

Parklea Soccer Football Club Inc.

By Laws

SECTION 1

1. COMMENCEMENT AND APPLICATION

- 1.1 These By-Laws are effective as from the 11th day of March 2014 subject to such alteration, addition or deletion as made from time to time by the Committee of Parklea Soccer Football Club Inc. pursuant to its Constitution.

SECTION 2

2. DEFINITIONS

- 2.1. The words in bold shall in these By Laws mean:

- (a) “**Appellant**” means the party appealing a Determination at First Instance.
- (b) “**Away Club**” means the Club not playing the Match as its home Match.
- (c) “**BDSFA**” means the Blacktown & Districts Soccer Football Association or the Regional Sporting Organisation
- (d) “**Club Member**” means those admitted as Club Members under the Constitution of Parklea Soccer Football Club Inc.
- (e) “**Committee**” means the elected Management Committee of the Parklea Soccer Football Club Inc.
- (f) “**Committee Officer**” means the Chief Committee Officer of Parklea Soccer Football Club Inc. and where the context permits the like officer of an Association Member and includes those delegated by the Chief Committee Officer to carry out administrative functions.
- (g) “**Competition**” means any Competition between Football Clubs including Competitions whether played during the playing season or pre season.
- (h) “**Complaint**” means a breach of the Constitution, By-Laws of, By Laws or grievance relating to a Football Activity.
- (i) “**Constitution**” means where the context permits the Constitution of Parklea Soccer Football Club Inc. or a Football Club of an Association Member
- (j) “**Officials**” means the Committee of Parklea Soccer Football Club Inc. and where the context permits the like officers of a Member.
- (k) “**Costs**” includes fees and expenses of any nature incurred in Proceedings.
- (l) “**Delegate**” means the duly appointed representative of a Member.
- (m) “**Determination at First Instance**” means the final determination of proceedings before a commission/tribunal established by Parklea Soccer Football Club Inc. or Association Member or Standing other than an appeal under section 9 of these By-Laws.
- (n) “**Executive Committee**” consists of the President, Senior Vice President, Junior Vice President, Treasurer, Competition Secretary, Registrar, Grassroots Coordinator and Secretary.
- (o) “**Document**” means any written material in whatever forms it is produced.
- (p) “**FFA**” means the Football Federation of Australia or the National Sporting Organisation.
- (q) “**Field of Play**” means where the Game is played.
- (r) “**Financial Default**” means the non-payment by a Member of any monies due and payable to the Parklea Soccer Football Club Inc. or an Association Member after the date when such monies were due and payable.
- (s) “**FNSW**” means Football New South Wales or the State Sporting Organisation

- (t) **“Football Activity”** means any activity of a football nature that takes place on the field of play or playing area or within or external surrounds of a ground or any other activity relating or incidental to the objects the Parklea Soccer Football Club Inc.
- (u) **“Football Club”** means an entity formed for the purpose of playing football in Competitions conducted by The BDSFA
- (v) **“Game”** means the playing of football (also known as soccer) and Futsal.
- (w) **“Ground”** means the venue where the game is played.
- (x) **“Initiating Notice”** means and where the context permits a notice of Complaint, notice of appeal, notice to produce, notice to attend, notice of dispute or general notice.
- (y) **“Insolvency Event”** means where a Club Member or Association Member or Football Club has:
- (i) a manager, receiver or administrative receiver appointed against it or any part of its undertaking or assets;
 - (ii) an administration order made against it;
 - (iii) a winding-up order made against it;
 - (iv) a resolution passed for its winding-up;
 - (v) enters into any arrangement with its creditors or some part of them in respect of the payment of its debts or part of them as a company voluntary arrangement or Scheme of Arrangement under the Corporations Act 2001; or
 - (vi) has any proceeding or step taken or any court order in any jurisdiction made which has a substantially similar effect to any of the above.
- (z) **“Internal Resolution Process”** means the process where a party has exhausted the grievance procedure and appeal process pursuant to the Constitution, By-Laws the Parklea Soccer Football Club Inc., Football NSW of that Constitution and By-Laws of FFA.
- (aa) **“Match”** means a Game between Football Clubs whether as a friendly or trial Match or in a Competition or a play off series.
- (bb) **“Material Change”** means a change in the Constitution or shareholding or membership of a Member as to reduce the beneficial control or ownership by 51% or more or ceases to play football in a competition conducted by BDSFA or an association member as its principal activity.
- (cc) **“Member”** means a Member admitted to membership under the Constitution of the Parklea Soccer Football Club Inc.
- (dd) **“Notice”** means an Initiating Notice, document or letter.
- (ee) **“Office Holder”** means a person who holds a position, whether elected or appointed, as:
- (a) President, Senior Vice President, Junior Vice President, Registrar, Competition Secretary, Secretary, Treasurer, Official, committee member or employee of the governing body (however described) of a club member, association member, associate member of the Company, standing committee member or holds any like position with a member of an association member, associate member or standing committee member; or,
 - (b) A Life Member.
- (ff) **“Official”** means a member of the elected Committee.
- (gg) **“Participant”** means Players, coaches, Office Holder, Match Official, Spectators and any other Person involved in a Football Activity.
- (hh) **“Party”** is a party to proceedings.
- (ii) **“Person”** means a natural person.

- (jj) “**Play off series**” means the Matches played at the conclusion of a Competition to determine that Competition’s champion.
- (kk) “**Player**” means a Player registered with a Football Club.
- (ll) “**Playing area**” means the field of play and any perimeter area between the by line of the field of play and the Spectator area.
- (mm) “**Pre-season**” means the period of the year outside the playing season.
- (nn) “**Proceedings**” means proceedings to determine any matter pursuant to these By-Laws or the grievance procedure of the BDSFA or Court of Law.
- (oo) “**PSFC**” means the Parklea Soccer Football Club Inc.
- (pp) “**Registration**” means the registration of a Player or Person with the Parklea Soccer Football Club Inc. or a member Football Club.
- (qq) “**Spectator**” means a Person who attends a Football Activity.
- (rr) “**Transferor**” means the Football Club that transfers a registered Player.
- (ss) “**Transferee**” means the Football Club to which a Player is being transferred.

SECTION 3

3. ADMISSION TO MEMBERSHIP

- 3.1. Admission as a Member shall be by written application lodged with the Committee in the form prescribed by the Committee:
 - (a) On an annual basis.
 - (b) On such terms and conditions as the Officials may determine.
- 3.2. Admission in any one year shall not constitute a right or privilege to be admitted in any subsequent year.
- 3.3. The application shall contain a provision:
“(Name of applicant Member) agrees for itself and for each of its Participants to be bound and comply with:
 - (a) The Constitution;
 - (b) By-Laws;
 - (c) Policies, directions of the Officials or the Committee;
 - (d) By Laws made pursuant to the By Laws;
 - (e) The laws of the Game;
 - (f) The Constitution, By-Laws, By Laws and Policies of PSFC;
 - (g) Any agreement between PSFC, BDSFA, FFA, Football NSW or the Member and their respective sponsors or with any other person made for the benefit of BDSFA, FFA, Football NSW, the Members or in the general interests of the Game;
 - (h) Any alteration, revocation or addition to any of the above made from time to time;
 - (i) Where there is any inconsistency between the Constitution, By-Laws and By Laws of the Member and the Constitution, By-Laws and By Laws of the Member, then to the extent of such inconsistency, the Constitution, By-Laws and By Laws of the BDSFA shall apply.
 - (j) Warrants that each of its participants prior to registration has read and understood the Constitution, By-Laws, By Laws, Policies, Directions of Officials and/or the Committee referred to in this By-Law 3.3 and has agreed in writing to be bound and submit to the jurisdiction of BDSFA and the Member.

- 3.4. The PSFC and each Member or Participant submits exclusively to the jurisdiction of a commission/tribunal established pursuant to these By-Laws to determine any Complaint/dispute that arises between the PSFC Member, Participant or Football Club or a combination of any of them and will not commence or pursue any proceedings a Court of Law until as such time as the Internal Resolution Process of the Complaint/dispute has been exhausted.
- 3.5. On the winding up of a Member or Football Club, any surplus assets of the Member or Football Club shall be transferred to BDSFA who will hold the assets in trust for a period to assist any future body
- 3.6. If after the date of admission as a Member or Football Club, such Member or Football Club makes a material change to its constitution or shareholding or membership without the prior written consent of the Officials shall be deemed a new entity requiring a fresh application for admission as a Member or Football Club.

SECTION 4

4. REGULATIONS

- 4.1. The Committee shall make such Regulations, Standing Orders and Membership Conditions, as it deems necessary in respect of any matter arising from or incidental to the implementation of these By Laws.
- 4.2. Regulations, Standing Orders and Playing Conditions made pursuant to By-Law 4.1 come into effect on the date determined by the Committee.
- 4.3. The power to make Regulations, Standing Orders and Playing Conditions includes the power to amend, delete or add to Regulations, Standing Orders and Playing Conditions made.

SECTION 5

5. COMMITTEES, COMMISSIONS AND TRIBUNALS

Authority to Establish

- 5.1. The Executive Committee may establish such commissions and tribunals as it may from time to time determine and designate to each of them their respective functions and powers.
- 5.2. The Executive Committee shall appoint the chairman.

Disciplinary Tribunal

- 5.3. A disciplinary tribunal ("DT") shall investigate and determine:
 - (a) Any offence on or off the field of play; and
 - (b) Impose any sanction provided by the Laws of the Game and/or the By Laws made pursuant to these By-Laws.
- 5.4. The practice and procedure in Section 7 shall apply to the DT.
- 5.5. Legal representation is not allowed.

Contempt in the face of a Tribunal

- 5.9 A person must not –
 - (a) Insult a member of a Tribunal in or in relation to the exercise of the powers or functions of a member; or
 - (b) Repeatedly interrupt the proceedings of a Tribunal; or
 - (c) Create a disturbance or take part in creating or continuing a disturbance in or near a place where a Tribunal is sitting; or

- (d) Obstruct or hinder the Tribunal or a member in the performance of the functions of the Tribunal; or
 - (e) Fail to comply in full with an order of the Tribunal
 - (f) Does any other act or thing that would, if a Tribunal were a Court of record, constitute a contempt of Court.
- 5.10 Upon a finding of a breach of one of the above, the Tribunal may refer the conduct to the Board of Officials seeking an order for:
- (a) Payment, by a person who has committed the offence or been found to have acted in contempt or abused the process of the commission/tribunal, of the whole or any part of the costs of a party to proceedings occasioned by the contempt or abuse of process; and/or
 - (b) Deduction of points from any Football Club in a Competition; and/or
 - (d) Expulsion, suspension or disqualification of any Participant or Football Club from any Football Activity for such time as it deems fit; and/or
 - (e) Expulsion, suspension or disqualification of any Member from membership of Football NSW.

SECTION 6

6. APPOINTMENT OF MEMBERS TO COMMISSION/TRIBUNAL

- 6.1. The disciplinary tribunal ("DT") members shall:
- (a) Be appointed by the Executive Committee;
 - (b) Consist of at least four (4) Persons each of whom are independent and at arm's length with any party to the proceedings before the Commission Tribunal;
- 6.2. The Executive Committee shall appoint the Chairman of the disciplinary tribunal ("DT").

SECTION 7

7. PROCEDURAL BY-LAWS IN PROCEEDINGS

Application

- 7.1. The following By-Laws shall apply in all proceedings:
- (a) A reference to commission/tribunal shall mean any tribunal or like body established as per **section 6.1** to determine complaints or disputes.

Service

- 7.2. It shall be sufficient service of any notice, if served by post at the last known address contained in the records of The PSFC or the Member of the Participant to whom the notice is addressed or if served at another address, at that address provided there is evidence of service at that address.
- 7.3. The commission or tribunal hearing the matter shall determine whether there has been effective service of any notice.

Ex Parte

- 7.4. If a Person fails to respond to a notice, the commission/tribunal shall determine the matter ex parte.
- 7.5. An ex parte decision of the commission/tribunal has the same force and effect as if the determination was made after a full hearing before the commission/tribunal.

Warning Notice

- 7.6. A notice must contain the full text of By-Laws 7.4 and 7.5 in the form of a warning as to the consequence of failing to respond to the notice.

Commencement of Proceedings

- 7.7. Initiating Notices to be used pursuant to these By-Laws:
- (a) *Notice of Complaint* – to initiate any Complaint as a result of a breach of the Constitution, By-Laws, By Laws, policies, directions of PSFC.
 - (b) *Notice of Costs* – details the Costs, expenses and fees of the commission/tribunal including for each hearing session until completion of the proceedings.
 - (c) *Notice of Dispute* – to initiate any Complaint of a dispute between Members, Persons, Football Clubs or any Person under the jurisdiction of PSFC.
 - (d) *Notice to Attend* – to require the attendance of any Person and to give evidence;
 - (e) *Notice to Produce* – requires the production of any documentation, information or material in whatever form it is held;
 - (f) *General Notice* – for the doing of anything not covered by the notices above.
 - (g) *Notice of Appeal* – to initiate an appeal from a Determination at First Instance.
 - (h) *Notice of Response* – response to the Initiating Notice whether to admit, deny or counterclaim or object to the doing of anything in the Initiating Notice.
- 7.8. A respondent must file notice of response within seven (7) days of service of the Initiating Notice.
- 7.9. The commission/tribunal may determine any proceedings ex parte where notice of response has not been filed within the prescribed time.

Particulars in Notice

- 7.10. A Complaint/dispute shall be commenced by an Initiating Notice which shall contain:
- (a) Name of the party against whom the Initiating Notice is brought;
 - (b) Name of the party issuing the Initiating Notice;
 - (c) Particulars of the Complaint/dispute including any By-Law or By Law pursuant to which it is made;
 - (d) The time, date and place where the Initiating Notice is returnable.
- 7.11. A notice of dispute may be issued by any Member, Football Club or Participant and may issue against PSFC.
- 7.12. A notice of Complaint may contain more than one Complaint.
- 7.13. Initiating Notices may be issued by or against PSFC or any other party.
- 7.14. A commission or tribunal may direct the issue of notice to attend, notice to produce or general notice against PSFC or any other party at any time in the course of the proceedings.
- 7.15. Where an Initiating Notice has been issued and served against a party, that party must lodge with the Committee a notice of response.

Evidence

- 7.16. The admissibility and weight to be given to evidence including electronic, audio, visual material, i.e. video, DVD recordings in the proceedings shall be at the discretion of the commission/tribunal.
- 7.17. A commission/tribunal is not bound by the Laws of Evidence applicable to proceedings in Courts of Law.

- 7.18. All proceedings shall be conducted in accordance with the principles of natural justice.
- 7.19. The commission/tribunal must have before it prior to commencing proceedings the Initiating Notice and notice of response together with all documents as relate to the evidence in the proceedings.
- 7.20. A party to any proceedings must, except if otherwise directed by the Committee no later than seven (7) days prior to the return date of an Initiating Notice, be served with all the evidence of the other party including written statements of witnesses to be called, documents and any audio or visual evidence upon which a party intends to rely in the proceedings.
- 7.21. If there is non-compliance with By-Law 7.20, such evidence is not admissible in the proceedings without leave of the commission/tribunal.
- 7.22. Leave shall only be given if the party satisfies the commission/tribunal that the evidence it seeks to tender was not reasonably available to the party in order for the party to have complied with By-Law 7.20.
- 7.23. The commission/tribunal may disallow cross-examination of any party to the proceeding if it considers the cross-examination to be frivolous, vexatious, irrelevant, and unnecessary or of little probative value.

Time to Do Anything

- 7.24. The Committee, commission/tribunal may shorten or extend a time fixed under these By-Laws.
- 7.25. If a By-Law or order requires a party to do anything but does not specify a time, it must be done as soon as practicable.
- 7.26. Powers of Commission/Tribunal
 - (a) To conduct its meeting at such time, date and place as it may determine.
 - (b) To take evidence.
 - (c) To require the attendance of any party Member or Participant to give evidence.
 - (d) To require the production of any document, information or other material in whatever form held by any party under the jurisdiction of PSFC including PSFC;
 - (e) Where the party Member or Participant are required to give evidence and/or produce information or other material refuses or fails to attend and give evidence, the commission/tribunal shall request the Officials to suspend the party from Competition or membership privileges of PSFC until lifting of the suspension.
 - (f) To inform itself on any matter or thing in order to properly carry out its function.

Determination

- 7.27. The determination of any tribunal / commission shall be in accordance in with majority opinion and if equally divided the Chairman's determination shall prevail.

Onus of Proof

- 7.28. A commission/tribunal shall make determinations on the balance of probabilities.

Dispute on Jurisdiction

- 7.29. Any dispute as to power or jurisdiction of a commission/tribunal shall be made to the Officials whose determination of the dispute shall be final and binding and without recourse to the Appeal Tribunal.

Reporting of Determination

- 7.30. The commission/tribunal shall, subject to its terms of reference, report in writing to the Committee who shall notify the parties of:
- (a) Its determination;
 - (b) Any right to appeal.
- 7.31. The determination of a commission/tribunal shall be in writing and contain reasons for the determination.

Notice of Costs and Payment of Costs

- 7.32. At the commencement of any proceedings, a notice of Costs shall be given to each party in the proceedings. A copy of the notice of Costs is to be signed by each of the parties to the proceedings as acknowledgment and agreement to be bound to comply with any order as to Costs of the proceedings.
- 7.33. Where an order for payment of Costs is made against a party and payment is not made within sixty (60) days of determination of the proceedings, then the non-payment shall be deemed a Financial Default under these By-Laws.
- 7.34. Where the convening of a commission/tribunal will subject PSFC or other party to Costs and expenses, then the unsuccessful party or the party against whom the Complaint has been proven shall pay the Costs and expenses.

7.35. Representation

- (a) During proceedings:
 - (i) A party shall attend in Person.
 - (ii) A party will be represented by a parent or guardian if under the age of 18.
- (b) PSFC may appoint counsel to assist the commission/tribunal in the conduct of its proceedings.
- (c) Counsel assisting the commission/tribunal shall be independent of PSFC and any other party to the proceedings;
- (d) The function of counsel assisting the commission/tribunal is to assist the commission/tribunal in the discharge of its functions including but not limited to advising on any procedural or evidential matter in dispute.
- (e) PSFC may charge the party for the costs of any representation.

Determinations Binding on Parties

- 7.36. Subject only to right of appeal as set out in these By-Laws, all determinations at First Instance of a commission/tribunal are binding on the parties to the determination including PSFC.
- 7.37. The Executive Committee may by-pass referral of any Complaint/dispute to a commission/tribunal and refer it directly to BDSFA for determination in accordance with BDSFA grievance procedure.

Register of Determinations

- 7.38. The Secretary must maintain a register of all determinations.
- 7.39. The determinations shall be recorded in the register in alphabetical name order commencing with the initiating party and by particular subject matter of the determination.

SECTION 8

8. APPEALS

Appeal Tribunals

- 8.1. The Executive Committee shall be the Appeal Tribunal to determine appeals from a Determination at First Instance.
- 8.2. No Person on the Appeal Tribunal may hear any appeal if that Person was involved in the Determination at First Instance.

Right of Appeal

- 8.3. Any party including PSFC although not party to the proceedings aggrieved by a Determination at First Instance has a right of appeal.
- 8.4. All appeals from Determination at First Instance shall be made to the Secretary.
- 8.5. Notwithstanding By-Law 8.4, no appeal shall lie to an Appeal Tribunal from a determination of the disciplinary tribunal relating to a penalty imposed for breach of the laws of the Game.

Power of Appeal Tribunal

- 8.6. The Appeal Tribunal may:
 - (a) Dismiss, allow in whole or part, or vary (whether by way of reduction or increase) any Determination at First Instance;
 - (b) Impose any sanction or make any order or determination that the Determination at First Instance could have imposed or made.

Payment of Appeal Fees

- 8.7. If an appeal is successful, the Committee or unsuccessful party to the appeal must pay to the other any appeal fee.

Appeal to BDSFA

- 8.8. An appeal from the determination of an Appeal Tribunal lays only to the BDSFA Appeal Tribunal.

Procedural By-Laws

- 8.9. Save where there is anything to the contrary in this Section 8, the procedural By-Laws in By-Law 7 where relevant apply to the Appeal Tribunal.

Grounds of Appeal

- 8.10. An appeal from any Determination at First Instance shall only be made on the following grounds:
 - (a) Failure to afford procedural fairness;
 - (b) Lack of jurisdiction;
 - (c) Insufficient evidence;
 - (d) Incorrect interpretation of the By-Laws or By Laws;
 - (e) Involves a question or principle of importance to PSFC;
 - (f) Severity.

Determination

- 8.11. The determination of any tribunal / commission shall be in accordance in with majority opinion and if equally divided the Chairman's determination shall prevail.

Notices

- 8.12. A notice of appeal shall be lodged with the Committee in writing setting out the grounds and particulars within the prescribed time.
- 8.13. The prescribed fee shall accompany the appeal.

Prescribed Time to Lodge Notice of Appeal

- 8.14. A notice of appeal from a commission/tribunal or any other like tribunal or committee established under these By-Laws or authority of PSFC must be lodged with the Secretary, within seven (7) days of date of notification of the Determination at First Instance.
- 8.15. For the purpose of this By-Law, notification of the Determination at First Instance is deemed to have occurred when the Determination at First Instance is served on the Appellant or where the party was present at the time the Determination at First Instance was made.
- 8.16. Determination at First Instance was served:
- (a) by registered post, the 3rd business day after the date of the Determination at First Instance.
 - (b) by facsimile or email, the day after the date of the facsimile transmission or email sent to the Appellant.
- 8.17. The Appellant's postage or email address or facsimile number is deemed to be that last contained in the records of PSFC Inc.

Appeal Fee

- 8.18. At the time of lodging notice of appeal there shall be paid an appeal fee.
- 8.19. The Appeal Tribunal may make such order as to payment of the appeal fees as in the circumstances of the appeal it determines.
- 8.20. Where the appeal hearing takes more than one (1) hearing session, an additional non-refundable fee per session is payable by the Appellant prior to commencement of the second hearing session.
- 8.21. "*Hearing session*" means any period within a 24 hour day.

Notification of Legal Representation

- 8.22. An Appellant may not be represented by a legal representative before the Appeal Tribunal.
- 8.23. If notice of appeal is not lodged within the prescribed time, the Appeal Tribunal may dismiss the appeal.

Determination under Appeal

- 8.24. Pending final determination of an appeal, the Determination at First Instance shall be given effect unless the Appeal Tribunal makes an interim determination to the contrary.

SECTION 9

9. FEES

- 9.1. Fees payable pursuant to anything arising or incidental to these By-Laws:

SECTION 10

10. CONDUCT

10.1. Member Un-financial

Where any Member becomes un-financial, it shall be referred to the Officials who may suspend or expel the Member or Football Club from membership of PSFC

10.2. A Member or Football Club may appeal against the Officials' decision. The appeal shall be referred to the Appeal Tribunal.

10.3. Prior to the Appeal Tribunal hearing the appeal, it shall appoint an independent chartered accountant to review the Member or Football Club's activities and prepare an independent report into the circumstances surrounding and leading up to the un-financial event and to its general future financial viability.

- (a) The independent report shall be made available to the Member or Football Club, the Appeal Tribunal hearing the appeal and the Officials.
- (b) The Member or Football Club shall pay the Cost of the independent report.
- (c) The Tribunal shall not hear the appeal until it is in receipt of the independent report and evidence of payment by the Member or Football Club of the independent report.

10.4. The Appeal Tribunal may make such determination as available to it pursuant to these By-Laws.

Misconduct

10.5. A Member, Football Club and/or Participant and spectators shall, at all times in a Football Activity, act in the best interest of the Game and shall not act in any manner which:

- (a) Is unsportsmanlike or unprofessional;
- (b) Brings or may bring the Game into disrepute or damage the reputation and goodwill of the Game;
- (c) Is violent;
- (d) Is improper, threatening, abusive, indecent, insulting or discriminatory whether by words or behavior by reason of persons of ethnical origin, colour, race, nationality, religion, sex, sexual orientation or disability or any other reason;
- (e) Directly or indirectly offers, agrees to give, gives, solicits, agrees to accept or accepts any gift or award or consideration of any nature which is or to be related in any way to influencing the outcome or conduct of a Match;
- (f) Directly or indirectly bets or instructs, permits or enables any Person for the other Person's benefit to bet on the result, progress or conduct of a Match or Competition;
- (g) Directly or indirectly induces or attempts to induce a Player to leave the Football Club for which that Player is registered;
- (h) Knowingly or willfully engages in the playing of an ineligible Player or Players in any Match;
- (i) is disrespectful or abusive of Match officials or of their decisions;
- (j) Hinders the proceedings of a Tribunal/Commission in any matter as defined in Clause 5.9 of the By-Laws.
- (k) Breach of any obligations imposed by the By-Laws.

10.6. A Member, Football Club and/or Participant shall:

- (a) Not bring into or display national and political flags, banners or emblems in a ground except the Australian and state flags;

- (b) Not throw missiles or light flares within the confines of the ground;
 - (c) Comply with the terms of entry to a ground including bag inspections for prohibited and restricted items including flares or objects which in the opinion of the responsible person of the ground have the potential to cause injury or public nuisance.
- 10.7. A Member or Football Club shall have notices printed and posted at all entrances to and within the ground threatening with expulsion from the ground. Any Participant responsible for behaving in any manner, which is not in the best interest of the Game and contrary to these By-Laws.
- 10.8. Any Participant who breaches any of these By-Laws during a Football Activity at a ground shall be removed from the ground by designated ground officials where the breach has occurred with such force as may reasonably be necessary for the purpose of effecting such removal.
- 10.9. The Officials or commission/tribunal shall have the power to order that a Person be suspended from all or any specific Football Activity for such period and on such terms and conditions as it considers fit where the Person has been convicted of an offence under the Laws of the State of New South Wales or the Commonwealth or any other State of the Commonwealth relating to offences by Persons at a ground during a Football Activity.
PSFC shall have the power to order a Participant, Club Member, Association Member or spectator to be suspended from all or any specific Football Activity for such period and on such terms and conditions as PSFC considers fit ("Interim Suspension Order") where:
- (a) The Participant, Club Member, Association Member or spectator has been charged by PSFC in relation to an alleged act of Misconduct (section 10), or with a criminal offence, or in connection with disciplinary action pursuant to this By-Laws; and
 - (b) Where PSFC and the relevant Participant, Club Member, Association Member or spectator have each agreed to an Interim Suspension Order. The period of an Interim Suspension Order shall not be capable of lasting beyond the date upon which any charge of Misconduct, criminal offence or disciplinary proceedings referred to in (a) above is decided or brought to an end.
Notification of an Interim Suspension Order shall be given as soon as is reasonably practicable to the Participant, Club Member or Association Member involved.
- 10.10. Any Participant who fails or refuses to submit or respond or cooperate when required to do so by the Officials, the Committee, commission/tribunal, shall be deemed to have breached these By-Laws.
- 10.11. The PSFC may direct an Association Member to convene a Tribunal to deal with their own members. All findings and penalties must be forwarded within the prescribed time to the Committee. The Board may adopt or reject the findings and penalties at their discretion.

SECTION 11

11. REGISTRATION OF PARTICIPANTS

- 11.1. A Participant shall be registered with PSFC.
- 11.2. A Participant shall complete a registration form prescribed from time to time by the Committee.
- 11.3. The registration form shall contain no less than the following details:
- (a) Name;
 - (b) Residential address;
 - (c) Age and date of birth;
 - (d) Last Football Club;

- (e) Gender;
- (f) Email address;
- (g) Phone (including mobile)

("the required details").

- 11.4. The Committee shall maintain a register of Participants containing the required details.
- 11.5. The Committee shall refuse a Participant who refuses to provide the required details registration.
- 11.6. Information contained in the required details shall not be used for a purpose other than administrative purposes relating to conduct, control, fostering, developing, promoting and regulating the objectives, Competitions and Members of PSFC.
- 11.7. Where usage of the required details for a purpose other than By-Law 11.6 the Participant's consent to such usage is to be obtained beforehand.
- 11.8. De-registration of a participant is as per FFA NRR and is the sole prerogative of the BDSFA clubs may not de-register a participant.

Suspended Players

- 11.9. A Player serving any suspension or being subject to penalty of a disciplinary nature cannot play in any Competition until the suspension or penalty has been discharged. .

SECTION 12

Election of Management Committee

- 12.1 Management Committee will be elected to serve a term of One (1) year.
- 12.2 Executive Committee as part of the Management Committee
- 12.3 Executive Committee of the Club will consist of
 - 1. President
 - 2. Senior Vice President
 - 3. Junior Vice President
 - 4. Registrar
 - 5. Competition Secretary
 - 6. Hon. Treasurer
 - 7. Small Sided Game Coordinator
 - 8. Hon. Secretary
- 12.4 Other Management Committee positions consist of
 - 1. Canteen Manager
 - 2. Assistant Canteen Manager
 - 3. Assistant Secretary
 - 4. Assistant Registrar
 - 5. Equipment Manager
 - 6. Assistant Equipment Manager
 - 7. Grounds Manager
 - 8. Publicity Officer
 - 9. Event Coordinators (maximum of three (3) persons)
 - 10. Revenue Coordinators (maximum of three (3) persons)
 - 11. Assistant Grassroots Coordinator
 - 12. General Committee Members
 - 13. Member Protection & Information Officer

12.5 Duties and Functions - Executive Committee:

All Executive Committee members are expected to assist on match days or events held and managed by PSFC.

A. President

The President should be the Chairperson of all Management Committee Meetings and General Meetings. The President shall conduct all such meetings in accordance with the constitution and by-laws of the Club and in accordance with the accepted rules of debate. The President may be the senior delegate of the Club at meetings, functions and assemblies of other clubs, associations, institutions or companies with which the Club is associated, affiliated or invited to participate. The President shall be responsible to ascertain that the functions of all Committee members are carried out in accordance with the constitution and by-laws of the Club.

B. Senior Vice President

The Senior Vice President should perform all the functions of the President in the absence of the President. The Senior Vice President may represent the Club at meetings, assemblies or functions of other soccer associations, clubs or institutions with which the Club is affiliated or at which the Club is invited to attend. The Senior Vice President shall chair all disciplinary hearings. The Senior Vice President shall co-ordinate all senior teams including under 17, under 18, under 21, all age & masters.

C. Junior Vice President

The Junior Vice President should perform all the functions of the Senior Vice President in the absence of the Senior Vice President. The Junior Vice President may represent the Club at meetings, assemblies or functions of other soccer associations, clubs or institutions with which the Club is affiliated or at which the Club is invited to attend. The Junior Vice President shall co-ordinate all teams including under 12 through to under 16.

D. Registrar

The Registrar shall:

1. In conjunction with the Management Committee, organise the appropriate registration days, ensuring that all requirements are adhered to as to the necessary regulations, to correctly register Players under the rules of the Club and those of the affiliated association.
2. Control and maintain the Players Register which can be held by the Registrar.
3. Keep records of all monies collected during registration.
4. Shall pay to the Treasurer all monies received from player registrations.

E. Competition Secretary

The Competition Secretary shall:

1. Advise all coaches and managers of all scheduled matches as provided by the affiliated association and/or any other affiliated organisation.
2. Record and forward all official match results to the association of which the Club is affiliated and liaise with that association.
3. Liaise with the team Coaches and Managers in the event of any social games that have been arranged.
4. Receive notification of fines and suspensions from the affiliated association and liaise with the Management Committee and the relevant coach, manager and player to ensure the fine is paid by the player or team as appropriate.
5. Be responsible for the distribution and collection of team sheets.
6. Be responsible for entering match results into any applicable systems.

F. Hon. Treasurer

It is the duty of the Treasurer of the Club to ensure that:-

1. All monies due to the Club is collected, received and banked and an official receipt is issued and that all payments authorised by the Club are made;
2. Correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with activities of the Club;
3. The Treasurer shall prepare a statement of income and expenditure for consideration by the Management Committee each month, and shall produce an audited financial statement for consideration at the AGM. The treasurer should in

conjunction with various members of the Management Committee, prepare a budget for the forthcoming financial year for consideration of the Management Committee.

4. The Treasurer of the Club shall, as soon as practicable after being appointed as Treasurer, lodge notice with any financial institution the Club may have dealings with and provided documentation and specimen signatures of all new signatories.

5. Ensure that either the President or Secretary countersigns all cheques

G. Small Sided Game Coordinator

1. The Small Sided Game Coordinator shall closely communicate with, assist, advise nurture & mentor all coaches, managers, players & parents/guardians of the teams registered in the Under 5 through to and including the Under 11 age groups.

H. Hon. Secretary

1. The Secretary of the Club shall, as soon as practicable after being appointed as Secretary, lodge notice with the Club of his or her address or the business address of the club;

2. It is the duty of the Secretary to keep: -

(a) Records of all appointments of Committee members;

(b) Minutes of all proceedings at all meetings, including attendances, apologies and ensure that the minutes are signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

3. The Secretary shall be responsible for the day to day business of the Club and shall receive and dispatch all correspondence. The Secretary shall be responsible for notifying all members of the date, place and time for all meetings in accordance with this Constitution and, in the case of the AGM, shall prepare an annual report and an agenda for circulation to all members.

4. The Secretary may be a delegate of the Club at meetings, assemblies and functions of other clubs, associations, institutions or companies with which the Club is associated, affiliated or invited to participate.

12.6 Duties and Functions - Other Management Committee

All General Committee members are expected to assist on match days or events held and managed by PSFC.

A. Canteen Manager

To manage the purchasing of stock for the Canteen in conjunction with the Treasurer as well as the staffing of the Canteen. Daily reports and reconciliation of till takings to be presented to the Treasurer.

B. Equipment Manager

1. Control sports equipment and shall make recommendations to the Management Committee regarding the purchase of additional or replacement equipment.

2. Maintain a register of all persons in the Club who have the use of Club equipment. Once that equipment is no longer required; the Equipment Manager shall take the necessary steps to have that equipment returned to the Club and shall keep the M.C. informed of all equipment not returned.

3. On receipt of new equipment, the Equipment Manager shall ensure that the new equipment is of the standard and quality as ordered. Any dispute on any equipment ordered and received should be referred to the Management Committee.

4. Once satisfied that the equipment is satisfactory, the Equipment Manager shall endorse the account of his/her satisfaction as to the quality and standard of the equipment purchased prior to referring the account for payment to the Treasurer.

6. Ensure that the Equipment Rooms are kept in a neat and tidy condition at all times.

C. Grounds Manager

1. Be responsible for the maintenance of all playing fields, ensuring that they are adequately marked and in as best a condition as within the power and control of the Equipment Manager.

2. Ensure that the Equipment Rooms are kept in a neat and tidy condition at all times.

D. Publicity Officer

1. Shall publicise all activities of the Club on the Club's website
2. Shall liaise with the Management Committee and Coaches and Managers of the teams in the Club in order to ensure that a regular newsletter is produced and circulated.

E. Assistant Small Sided Game Coordinator

1. The Assistant Small Sided Game Coordinator shall closely communicate with, assist, advise nurture & mentor all coaches, managers, players & parents/guardians of the teams primarily registered in the Under 5 through to and including the Under 7 age groups.
2. The Assistant Small Sided Game Coordinator shall report to, assist and liaise with the Small Sided Game Coordinator.

F. Assistants to Committee Members

Any Assistant to a position on the Management Committee shall give assistance as delegated by that respective Committee Member and shall carry out the duties of that office in the absence of that Committee Member in accordance with this Constitution.

G. Events Coordinators

1. The Events Coordinators shall be responsible for the organisation of the Club's social functions, presentation day/night and/or any other events requested by the MC.
2. The Events Coordinators shall be responsible for keeping a register of all members who attend social events, presentation night or any other function.

H. Revenue Coordinators

1. The Revenue Coordinators shall be responsible for obtaining sponsorship of the based-on guidelines set by the Management Committee.
2. Liaise with any member or group wishing to sponsor teams at PSFC.
3. Report to the Treasurer on any revenue raised.
4. Work with the Social Coordinators when fundraising at any social events.

I. General Committee Person

To assist Management Committee in the running of the club

J. Member Protection Information Officer ("MPIO")

1. Shall be the first point of contact for any complaint made about a parent, coach, manager or other member of the club and any complaint should be directed to the MPIO.
2. Shall liaise with the Management Committee and Executive Committee with a view to providing sufficient information for the complaint to be properly considered.
3. The MPIO shall not be involved in the determination of any complaint.
4. The MPIO shall not be included in the usual correspondence of the Management Committee nor shall they be included in the general running of the club.
5. Shall be appointed by the Executive Committee.

SECTION 13

Grading of Players

- 13.1 All Junior players who are playing in and including the U/8 through to U/16 age groups will be graded individually into a team best suited to their capability by members appointed by the Management Committee.
- 13.2 All members wishing to play in the RSO's Premier League competitions shall be graded individually by members appointed by the Management Committee.