

Albion Park Football Club Inc.

(Y0055306)



CONSTITUTION

&

BY-LAWS

ADOPTED: **27/11/2023**

Certified: *Simon Sciberras* 27/11/2023
Position: *President* Date:

Verified: *Regina Moran* 27/11/2023
Position: *Secretary* Date:

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COMMITTEES

1. Club Title

The Club shall be known as ALBION PARK FOOTBALL CLUB INCORPORATED (Y0055306).
(To be referred in these rules as the Club)

This Constitution and By-Laws of the Club shall be known as the Rules of the Club.

2. The Committee

The Club Committee (to be referred to in these rules as the Committee) shall be made up of an Executive Committee consisting of five (5) members elected to fill the positions of President, Vice President, Secretary, Treasurer and Registrar plus in addition other members who have been elected and/or appointed by the committee ([Appendix 1](#)) to fill such positions as may be deemed necessary to carry out the general running of that committee.

- 2.1 No member of the Committee may hold an executive position with any other subcommittee or outside body who share the facilities at Terry Reserve.
- 2.2 Any person holding a position on any committee or subcommittee of Albion Park Football Club Inc. must become a financial member of the Club.
- 2.3 A committee member cannot be associated with or employed by another Club that is in competition with Albion Park Football Club operations related to football.

3. Powers of the Committee

The Committee:

- a) Is to control and manage the affairs of the club, and
- b) Is to exercise all such functions as may be exercised by the club.
- c) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the club.
- d) Have the power to discipline a member, coach, manager, player, official and or any other person/s that may breach the Club's Rules.

4. Election of Committee Members

- 4.1 Nominations of candidates for election as committee members:
 - a) Must be made in writing, signed by two members of the club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination) and,
 - b) Must be received by the secretary of the committee at least seven (7) days before the date of the annual general meeting at which the election will take place.
- 4.2 If there is only one written nomination for a committee position, then that person is to be elected.
- 4.3 If there is more than one written nomination for a committee position, then a ballot is to be held.
- 4.4 If there are no written nominations for a committee position, then nominations may be accepted from the floor. If there is more than one nomination from the floor, then a ballot is to be held.
- 4.5 If there are no written nominations and no nominations from the floor, then the position is to be declared a casual vacancy.
- 4.6 The ballot for the election of committee positions is to be conducted at the annual general meeting of the club in such usual and proper manner as the Committee may direct.

5. Conflict Of Interest

Whenever a Committee Member has a financial or personal interest in any matter coming before the board, the affected person shall:

- a) Fully disclose the nature of the interest and
- b) Withdraw from discussion, lobbying, and voting on the matter.

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Committee Members determine that it is in the best interest of the Club to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

6. Removal of Committee Members

- 6.1 The committee in general meeting may by resolution, remove any member of the committee from that position before the expiration of the member's term of office with a majority vote of the committee and may by resolution appoint another person to hold that position until the expiration of the term of office of the member removed.

6.2 Casual Vacancy

Casual vacancy may arise due to that position not being filled at the AGM or a position may become vacant due to the holder of that position, resigning or having been removed by the Committee.

Any casual vacancy occurring in a position on the Committee may be filled by the remaining Committee from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Committee's term under this Constitution.

7. Delegation by Committee to Sub-Committee.

- 7.1 The committee may delegate to one or more sub committees the function to perform whatever duties the committee forms the committee to undertake.
- 7.2 A sub-committee may meet and adjourn as it sees fit.
- 7.3 The committee may set rules and laws specific to the duties of a subcommittee; these rules are to be in written form and held by the secretary of the sub-committee.
- 7.4 All sub-committees must act under the rules of the club and under any rules and laws set by the club for that sub-committee.

COMMITTEE ROLES AND DUTIES

8. Committee Roles and Duties

- 8.1 Running of junior and senior teams and controls the operations of Albion Park Football Club Inc.
- 8.2 Junior teams are defined as teams from and including Under 6 to Under 18. Senior teams are defined as Women's and Men's competitions.
- 8.3 The committee will have a set of By-Laws specifically applicable to junior and senior teams.
- 8.4 The executive of the Committee may create and fill any other positions the committee feels necessary to perform specific duties or tasks.
- 8.5 **President (Executive)** – The President when available shall be:
 - The chairman of all meetings and shall conduct such meetings in accordance with the Constitution and or By-laws of the Club.
 - He/she shall be ex officio member of all committees, may exercise a second or casting vote.

Secretary (Executive) – It is the duty of the Secretary to ensure that:

- Serve as the intermediary between Football South Coast, Shellharbour City Council, and various stakeholders to represent the interests of the Club for both junior and senior players and Club operations.
- Shall keep a record of all memberships.
- Shall receive and reply to all correspondence relating to Albion Park Football Club Inc.
- He/she shall also be an ex officio member of all committees.
- Shall be the Public Officer and is the official contact point for an incorporated association and will ensure that the Club is incorporated and up to date.

Treasurer (Executive) – It is the duty of the Treasurer to ensure that:

- All money due to the Club is collected banked and receipts issued.
- All accounts authorised for payment by the Club are paid promptly.
- 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.
- Prepare financial statements for audit and submission to the Annual General Meeting and to prepare an annual budget.
- Shall be an ex officio member of all committees.

Vice President (Executive) – It is the duty of the Vice President to be:

- Affiliate contact.
- Assist the President.
- Sponsorship Liaison.

Registrar (Executive) – It is the duty of the Registrar to ensure that:

- Registers all players with the Association.
- De-register players with the Association.
- Approve or refuse all transfers.
- Approve all team movements (changing of teams), in consultation with the committee.
- Records all players' details for records.

Member Protection Information Officer – It's the duty of the Member Protection Officer (MPIO) to:

- Investigate any alleged breaches of the Member Protection Policy (FSC).
- Ensure all necessary forms are completed. (Working with Children Checks)
- Deal with relevant issues involving all children.

9. Appeals Committee

9.1 The Appeals Committee will be appointed by the Club Committee.

9.2 All appeals are to be addressed to the Secretary Albion Park Football Club Inc. Committee.

10. Disputes Committee

Dispute Committee will consist of the Executive Committee of the Albion Park Football Club Inc.

11. Ground Management Committee

The Vice President of the Committee shall be the President of the Ground Management Committee. The committee will also include any other members appointed by the Club Committee.

BREACHES OF THE RULES AND APPEALS

12. Breaches of the Rules and Appeals and Disputes and Complaints.

- 12.1 The Committee will deal with all disputes and complaints and Breaches and make rulings.
- 12.2 All complaints must be directed to the Executive Committee and will be investigated; if the complaint is verbal, then the conversation needs to be logged and the complainant will be notified that his/her complaint will be kept on record with their name and will be kept confidentially if requested.
- 12.3 All Complaints remain the property of APFC and shall be kept and used in the Club's investigations.
- 12.4 All Breaches of the Club Rules, Code of Conduct and Member Protection Policy (FSC) will be investigated by the Committee and in consultation with MPO and if deemed serious, will apply one of the following:
- a) Give Formal Warning in writing,
 - b) Apply Disciplinary sanctions.
- 12.5 A complaint may be made to the committee by any person, if said person:
- a) Has persistently refused or neglected to comply with a provision or provisions of the Club Rules.
 - b) Has persistently and wilfully acted in a manner prejudicial to the interests of the club.
 - c) Believed to have breached the Club Rules and/or the Code of Conduct and/or the Member Protection Policy.
- 12.6 On receiving such a Breach of the Rules, the committee:
- a) Must cause notice of the Breach to be served on the person concerned, and
 - b) Must give the person at least forty eight (48) hours from the time the notice is served within which to make submissions to the committee in connection with the breach/complaint, and
 - c) Must take into consideration any submissions made by the person in connection with the complaint.
 - d) Investigate such breach/complaint.
 - e) Make ruling on such breach/complaint.
- 12.7 The following disciplinary sanctions may be imposed against an individual (including a Player, Official or Guardian):
- a) A reprimand;
 - b) Suspend the person from officiating within the club;
 - c) Place the individual on a bond;
 - d) Ban on registration of Player with the Club for a specified period of time;
 - e) Annulment of registration of a Player;
 - f) Suspension from participation in a Match or Matches;
 - g) Suspension or expulsion from a Competition;
 - h) Suspension from the Club;
 - i) Ban on taking part in any football related activity; or
 - j) Such other disciplinary sanctions or measures as is appropriate in all the circumstances, including as prescribed in the FIFA Statutes.
- 12.8 Any Breach found serious enough to have been imposed a sanction, may result in the same sanction being imposed on his/her child if they are a player with Albion Park Football Club.
- 12.9 If Sanction is to be imposed, said person is to be notified ASAP by phone/email and be giving written confirmation.
- 12.10 Right of appeal must be submitted in writing no less the seven (7) days from the date of the sanctioning letter, must include: -
- a) Reason for appeal (innocence, severity)
 - b) Any new evidence to support appeal,

- c) Failure to supply (a) and (b) will automatically dismiss any appeal,
- d) Appeal decision is final.

GROUNDS

13. Grounds

- 13.1 Any work or improvements made to the fields or amenities, except for routine maintenance, must be approved by the Ground Management Committee prior to the work being started.
- 13.2 Should a Ground Management Committee not be formed then approval must be obtained from the Executive Committee.

PROPERTY / APPAREL

14. Property

- 14.1 Property shall refer to all Documentation, Playing and Training equipment, Lawnmower, Blower, Radio equipment, Fridges and Freezers, Barbeques, Safes, Camera, Cash Registers, iPads, Line Marker, Coffee Machine, etc and other items that have been donated, purchased, or obtained to assist in the running of Albion Park Football Club Inc. ([Appendix 5](#))
- 14.2 All Property of Albion Park Football Club Inc. shall remain in the control of the Committee empowered under these rules.
- 14.3 Permission must be obtained from the Committee for use of any property of Albion Park Football Club and that person must be a financial member for his/her request to be considered.

15. Apparel

- 15.1 The official club colours are white, green, and gold.
- 15.2 All club apparel must be approved by the Committee.
- 15.3 Any apparel worn by players, manager's, coaches, or officials that carries the name, logo or initials of Albion Park Football Club Inc must be approved by the Club Committee.

FINANCES

16. Purchases

- 16.1 All purchases must be verified by the relevant treasurer and committee before the order is placed except for urgent purchases under \$1,000.00 which may be verified by the relevant treasurer.
- 16.2 Unless prior approval is given by the Committee, all equipment purchased by the Club shall always remain the property of the Club. This includes goods / equipment purchased with sponsorship money.

17. Reimbursements

18. Contracts

Any reimbursement to individuals must be authorized by the relevant Committee.

- 18.1 All contracts that are entered into by any section of the Club shall be called "Club Contracts" and are to be approved by the Committee.
- 18.2 Any instance of payment to an individual for contracted services rendered to the Club must be endorsed as a Club Contract.

19. Financial Statements

- 19.1 The treasurers of all committees are to be supplied with statements of all accounts held by that committee.
- 19.2 All committees are to present balances of all accounts held by that committee at their committee meetings showing transaction details for each account including incoming, outgoing expenses itemised and balance of bank account as per bank statement.
- 19.3 All financial records are to be detailed and presented at EVERY General Meeting.

20. Fundraising

- 20.1 Any fundraising conducted using the name Albion Park Football Club Inc. or fundraising for any teams, individuals, committees, or sub committees of the Albion Park Football Club Inc. must be approved by the Committee before that fundraising is undertaken.
- 20.2 All monies raised through fundraising must be used for the purpose stated that the fundraising was undertaken for.
- 20.3 All fundraising monies must be deposited and shown as a transaction on the relevant treasurer's reports. All expenditure of the fundraising monies must also be shown on the relevant treasurer's reports.

POLICIES

21. Working with Children

Any positions within the Albion Park Football Club Inc; both voluntary and paid, must conform to the requirements of the Working with Children Check. This applies to committee, coaching and manager positions as well as any other positions appointed by the club.

22. Smoking

- 22.1 All Members, Players' Coaches, Officials, Managers and Parents/Guardians must adhere to the clubs smoking policy: – ([Appendix 4](#))
- 22.2 All Members, Players' Coaches, Officials, Managers and Parents/Guardians must refrain from smoking:
- Near and/or about covered enclosures,
 - Around children, players and others whilst at training and/or at games,
 - All indoors, Clubhouses, toilets, change rooms, etc,
 - All car park areas,
 - All Council Grounds.

23. Alcohol

- 23.1 All members, players', officials, coaches, and managers must adhere to the club's alcohol policy and ensure –
- 23.2 All are responsible with the use of alcohol.

MEMBERSHIP

24. Membership.

- 24.1 Membership of the Albion Park Football Club Inc. will be from the end of one Annual General Meeting to end of the next Annual General Meeting.
- 24.2 Any person holding a position on any committee or subcommittee of Albion Park Football Club Inc. must become a financial member of the club.
- 24.3 An Associate Member is a nonvoting member.
- 24.4 A fee of five (5) dollars per member shall be payable before the member has the right to vote, except for Clause 24.3.

25. Nomination for membership

- 25.1 A nomination of a person for membership of the club:
- Must be made in writing on the correct form ([Appendix 2](#)) set in these rules.
 - Must be proposed and seconded by members of the club and must be lodged with the secretary.
- 25.2 As soon as possible after receiving a nomination for membership, the secretary must refer the nomination to the committee, which is to determine whether to approve or reject the nomination.
- 25.3 If the nomination is approved and the nominee has paid the required fee set in Rule 24.4 then the nominee can be declared a member of the club.
- 25.4 A member of the club is eligible to vote at meetings from the end of the meeting at which they are declared a member of the club and shall abide by the Club's Constitution and By-Laws, Code of Conduct ([Appendix 6](#)) and Member Protection Policy.

26. Life membership

- 26.1 Any person being nominated for life membership of the club must have been associated with the club for at least ten (10) years and have had substantial input into the development of the club.
- 26.2 Nominations for life membership must be made on an individual basis.
- 26.3 Any nominations for life membership must be signed by two members of the club and outline details of the nominee's contribution to the club.
- 26.4 Life membership is awarded by a 75 % majority of members eligible to vote at a general meeting of the club.

27. Cessation of membership

A person ceases to be a member of the club if the person: -

- a) Dies, or
- b) Resigns membership, or
- c) Is expelled from membership of the club, or
- d) Fails to pay set fee.

28. Membership entitlements not transferable

A right, privilege, or obligation which a person has by being a member of the club.

- Is not capable of being transferred or transmitted to another person, and
- Terminates on the cessation of the persons membership.

29. Resignation of membership

- 29.1 A member of the club is not entitled to resign their membership except in accordance with this rule.

- 29.2 A member of the club may resign from membership of the club by giving to the secretary written notice of at least seven (7) days of the member's intention to resign and, on the expiration of the period of notice; the member ceases to be a member.

30. Disciplining of members

- 30.1 A complaint may be made to the committee by any person that a member of the club:
- a) Has persistently refused or neglected to comply with a provision or provisions of the Club Rules.
 - b) Has persistently and wilfully acted in a manner prejudicial to the interests of the club.
- 30.2 On receiving such a complaint, the committee:
- a) Must cause notice of the complaint to be served on the member concerned, and
 - b) Must give the member at least seven (7) days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - c) Must take into consideration any submissions made by the member in connection with the complaint.
- 30.3 The committee may, by resolution, expel the member from the club or suspend the member from membership of the club if, after considering complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- 30.4 If the committee expels or suspends a member, the secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and the members right of appeal under Rule 31.1.
- 30.5 The expulsion or suspension does not take effect:
- a) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - b) If within that period the member exercises the right of appeal.

31. Right of appeal of disciplined member.

- 31.1 A member may appeal to the club at a general meeting against a resolution of the committee under Rule 30.4, within fourteen (14) days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
- 31.2 The notice may, but need not, be accompanied by a statement on the grounds on which the member intends to rely for the purposes of the appeal.
- 31.3 On receipt of a notice from a member under Clause 1, the secretary must notify the committee which is to convene a general meeting of the club to be held within twenty-eight (28) days after the date on which the secretary received the notice,
- 31.4 At a general meeting of the club convened under Clause 31.3
- a) No business other than the question of the appeal is to be transacted, and
 - b) The committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - c) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 31.5 If at the general meeting the club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

MEETINGS AND QUORUMS

32. Quorums

Any Five (5) members of the committee, Three (3) being an Executive, constitute a quorum for the transaction of the business of a meeting of the committee.

33. Voting

- 33.1 On any meeting of the club a member has one vote only.
- 33.2 All votes must be given personally or by proxy, but no member may hold more than 3 proxies.
- 33.3 In the case of an equality of votes on a question at a meeting of the club the person presiding at the meeting is entitled to exercise a second or casting vote.

34. Appointment of Proxies.

- 34.1 Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is entitled.
- 34.2 The notice appointing the proxy is to be in the form set out in ([Appendix 3](#)) of these rules.

35. General Meetings

- 35.1 The committee must call a General Meeting of members and meet at least three (3) times during the Football season at such place and time as the committee may determine.
- 35.2 Additional meetings of the committee may be convened by the president or by any member of the committee.
- 35.3 No business is to be transacted by the committee unless a quorum is present, and if within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned.
- 35.4 At a Meeting:
 - a) The president or, in the president's absence, the vice president is to preside, or
 - b) If the president and the vice president are absent or unwilling to act, one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.
- 35.5 All meetings to finish by 9.00 p.m. and an extension of up to half an hour (1/2) an hour can be moved if the majority of members agree.
- 35.6 Any member can come to a committee meeting to speak on an issue if invited by a committee member. Only the Committee can vote on any resolutions.
- 35.7 All General Business must be submitted to the Club Secretary in writing forty-eight (48) hours prior to any meeting, no other business will be discussed if not submitted by said time unless deemed necessary by the Club's Executive.

36. Special General meeting

- 36.1 The committee may, whenever it thinks fit, convene a special general meeting of the club.
- 36.2 The committee must, on the requisition in writing of at least five (5) percent of the total number of members, convene a special general meeting of the club.
- 36.3 A requisition of members for a special general meeting;
 - a) must state the purpose or purposes of the meeting, and
 - b) must be signed by the members making the requisition, and
 - c) must be lodged with the secretary, and
 - d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 36.4 If the committee fails to convene a special general meeting to be held within one (1) month after the date on which a requisition of members for the meeting is lodged with the secretary, any one (1) or more of the members who made the requisition may convene a Special Meeting.

37. Annual General Meeting

- 37.1 The Annual General Meeting (AGM) shall be held not later than the first Monday in December of each year. Fourteen days' notice in writing and/or E-Mail shall be given to all members and affiliated members that the AGM be convened on such date and at such place and time as the committee thinks fit.
- 37.2 The business of an Annual General Meeting shall be: -
- a) To confirm the minutes of the last preceding Annual General Meeting and of any special general meeting held since that meeting
 - b) To receive from the Committee reports upon the activities of the Club during the last preceding financial year.
 - c) To elect a Committee of the Club, and
 - d) To receive and consider the financial statement which is required to be submitted to members.

WINDING UP

38. Winding Up

Subject to this Constitution the Club may be wound up in accordance with the Act.

The liability of the Members of the Club is limited.

Every Member undertakes to contribute to the assets of the Club in the event of it being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Club contracted before the time at which they ceased to be a Member and towards the costs, charges and expenses of winding up the Club, such an amount not exceeding five dollars (\$5.00).

LIFE MEMBERS

1.	Harry Hunt	1984
2.	James Nolan	1986
3.	Cheryl Potter	1992
4.	Phil Potter	1992
5.	Michael Williams	1992
6.	Dave Williams	1996
7.	Alan Gould	2000
8.	Roland Wunsch	2003
9.	Sandra Wunsch	2003
10.	Harry Cizerle	2006
11.	Regina Moran	2011

Albion Park Football Club Inc.

(Y0055306)

BY-LAWS



ADOPTED: 27/11/2023

SECTION 1

ADMINISTRATION

1. Club Aims

The aim of Albion Park Football Club Inc is to provide Football within the local area. Albion Park Football Club is a community orientated club which seeks to provide a pathway for players aged from Under 5's through to senior Men's and Women's.

Our focus is on providing a friendly environment that fosters enjoyment, creating friendships and inspiring a team spirit for all ages and levels of ability through football.

Albion Park Football Club shall promote a respectful and responsible culture amongst all members. We are an inclusive club that provides a safe and supportive environment to people of all gender, religion, race, and ethnicity.

Albion Park Football Club Inc. operates as a non-profit organisation. All monies raised are used for the operation of the Club for the club players.

2. Registration

- a) Registration of all Players shall be the responsibility of the Club Registrar. He or she shall be responsible for all de-registrations and teams movements after the initial placement and in consultation with the Executive of the Club.
- b) No player shall be registered with the club until all monies due are paid and cleared. Any player who becomes un-financial throughout the season shall have their registration withdrawn until all monies due are paid. The relevant committee has discretionary powers to enter into written agreements regarding these payments.
- c) If any junior player achieves ten (10) years consecutive service with the Club and continues consecutive service, then no registration fee shall be charged to that player. Any future registration costs associated with that player shall be paid by the Club, or at the discretion of the Club Committee.
- d) No refunds will be given of the Albion Park Football Club's proportion of registration fee from the start of Round one (1) of the Competition, except where the Executive of the Club have granted special dispensation.
- e) A 50% of the Albion Park Football Club's proportion of registration fee will be imposed on players who de-register after the club's official registration days at the discretion of the Committee and prior to the Round 1.
- f) As per the Football South Coast Registration Policy and Football NSW Policy, a player may be refunded all the governing body fees (FA, FNSW and FSC) if a person meets the requirements below:
 - i. Where the player's registration has been actioned by the Club (i.e., Status is Active) and deregistration was completed by the Deregistration Deadline or an application for a deregistration was initiated eight days before the Deregistration deadline and
 - ii. The player has not participated in any Match; or;
 - iii. The player is not making a claim on the Player insurance for any football activity.
- g) All player registrations will be accepted on the club's official registration days.

SECTION 2

COMPETITION TEAMS

3. Grading of Players

3.1 Introduction

At the beginning of each new football season, junior players (if required) are graded into teams in different divisions based on ability level. The grading process gives all players the opportunity to demonstrate their talents to a variety of unbiased selectors thus giving all players (irrespective of the team they played with in the previous season) a chance to play in the highest division in the new season. The Club holds this as important in providing equal opportunity to all players.

Young players can change dramatically during a 12 month period. A player who is graded into an “A” team in one season must try out again in the following year to achieve a position in the “A” team. This is the best format to maintain the equality of opportunity.

Care must be taken to cater for those who have average ability (or less) but still love the game. It adds to their enjoyment if they are playing with and against players of similar or equal ability. This gives each child the chance to fully participate, enjoy the experience and develop to his/her full potential as a player. Past experience has shown that it is frustrating for any individual to play in a team which is clearly above or below their level of ability. Grading must help all players of all abilities.

The Committee has the care and, to some extent, control of the Club and its’ Members/Players. It is the Club (rather than individuals) that enter teams into various competitions.

3.2 Objective

The grading policy is designed to address a number of player and club needs, some of which invariably conflict. The fundamentals of the grading policy are designed to ensure:

- That a clear process for the grading of new and existing players is provided each year.
- The possibility of bias is minimised by using an appointed grading manager to be the arbiter of the trial process.
- All players have the maximum opportunity to play in a competitive environment, appropriate to their skill and ability.
- Players learn from their peers and develop an appreciation and love of the game.
- Support of a Club culture that takes priority over individual team culture.
- Players, coaches and parents alike, have FUN, enjoy the season, and return to the club year after year.

3.3 Grading Selection Panel

GRADING MANAGER

Shall be appointed by the APFC Executive Committee.

Responsible for co-ordination of the grading process, will set grading curriculum for trials.

THE GRADING COMMITTEE

Shall be approved by the APFC Executive committee.

The Grading Manager may invite returning coaches and/or others to assist. Members of the grading committee shall not undertake an active role in the grading of their own child or of an age group that they wish to coach (this lessens the perception of bias). All information in relation to the Grading process is strictly confidential; the Club Secretary shall inform all players of their team outcome.

Ideally, Fourteen (14) players will be placed in a graded team where possible with a maximum of sixteen being permitted at the discretion of the grading committee. The lowest division in any age group is to have more players than the higher division in the same age group to assist with the borrowing rule. Teams numbers will be finalised after grading of the age group has been completed.

3.4 Coaching Nominations and Roles

Coaches interested in volunteering for the following year are able to nominate after the completion of the current season. Coaches are welcome to apply to coach any age/division, but as grading could take up to three weeks, they will not know which team their child will be selected in. Therefore, a final allocation of coaches will occur once grading has been confirmed. All coaching and managing appointments are at the discretion of the Executive Committee.

3.5 Grading Process and Timetable

Grading is compulsory for all players (U12 or older) and is held according to age group. The grading process shall commence as soon as the Committee has completed player registrations and the likely number of teams in each age group has been determined. Grading dates and times will be given out during the registration process.

- a) If a player does not participate in grading without prior written notification, they will automatically be graded into a team at the discretion of the Grading Manager/Executive Committee. If it's determined by the Grading Manager/Executive Committee that their skill and ability is of a higher or lower standard than the team the player was placed in they may be re-graded.
- b) Players who cannot attend grading due to injury, educational or representative commitments must pre-advise the Committee in writing prior to grading shall be named in a team by the Grading Manager/Executive Committee and offered the chance to Re-Grade during the pre-season (if required). These players will be marked with an (RG).

All players must be graded and play in the age group in which they are registered. The only exception is:

- If the age group has a surplus number of players beyond the Team's requirements and the age group above can accommodate those players;
- If in the previous season, a player was granted permission to play up an age group, that player may elect to do the same the following season, should player numbers permit.

Exceptions are at the discretion of the Executive Committee.

Each player being graded is to be individually assessed in accordance with the Grading Criteria.

- The assessment does not only take into account skill, but also attitude and work ethic.
- At the conclusion of the grading process, the Grading Committee shall meet to review and discuss the formation and allocation of individual players to each team.
- At no stage will APFC provide a guarantee to any individual player or parent to place children in a team that they believe would be best for their own personal gain or based on their belief of what may be best.
- The club philosophy is to grade players through the club system via an experienced team.
- The panel will ensure all players receive fair and equal opportunity.
- No player will be guaranteed placement in a particular team.
- Player and parent expectations may differ with selectors and APFC will not allow players or parents to discuss an individual player's ability or preferences with individual selectors.
- Players are placed into teams, according to the likely best fit between the player's skill and abilities determined through the grading assessment.

4. Coaches

- a) The Albion Park Football Club Inc. relevant sub-committee will appoint a Coach and Manager for each team in accordance with the Coaching Criteria ([Appendix 7](#)). All Managers and Coaches will

- be encouraged to become financial members of the Club. All assistant Coaches or Managers must be approved by the relevant sub-committee.
- b) All teams must have one (1) registered Coach and if the appointed Coach has not obtained the correct qualifications, he or she will be known as the Acting Coach.
 - c) All teams must have one (1) registered Manager.
 - d) Every team will have a Coach/Acting Coach and no applicant shall coach and or manage more than one team each season, unless deemed necessary by the Club Committee.
 - e) Coach/Acting Coach must be committed to attend BOTH the training day/s and match day to be able to hold the said appointment.
 - f) Coaches to complete a Player Evaluation Form at the completion of each season for all MiniRoo teams (Under 11 – Under 18).
 - g) All Coaches and Managers must complete online registration at Playfootball as an APFC coach/manager PRIOR to March 1st OR prior to undertaking any official role within APFC, whichever occurs first.
 - h) All Coaches and Managers must complete a Working With Children Check (WWCC) as per legislation as an APFC coach/manager prior to March 1st OR prior to undertaking any official role within APFC, whichever occurs first.
 - i) A copy of coach/manager WWCC must be supplied to APFC Member Protection Officer or Club Secretary to complete APFC registration transaction.

6. Replacement of Player

- A junior Coach/Manager must borrow their own age group players first as a replacement player when possible (when the competition draw allows) after approval from the players team coach or manager.
- The use official under aged, borrowed player may only occur when the draw allows after approval from the players team coach or manager.
- No player from another team is to start the game if there are any players from that team starting as a reserve, with the exception of goalkeepers.
- Every player must play in their own teams match above being borrowed for another team, unless both coaches agree otherwise, and the committee is informed.
- The borrowed player must be added to the Dribl App prior to kick off as a 'Borrowed Player'.

A Coach/Manager seeking to borrow a player must not contact the player or their parent/s or guardian without first seeking permission from the Coach/Manager of the team they are be borrowed from. Breaches to this rule may result in disciplinary action.

6. Players Game Time

All Graded boys and girls and MiniRoo players should receive equal playing time throughout the season, unless subject to disciplinary action taken by the junior coach, manager or the Club and must be documented and approved by the Executive.

7. Players Training Time

That the following training times apply.

- Ages U12 to U18: 2 sessions per week for a maximum of 1.5 hours per session
 - o Variations from these times need written approval of the Committee.

8. Trophies

- a) All junior players must take part in at least 70% of all games throughout the season in order to qualify for presentation of trophies at the end of the season, subject to a committee ruling to the contrary.
- b) Players, who have registered with the Club for five (5) and ten (10) consecutive years, shall receive some form of recognition.

- c) There will be a Best and Fairest and a Most Consistent Award presented to the prospective recipients of all graded teams. The Coaches and Managers of their respective teams will select these trophies.
- d) Any trophy or award won by any team within the Club must be engraved and then placed on display in the Clubroom. It is the responsibility of the relevant committee to see that this is done.

9. Fixtures

- a) All games and training sessions will be held at the grounds / venues specified by the Club and that permission must be gained from the relevant secretary before games or training can be held at any other venue.
- b) All home games and training sessions must be arranged with the secretary of the relevant committee who must liaise with the Club Ground Management Committee. Permission must be issued before any grounds may be utilised.
- c) All training sessions that need to have the use of lights, will be conducted at Albion Oval or a venue approved by the Executive Committee.
- d) All trial matches must be approved by Club Secretary, all relevant sanctioning with Football South Coast and/or Football NSW must take place prior to any trial match taking place. All sanctioned trial matches against another Club must provide a completed team sheet to the Club Secretary within 48 hours of local matches and 14 days for out of area games. A playing field will be nominated by the Club Secretary to conduct sanctioned trial match.

SECTION 3

MINIROOS

10. Placement of Players

All Mini-roo players must be registered and play in their correct age group unless permission is given, by the Committee, for them to play outside their correct age group. The Club shall place all players in their correct age group from Under 6 to Under 11. This recommendation is to be across the board unless there are extenuating circumstances outlined in written correspondence to the Committee by the parent/guardian of the player during the Registration process.

It is recommended that, if a request is made to the Executive Committee, the Executive Committee will assess the request using the following evaluation criteria:

- a) The Club may decide it is necessary for a child to play in a higher age group as a means of balancing team player numbers. (ie: Not enough players in the above age group and/or too many players in the lower age group.)

Players wishing to trial for an 'Advanced' team must be of the correct age for that team. Players who are aged 5 years for the season at registration must play two years in Under 6. Exceptions are at the discretion of the Executive Committee. Once a player is placed in a team he or she will not be allowed to move unless the Registrar approves such request.

11. Coaches

The Albion Park Football Club Inc. relevant sub-committee will appoint a Coach or Manager for each team in accordance with the Coaching Criteria ([Appendix 7](#)). All Managers and Coaches will be encouraged to become financial members of the Club. All assistant Coaches or Managers must be approved by the relevant sub-committee.

- a) All teams must have one (1) registered Coach and if the appointed Coach has not obtained the correct qualifications, he or she will be known as the Acting Coach.
- b) All teams must have one (1) registered Manager.
- c) Every team will have a Coach/Acting Coach and no applicant shall coach and or manage more than one team each season, unless deemed necessary by the Club Committee.
- d) Coach/Acting Coach must be committed to attend BOTH the training day/s and match day to be able to hold the said appointment.
- e) Coaches to complete a Player Evaluation Form at the completion of each season for all MiniRoo teams (Under 11 – Under 18).
- f) All Coaches and Managers must complete online registration at Playfootball as an APFC coach/manager PRIOR to March 1st OR prior to undertaking any official role within APFC, whichever occurs first.
- g) All Coaches and Managers must complete a Working With Children Check (WCC) as per legislation as an APFC coach/manager prior to March 1st OR prior to undertaking any official role within APFC, whichever occurs first.
- h) A copy of coach/manager WCC must be supplied to APFC Member Protection Officer or Club Secretary to complete APFC registration transaction.

12. Players Game Time

MiniRoo players should receive equal amounts of time throughout the season unless subject to disciplinary action taken by the junior coach or manager or the Club and must be documented and approved by the Executive.

13. Players Training Time

That the following training times apply.

- Ages U6 to U9: 1 session (day) per week for approximately 45 minutes to 1 hour per session
- Ages U10 to U11: 2 sessions per week for a maximum of 1.5 hours per session
- Variations from these times require written approval of the Committee.

14. Trophies

- a) All junior players must take part in at least 70% of all games throughout the season in order to qualify for presentation of trophies at the end of the season, subject to a committee ruling to the contrary.
- b) Any trophy or award won by any team within the Club must be engraved and then placed on display in the Clubroom. It is the responsibility of the relevant committee to see that this is done.

15. Replacement of Players

- A Coach/Manager must use his own age group players whenever possible after approval of the relevant Coach/Manager.
- The borrowed player must be added to the Dribl App prior to kick off as a 'Borrowed Player'.

16. Fixtures

- a) All games and training sessions will be held at the grounds / venues specified by the Club and that permission must be gained from the relevant secretary before games or training can be held at any other venue.
- b) All home games and training sessions must be arranged with the secretary of the relevant committee who must liaise with the Club Ground Management Committee. Permission must be issued before any grounds may be utilized.

- c) All training sessions that need to have the use of lights, will be conducted at Albion Oval or a venue approved by the Executive Committee.
- d) All trial matches must be approved by Club Secretary, all relevant sanctioning with Football South Coast must take place prior to any trial match taking place. All sanctioned trial matches against another Club must provide a completed team sheet to the Club Secretary within 48 hours of match. A playing field will be nominated by the Club Secretary to conduct sanctioned trial match.

SECTION 4

REPRESENTATIVE TEAMS

- a) Teams wishing to play in Tournaments/Competitions outside the Football South Coast competitions shall apply in writing to the Club Secretary seeking approval.
- b) Any trophy or award won by any team within the Club must be engraved and then placed on display in the Clubroom. It is the responsibility of the relevant committee to see that this is done.

APPENDIX 1

(Rule 2)



Other Committee Positions and Roles

Canteen Manager

- Responsibilities include running the canteen during match days and adhering to food handling and hygiene regulations and fostering a positive environment for volunteers.
- Manage stock, order supplies, and minimise wastage through efficient stock rotation.
- The Club will arrange a volunteer roster to assist you on game days.
- Additionally, you'll handle the cash float, takings, and banking for the canteen.

Merchandise Management

- All committee approved apparel is purchased and available for re-sale. (Shorts, socks, jacket, etc)
- Ensure adequate stock supply is on hand for sale.
- Keep a stock take of all apparel items on hand, orders, and purchases.
- Source new products when required by the Club.

Sponsorship/Fundraising Manager

- Markets the club to maintain its high profile in the community and actively seeks and promotes critical fundraising opportunities.
- Sponsorship packages are approved by committee prior to seeking candidates.
- All correspondence must be on a Club Letterhead with the Club Secretary details at the bottom and the Sponsorship/Fundraising Manager contact details included in the document.

Technical Director (FSC – Club Coaching Coordinator)

- Ideally hold a Senior Coaching Certificate or equivalent.
- The primary purpose of the position is to provide coach education/support, and to monitor and mentor coaches to conduct appropriate quality football sessions within the club playing philosophy that will improve the technical ability of all junior players so they can fulfil their potential.
- Liaison with Football South Coast's Technical Director to conduct in-house coaching courses and coach development.

Marketing & Publicity

- Familiarity with social media platforms, a flair for content creation, and an understanding of online marketing strategies.
- Tasks: Promote club activities, manage our social media accounts, and develop marketing campaigns in collaboration with the committee.

MiniRoo Football Operations

- Assisting in the team formation process and encourage all coaches to complete an appropriate coaching course.
- Liaison with the Technical Director, coaches, players, parents to provide information and the club committee with feedback and suggestions.

Women's Senior Football Operations

- The Senior Women's Football Operator is responsible for coordinating, representing, and liaising with female players and teams.
- It is the responsibility of the Football Operator to ensure they report to the Club Secretary for all issues (draw, field allocations, bookings, training, injury, issues which may arise and player registration etc) and attend Football South Coast Women's Council meetings.

Men's Football Operations

- The Senior Men's Football Operator is responsible for coordinating, representing, and liaising with male players and teams.
- It is the responsibility of the Football Operator to ensure they report to the Club Secretary for all issues (draw, field allocations, bookings, training, injury, issues which may arise and player registration etc) and attend Football South Coast Community League Council meetings.

Referee Manager

- The Club Referee Manager oversees the administration and appointments of referees and game leaders to Junior matches at Albion Park Football Club and ensure a fair and balanced distribution of officiating duties among the referees.
- Provide guidance and support to new and existing referees, improve referees' skills and knowledge of the game.
- Be available during matches to address any issues or challenges faced by referees.
- Will liaison with Football South Coast and the Club Secretary on all correspondence received.
- Ensure all referees are competent in using the Dribl App.

Events Management

- This role involves planning and coordinating social events for the Club in consultation with the committee.
- To create a calendar of events to engage all members of the club.

Equipment Management

- The Equipment manager is responsible for maintaining, ordering, and inventorying the club's equipment and team apparel playing strips.
- Distribution and creating a detailed list of each team's training and shirt bag contents for club records.

Grounds Management

- Ensure grounds are safe for training and game days.
- Ensure all fields have the correct line markings in place.
- Report and liaison with Club Secretary on issues that require Council attention eg: mowing, repairs etc

General Committee

- To step up when assistance is needed for any of the roles listed as a committee member.

APPENDIX 2

(Rule 25.1)

**APPLICATION FOR MEMBERSHIP OF ASSOCIATION****ALBION PARK FOOTBALL CLUB Incorporated**

(Incorporated under the Associations Incorporation Act, 1984)



I, (full name of applicant)	
Address	
E-Mail	
Phone:	

Hereby apply to become Member of the above-named Incorporated Association. In the event of my admission as a member, I agree to be bound by the Rules of the Association for the time being in force:

Signature of applicant:	
Date:	
I, (full name)	

A Member of the Association, nominate the applicant, who is personally known to me, for Membership of the Association

Signature of Proposer:	
Date:	

Secunder

I, (full name)	
----------------	--

A Member of the Association, second the applicant, who is personally known to me, for Membership of the Association

Signature of Secunder:	
Date:	

Office Use

Approved		Rejected	
	(sign if applicable)		(sign if applicable)



APPENDIX 3

(Rule 34.2)

FORM OF APPOINTMENT OF PROXY

I,
(Full Name)

of
(Address)

being a member of
(Name of Incorporated Association)

hereby appoint
(Full Name of Proxy)

of
(Address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (Annual General Meeting or Special General Meeting, as the case may be) to be held on

the.....day of and at any adjournment of that meeting.
(Month and Year)

* My proxy is authorised to vote in favour Of/Against (delete as appropriate) the resolution (insert details).

* to be inserted if desired.

.....
Signature of Member Appointing Proxy

.....
Date

NOTE: A proxy vote may not be given to a person who is not a member of the association.

APPENDIX 4

(Rule 25.1)

Albion Park Football Club Inc.

Smoking Policy

Rationale

Albion Park Football Club Inc. recognises that Shellharbour City Council has declared that from the 1st January 2009 all of Council grounds are Smoke Free Zones. These zones have been put in place to improve local community and environmental health.

Smoking and passive smoking can cause many diseases such as lung cancer, heart disease, stroke, asthma and bronchitis. Tobacco smoke is particularly harmful to children who have more fragile respiratory systems and are not always able to avoid the source of the smoke. Passive smoking in children may lead to ear, nose, throat and chest infections, asthma, Respiratory illnesses such as bronchitis and pneumonia and also increases the risk of Sudden Infant Death Syndrome (SIDS).

Our Smoke Free Policy protects the health of our club members and creates a cleaner environment in which everyone can benefit from.

Those affected by the Policy

The Policy applies to all Club Members, Officials, Coaches, Trainers, Volunteers, Players and Spectators of the Albion Park Football Club Inc and Visitors.

Policy Details

The Albion Park Football Club Inc. Smoke Free Policy is effective from 1st January 2009.

Smoking is no longer permitted in the following areas:

- All outdoor playing/training areas
- Spectator viewing areas
- Car parks
- Toilet blocks and change rooms
- In and around the canteen
- Club rooms

Non-compliance strategy

The following non-compliance strategy is to be implemented when there is a breach of the Smoke Free Policy:

1. Always assume that the individual is unaware that they are smoking in a Smoke Free Zone.
2. A senior club representative will approach the individual and politely inform them that they are in a Smoke Free Zone and ask them to stop smoking.
3. If the offence continues, a senior club representative will verbally warn the individual again. The individual will be asked to leave the Smoke Free Zone if they wish to continue to smoke.
4. If the offence still continues, matter to be referred to the Club Executive in accordance of the Club Rules.

Club representatives should always remain calm and polite.



Appendix 5

(Rule 15.1)

Updated: 14/01/2024

APFC Property Register

Item	Location	Item	Location
Printer	8 Hawkesbury Place	Agility Sets x 13	Gear Room
Fridge	Albion Oval	Apparel (approx \$7,000.00)	Gear Room
Nets	Albion Oval	Club Flag x 2 and Banner	Gear Room
Tables	Albion Oval	Nets (Spare) x3	Gear Room
2 x iPads & Cash Draws, Printer	Canteen	Photocopier	Gear Room
Coffee Machine	Canteen	Pugg Goals X 28 (14 sets)	Gear Room
Food Warmers	Canteen	Pull Trolley	Gear Room
Fridge	Canteen	Tolley Cart	Gear Room
Microwave Oven	Canteen	Vevo Video Camera & Stand	Gear Room
Pie Oven x2	Canteen	Match Day Soccer Balls X 18	/Referees Room
PA System x 2	Canteen & Club House	Air Pump	Referee Room
Alarm System	Terry Reserve	1 x iPad - Dribl	Referees Room
Bain-Marie	Club House	Gardening Equipment	Store Room
Documents	Club House	Lawnmower	Store Room
Fan (Commercial)	Club House	Line Marker	Store Room
Folding Tables x 4 (White)	Club House	Blower	Store Room /Garage
Frame Photo (Luke Wilkshire)	Club House	Corner Flags x 8 sets	Store Room /Garage
BBQ (6 Burner)	Club House	Mini Roo Nets & Corner Flags	Store Room/Garage
LG TV	Club House	Nets x4 sets	Store Room/Garage
U10 & U11 Goals x 2	Field 1 Surrounds	Whipper Snipper (Petrol)	Storeroom
Freezer	First Aid Room		
Gas Bottles X 3	First Aid Room		

APPENDIX 6

(Rule 28.4)



Code of Conduct

Abide by the Club rules.

- Help coaches & officials highlight appropriate behaviours & skill development and help improve the standards of coaching & officiating. Ensure everyone involved in junior sport emphasises fair play, not winning at all costs.
- Think before you speak. Don't say anything that could disadvantage anyone within your club or association.
- Be a good sport yourself. *Actions speak louder than words.*
- Respect officials' decisions & teach children to do likewise.
- Show appreciation of volunteer Coaches, Officials & Administrators, without them your child could not participate.
- Support all efforts to remove verbal & physical abuse from sporting activities. Do not use foul language or harass Players, Coaches, Spectators, Parents or Officials.
- Condemn the use of violence in any form. Be it by Spectators, Coaches, Officials, Players and Members
- Control your temper. Verbal abuse of Officials or others, deliberately distracting or provoking others is not acceptable or permitted in any sport.
- Be a good sport. Applaud all good plays whether they are your team or the other team.
- Treat all people, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another people.
- Encourage children to participate, do not force them.
- Remember that organised sport is for the children's enjoyment, not yours.
- Focus on the child's efforts & performance rather than winning or losing.
- Encourage players to always participate by the rules & official's decisions.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Positive comments are motivational; remember that children learn best by example. *
- Congratulate all participants on their performance regardless of the game's outcome, respect your team's opponents, without them there would be no game.

Appendix 7

ALBION PARK FOOTBALL CLUB Inc.

(By-Law 4a)

COACHING CRITERIA

SEASON:

EVALUATION

	APPLICANT			
	CRITERIA	FACTORS	WEIGHT	SCORE
1	Qualifications	Senior Licence or Higher	5	Application Interview
		Junior Licence	3	<input style="width: 50px; height: 20px;" type="text"/>
		None	0	<input style="width: 50px; height: 20px;" type="text"/>
2	Experience	State/Rep Team/s	5	<input style="width: 50px; height: 20px;" type="text"/>
		Older Team/s at a Club Level	3	Interview
		This Team Previous Year	3	<input style="width: 50px; height: 20px;" type="text"/>
		Same Age Team <i>at Club Level</i>	3	<input style="width: 50px; height: 20px;" type="text"/>
		Younger Club Teams	1	<input style="width: 50px; height: 20px;" type="text"/>
		None	0	<input style="width: 50px; height: 20px;" type="text"/>
3	Record	No Complaints	3	<input style="width: 50px; height: 20px;" type="text"/>
		No Record 'NEW'	0	Interview
		<i>Verbal</i> Complaint/s	-1	<input style="width: 50px; height: 20px;" type="text"/>
		Written Complaint/s	-3	<input style="width: 50px; height: 20px;" type="text"/>
		<i>Called to face</i> Committee	-5	<input style="width: 50px; height: 20px;" type="text"/>
		On Probation	-7	<input style="width: 50px; height: 20px;" type="text"/>
		Been Suspended	-10	<input style="width: 50px; height: 20px;" type="text"/>
4	Availability	ALL Training and Match Days	5	Interview
		Most Training and ALL Matches	2	<input style="width: 50px; height: 20px;" type="text"/>
		ALL Training and MOST Matches	2	<input style="width: 50px; height: 20px;" type="text"/>
		Most Training and Match Days	1	<input style="width: 50px; height: 20px;" type="text"/>
		ONLY Training or ONLY Match Days	-3	Application Interview
		Total:		

CRITERIA OUTCOMES

Applications		Recommendation
10+	Appoint Directly Interview <i>Now</i>	<input style="width: 100%; height: 20px;" type="text"/>
0-5	Review <i>and Hold till after Registrations</i>	<input style="width: 100%; height: 20px;" type="text"/>
Less 0	Reject	<input style="width: 100%; height: 20px;" type="text"/>
Interview		
15+	Appoint Directly Consider Review Carefully	<input style="width: 100%; height: 20px;" type="text"/>
0-3	Reject	<input style="width: 100%; height: 20px;" type="text"/>