster for Committee Members as necessary.

6.7 GROUNDS MANAGER

- Be responsible for ensuring that field marking and set up is carried out in the manner required by the SSFA.
- Be responsible for line marking equipment maintenance and replacement.
- Monitor grounds for safety issues and potential problems
- Be responsible for all Club property and report to the Management Committee the necessity for its replacement or repair

6.8 EVENTS COORDINATOR

The events coordinator shall be responsible for:

- The organisation of all social functions of the club.
- Assist Registrar with the selection and acquisition of all trophies as laid down by club guidelines.
- The organisation of the Club's Presentation events, and any fund-raising ventures or social activities specifically designated by the Management Committee including but not limited to:
 - MiniRoos Round Up Season Kick Off (March)
 - U7|W7 Gala Day Event (May)
 - Junior & Senior Presentation *Events* (October/November)
 - Mid-season Socials & Major milestone events for the club, e.g., 60th Anniversary Event
 - Annual General Meeting, if not part of Junior or Senior Presentation event, within 6 months of the end of the club's financial year (October-March).

6.9 SPONSORSHIP & PUBLICITY OFFICER

- Will seek to obtain sponsors for the Club and will offer such incentives as authorised by the Management Committee.
- Will sell advertising at rates authorised by Management Committee.



- Will seek to place Club news in the media and on website and social media in cooperation with the website manager

6.10 HEAD COACH/TECHNICAL DIRECTOR:

- Be the Club contact for all matters pertaining to Junior Teams.
- Endeavour to continuously raise the standard of football throughout the Club.
- Organise and co-ordinate grading sessions for all age groups and in conjunction with the grading committee, place players in the graded teams.
- Chair the Grading Committee.
- Nominate Club Coaches & Managers for each season.
- Organise and co-ordinate training sessions and meetings for coaches and prospective coaches of the Club,
- Encourage the coaches and prospective coaches of the Club to attend relevant coaching courses and clinics,
- Be available to provide guidance and assistance to all coaches as and when needed
- In conjunction with the Secretary and Competitions Secretary, organise pre-season trial matches with the guidance and approval of SSFA.

6.11 CANTEEN CONTROLLER

- Facilitate the running of a canteen on all match days.
- Maximise turnover and profitability.
- Control the purchase of all stock necessary to the operation of the canteen.
- Maintain a record of canteen property, equipment and stock; report all significant damage, loss or other discrepancies to the Management Committee in a timely manner.
- In conjunction with the Treasurer or Canteen Treasurer, ensure cash floats and merchant facilities are available in canteen on match days. Ensure takings are collected daily and deposited into Canteen bank account each week.
- Recruit and coordinate canteen subcommittee members to assist with operation.

6.12 GEAR STEWARD/S – EQUIPMENT & MERCHANDISE (COMBINED OR SHARED) GEAR STEWARD EQUIPMENT:

- With the approval of the committee, organise ordering and supply of training equipment as well as training and match balls.
- Ensure all team training equipment is accounted for and maintained and keep an up-to-date register of kits
- Ensure kit bags are complete and available for collection as specified at annual Coaches & Managers meeting – obtain signature of a responsible person for all equipment issued.
- Maintain training equipment during the season
- Maintain first aid supplies during the season
- Ensure all training equipment is stored securely at all times

GEAR STEWARD – MERCHANDISE:

- Support the President/Vice President in securing sponsorship for the club,
- With the approval of the committee, organise the ordering and supply of all clothing associated with the playing uniform as well as all Club Supporters Gear – jackets, tracksuits, other club clothing items.



- Source quotes from preferably local business to provide required merchandise.
- Ensure adequate but not excessive playing uniform stock is stored securely.
- Be responsible for the safe keeping and sales of all merchandise preferably using a pre-paid ordering method.
- With the approval of the committee order merchandise garments when requested by teams ending the season as Minor Premiers – this is instead of a trophy and teams are to pay the difference.
- Be responsible for all lost property and the disposal of same at the end of the season.

6.13 MINIROOS COORDINATOR

- Assist Parents and Family Members on Registration Day, providing details about the MiniRoos competition and explaining how it is run.
- Take responsibility for the coach recruitment process for all MiniRoos teams and forward recommendations to Management Committee for ratification.
- Liaise as necessary with Club Executive Committee and coordinating bodies in their endeavours to promote the MiniRoos programme.
- Strive to possess coaching accreditation certification.
- Develop and promote the programme within the Club to enhance viability of the Clubs future.
- Prepare boys/girls of MiniRoos age with skills and competencies to play Junior Football.
- Ensure MiniRoos Parents and Family Members and officials are aware of all matters and events relating to the club.
- Conduct parent/player education as per MiniRoos guidelines utilising General Committee members.
- Arrange for the club to participate in MiniRoos games as required by SSFA and FNSW.

6.14 MINIROO REFEREE COORDINATOR

- Maintain a register of Game Leaders including contact details, guardian details and bank bsb and account information.
- Review the Published Club Fixtures and allocate Game Leaders to scheduled matches no later than Wednesday evening prior to match day.
- Maintain a register of allocated matches and submit to Treasurer at 6-week intervals throughout the season for direct payment of Game Leader payments by eftpos.
- Give feedback on observed spectator and coach behaviour.

6.15 GENERAL COMMITTEE MEMBERS

- At an AGM, the election of up to three (3) additional Management Committee members may take place to assist where required. General Committee Members will form part of the Management Committee and assist any position mentioned in by-law 6.6 to 6.14 and members of the Executive Committee as well as take on special project roles as determined by the committee.

7.0 MANAGEMENT COMMITTEE MEETING PROCEDURES

LYRFC General Meetings are typically scheduled to be held on the first Monday of the Month commencing at 7.30pm at Loftus Community Hall or as advised by the Secretary.



When a Monday is a Public Holiday, the meeting is scheduled on the following Tuesday or Monday as decided by the Committee each year.

Preamble: The following is intended to inform committee members attending general meetings of the procedures for running those meetings. It is for the information of newly elected members, as well as a reminder to re-elected members. As such they should be distributed to all committee members prior to the holding of the first committee meeting of a newly elected committee. Whilst much of the meeting is run “in committee” (informal debate) we are obligated by law to conduct the business of the club in the manner described. All incorporated sporting clubs and organisations within our State, have the same democratic obligations as dictated by the Department of Fair Trading. There can be legal implications if we do not comply with these processes or stray from our constitution. Whilst there is an advertised general meeting each month, the executive can decide to call a special general meeting with a minimum of two days’ notice.

Meeting numbers: Our constitution allows us to have a maximum of “18” elected representatives on the committee. These representatives are elected at the Annual General Meeting (AGM). If a position is not filled at the AGM, casual vacancy, the committee can fill that position by vote at a formally advertised general meeting. That position must be endorsed by a majority of votes and cannot exceed the quota of the constitution (18). A minimum of “5” committee members are required to make a quorum; allowing the meeting to be held. If a quorum is not reached, the executive can deal with General Business, however, would not normally make substantive policy changes. Other members can attend a general meeting but only the “18” elected members are allowed to vote.

Meeting Agenda / Procedures: The Chairperson controls the meeting. In the Presidents absence, the VP controls the meeting. If both are absent, the meeting will appoint a chairperson for the running of that meeting.

Attendance: (recording of those attending meeting)

Apologies: (recording of those making an apology through another committee person). These apologies are to be formally accepted by those committee members present.

Recording of minutes: The Minutes Secretary is responsible to make an accurate record of meeting business for distribution to all committee members. If the Minutes Secretary is not in attendance, one is to be elected by those present. For expediency the Minutes Secretary will only record the resolutions of the meeting, or any other items the committee may decide should be recorded or elaborated upon.

Previous Minutes The minutes must be distributed to all committee members a minimum of two days prior to the holding of the next meeting. Secretary reads minutes of previous meeting, or they get “accepted as read” as a matter of expediency. To become accepted as read it must be moved & seconded by someone who attended that meeting. The Minutes Secretary cannot move or vote on the minutes as it is a check on the accuracy of their recording. When they are accepted as a true and accurate account of that meeting’s business, they are signed by the Chairman of the meeting in question. Only persons who attended the previous meeting are part of this process. Once the previous minutes have been accepted as a true and accurate record the meeting can move on. The signed copy of



minutes is to be kept in chronological order by The Minutes Secretary for future reference. The minutes can be placed on the website for information of general membership, but not before they have been adopted by the committee.

Business Arising: (Secretary directs attention to business from previous meeting).

Safety Issues: (Any items of safety that need to be discussed). This item is high on the agenda to reflect the importance to our club.

I/C and O/G Correspondence: (Secretary reads incoming and outgoing correspondence or distributes to those present). These items are to be recorded in the minutes.

Reports from the various Management Committee Members are tabled. The Treasurer is required to table a Profit & Loss Statement and Balance Sheet at monthly general meetings.

After each report has been submitted, normally verbally, the Chairperson asks the meeting to accept the report. This requires someone to move the motion and another to second the motion. A vote on acceptance is then taken. The Chairperson would then normally declare the acceptance motion "carried".

General Business: (Any items committee persons wish to raise, as well as items that may have been advertised within the meeting notification.)

Resolutions: Any resolutions coming from the meeting are treated in a similar manner to the accepting of a report. When The Chairperson calls for a vote, it is normally verbal. The 'Chairperson' would then make a declaration of the result: i.e., carried or lost. Should there be an objection; The Chairperson would call for a show of hands.

Ongoing Business: Previous resolutions that are incomplete are to be recorded within the meeting minutes until the committee is satisfied that they have been dealt with.

8.0 ANNUAL GENERAL MEETING – AGENDA (ORDER OF BUSINESS)

The AGM must be conducted within 6 months after the associations' financial year end and is generally conducted during the Junior Presentation event at the Management Committees discretion and the order of business at the Annual General Meeting of the Club shall be as follows:

LYRFC

Annual General Meeting Agenda

Date:

Time:

Place:

Welcome and introductions

President/Chairperson

Apologies

Secretary

Review of Minutes of previous annual general meeting

President/Chairperson

Acceptance of minutes of previous annual general meeting

President/Chairperson

President/Chairperson's Report

President/Chairperson

Treasurer's Report and Financial Statement

Treasurer

(The treasurer presents their report, as well as the annual financial statement and audit report. The meeting votes separately to adopt each).



1. That the treasurer's report be adopted
2. That the annual financial statement and audit report for the 20XX financial year be received and adopted.

Appointment of Auditor (or Accountant) for the 20xx financial year

1. That [insert name] be appointed as the association's auditor [or accountant] for the 20xx year.

Election of Life Members

Special Resolutions (Include the full wording of any proposed special resolutions, for which due notice has been given. E.g., That the association adopts its proposed revised Constitution and new Bylaws of the association.

1.

Election of office bearers and ordinary committee members Returning Officer

(A committee member of the association may not be appointed as a returning officer.)

Appointment of office bearers and ordinary committee members Returning Officer

(The meeting is handed to the Returning Officer for the election process. All positions of the management committee are declared vacant, and nominations sought, verbal and written nominations are acceptable. Once the new Management Committee has been elected, the proceedings for the remainder of the meeting shall be conducted by the incoming President.)

Meeting Close



9.0 TROPHIES AND CLUB AWARDS

PRESENTATION OF TROPHIES

The Junior and Senior teams will have separate end of season & presentation Events, and Club Life members and Major Sponsors shall be invited and recognised for their contribution at the senior presentation.

No trophies or other awards, other than Club approved awards, are to be presented during official end of season Club trophy presentation functions.

Participation trophies shall be awarded to junior players in all age groups.

9.1 Players Player Award recognises each competition team's best member as voted on a weekly basis by team members based on the following criteria: • Players must be registered with the Loftus Yarrawarra Rovers Football Club to be eligible for this award; • The award recipient shall be the registered member of the team that scores the highest total votes on the Players Player across the whole team; • Calculation of the player who scores the highest total Players Player votes for the season must be submitted to the Registrar at the finalisation of season; In the event of a tie, a countback across the season will occur with the award allocated to the player with the highest number of rounds that scored the maximum votes (best player).

9.2 Perpetual Trophies (Awards) The club has four perpetual awards that are named after respected club members:

- **Club Person of the Year (Steve Quan Trophy)** is named after a devoted and respected Clubman, who volunteered across the club and committee for many years and was awarded the inaugural award in 1987.
- **John Bevan Award** for the MiniRoos coach of the year.
- **Junior Coach of the year.**
- **Jim Hopkins Award** for the Senior Coach of the year.
- **John Lane Award** for the most improved team in club throughout the competition season.

The club has **Recognition of Outstanding Service Awards** that are awarded to club members as the discretion of the President with the approval of the management committee. The club has **Recognition of Years of Service Awards** – consecutive and non-consecutive.

9.3 Procurement of Trophies - Responsibility for the purchase of the trophies lies with a person nominated by the Management Committee – usually the Registrar assisted by the Events Coordinator or Secretary. Prior to proceeding with an order, the Management Committee must be provided with expected costs and samples/images of trophies intended for purchase.



12. LIFE MEMBERSHIP & PLAYER LIFE MEMBERSHIP

12.1 Life Membership is a very prestigious award (the highest that can be given to a club member). It is awarded to recognise a person's contribution to the Club and is generally bestowed on Club members for long and dedicated service.

12.1.1 Life membership must only be awarded if the nominee meets the Life Membership Criteria as per the LYRFC Life Membership Eligibility. Life Members shall be presented with a badge at the Presentation Evening and their name engraved on the Life membership plaque.

ELIGIBILITY Life membership shall be bestowed from time to time by the Management Committee upon Club members who have either;

Played for the Loftus Yarrowarra Rovers Football Club for 20 years of Service. Or

Shown dedication, commitment, loyal service and upheld the Club's values and tradition for a period of at least nine (9) years as a Playing member of the Club. Or

Given outstanding service to the club as a Volunteer for a period of at least 9 years, with periods of that contribution also having an impact and benefit to the wider club, not just solely service given to the one team.

Qualifying under these clauses shall not automatically entitle any member to receive Life Membership. All nominations for Life Membership require review by the Clubs Management Committee to ensure recipients have successfully upheld the Clubs values over the term of their membership.

13. CHANGES TO BYLAWS

Bylaws should be revised annually, and any changes made to the document must be passed by a majority vote by the current Management Committee at a General Meeting as per the Associations Act 2009.