

Campbelltown  
Collegians Football Club  
Incorporated

Constitution

2024

ABN 62 023 710 056

# CONSTITUTION

## TABLE OF CONTENTS

<b>A INTRODUCTION</b>	PAGE 3
<b>B OFFICIALS OF THE CLUB</b>	PAGE 4
<b>C DUTIES AND FUNCTIONS OF THE CLUB OFFICIALS</b>	PAGE 5
President	PAGE 5
Club Secretary	PAGE 6
Competition Secretary	PAGE 7
Treasurer	PAGE 8
Registrar	PAGE 9
Assistant Registrar	PAGE 9
Minutes Secretary	PAGE 10
Publicity Officer	PAGE 10
Grounds Officer	PAGE 10
Purchasing/Equipment Officer	PAGE 11
Canteen Officer	PAGE 11
Club Coach	PAGE 12
Public Officer	PAGE 12
MPIO	PAGE 13
All Age Secretary	PAGE 13
<b>D AUDITOR</b>	PAGE 14
<b>E BANK AUTHORITY</b>	PAGE 14
<b>F COMMITTEES</b>	PAGE 14
Executive Committee	PAGE 14
Management Committee	PAGE 15
<b>G MEETINGS</b>	PAGE 16
General Meetings	PAGE 16
Special General Meetings	PAGE 17
Annual General Meetings	PAGE 17
<b>H ALTERATIONS TO THE CONSTITUTION</b>	PAGE 18
<b>I TEAM MANAGER</b>	PAGE 18
<b>J GRADING</b>	PAGE 19
<b>K TEAM COACH</b>	PAGE 19
<b>L REGISTRATION</b>	PAGE 20
<b>M PLAYERS EQUIPMENT</b>	PAGE 21
<b>N LIABILITY OF THE CLUB</b>	PAGE 21
<b>O MEMBERSHIP</b>	PAGE 21
<b>P DISSOLUTION</b>	PAGE 21
<b>Q LIFE MEMBERSHIP</b>	PAGE 22
<b>R SOCIAL MEDIA POLICY</b>	PAGE 23
<b>S CLUB CODE OF CONDUCT</b>	PAGE 23
<b>AMENDMENTS TO THE CONSTITUTION</b>	PAGE 25

**A. INTRODUCTION**

**1** The name of the Club should be **CAMPBELLTOWN COLLEGIANS FOOTBALL CLUB INCORPORATED.**

**2** The objectives of the Club shall be:

To foster and develop the game of Football in the association by organising and managing teams for small sided junior and all age players.

To enter teams organised and managed by the Club in the highest standard of competition available in which each team will remain competitive.

Small Sided teams shall be known as teams from under 6 to under 11 years of age. Junior teams shall be known as teams under 12 years of age to under 18 years of age. All age teams shall be known as teams over the age of 18 or as guided by the Associations Rules (MFA).

**3** The colours of the Club shall be, PMS Codes (Pantone Matching System) Blue 286 and Red 185, however the committee may ADD Pink to the Female Football Strips at their discretion.

**4 PLAYING POLICY**

All Age Senior Teams

The selection of the All Age teams will be the best available players on the day as determined by their respective coaches and managers. However, selection of players registered in the lowest division shall ensure they are given equal time on the field during the season.

Small Sided Games and Junior Teams

After the Grading night, Small Sided teams and Junior players allocated to each team shall be given equal time on the field during the season, subject to regular attendance at training sessions as set down by the coach.

All players registered prior to Launch Day held in early March each year will be allocated to a team based on registration numbers. In most cases, all players that are registered prior to Launch Day will be grouped with the same players from the previous season, unless advised by parents/ guardians that a change of team is preferred.

Any player that has been involved with altercations on the field may result with the Executive Committee having to take action against that player, a meeting may be arranged for that player to explain his/her actions and the Executive Committee may take further actions with a possible club suspension or a cancellation of registration.

## **5 SPONSORSHIP**

Any sponsors gained by any member or team of the Club must firstly be submitted to the Management Committee for consideration. Such sponsorship if approved, must be for the benefit of the whole club and does not affect the sponsorship provided by the Campbelltown Catholic Club Limited, who are the Club's major sponsor.

All sponsorships invoices must be paid in full before any sponsored merchandise will be ordered. Only when the Treasurer has verified payment has been received, will orders be placed for sponsorship merchandise.

Sponsorships are not valid until a completed and signed sponsorship application form has been submitted to the Club Secretary.

## **B. OFFICIALS OF THE CLUB**

**1** The officials of the Club shall be:

- President
- Club Secretary
- Competition Secretary
- Treasurer
- Registrar
- Assistant Registrar
- Minutes Secretary
- Public Officer
- Purchasing/Equipment Officer
- Canteen Officer
- Grounds Officer
- Club Coach
- Publicity Officer
- MPIO (Members Protection Information Officer)
- All Age Secretary
- Social Media Officer

**2** Non members of the Campbelltown Collegians Football Club Incorporated may be nominated and elected as an official. Conditional on those elected officials applying for and being accepted as members of the Campbelltown Collegians Football Club Incorporated at the next General Meeting.

All officials of the Campbelltown Collegians Football Club Incorporated Except for the Club Coach and Public Officer shall be elected at the Annual General Meeting each year by ALL Financial Members who are present and entitled to vote. With the exception of Secretary and President who are voted in 2 years alternating.

Club Patron: Elected by Committee plus (2) two Life Members present. Club Patrons position becomes vacant only when the Club Patron at the time wishes to resign that position.

Except for Club Secretary and President or otherwise provided, Officials of the Campbelltown Collegians Football Club Incorporated shall hold office for the year in which they are appointed and until the succeeding Annual General Meeting.

- 3 Should any Official absent him/herself without any reasonable excuse to the Management Committee, for two consecutive meetings, the Club Secretary shall report to the President who may declare the office vacant.
- 4 Any Official deemed guilty of conduct considered prejudicial to the interests of the Club may be removed from office by a majority of members present who are entitled to vote at any General Meeting.
- 5 Any Official wishing to resign should do so by giving written notice to the Club Secretary or in the case of the Club Secretary, to the President.
- 6 In the event of a vacancy occurring during the year, the Management Committee shall endeavour to fill the office and confirm the nomination at the next General Meeting.
- 7 No person may hold more than one executive position, but that person may act in the capacity of one or more of the official positions.

## **C DUTIES AND FUNCTIONS OF THE CLUB OFFICIALS**

### **1 PRESIDENT**

The President shall:

- a) The President shall be Chairperson at all meetings and shall conduct such meetings in accordance with the constitution of the Campbelltown Collegians Football Club Incorporated. He/She **shall have casting vote at all meetings.**
- b) Carry out all duties of home ground official on rotation.
- c) Carry out duties of any member of the Executive who may be temporarily absent by agreement with that member.
- d) As delegate, attend the MFA meetings on rotation.
- e) The President is to ensure that all members of the committee of the Campbelltown Collegians Football Club Incorporated are given a copy of the Constitution within one month after the Annual General Meeting.
- f) The President is also to ensure there is a copy of the Constitution at every General Meeting and a copy **MUST** be at all Committee Meetings, all Executive Committee Meetings, all Management Committee Meetings and **there must be a copy of the Constitution at the clubhouse at all times.**

- g) The President is to ensure that all committee members are carrying out their duties as per the Constitution and the President MUST support any of the committee members that may require assistance.
- h) Attend Campbelltown Collegians Football Club Incorporated Management and General Meeting.

## **2 CLUB SECRETARY**

The Club Secretary shall:

- a) Attend to the business of the Club.
- b) Provide a contact point for all club business. In the absence of the Club Secretary, a secondary point of contact will be appointed
- c) Record any actions taken by the Executive Committee between meetings.
- d) Arrange for the inspection of the home ground and, if the ground is to be closed, notify the MFA delegate by the required time.
- e) Attend to all correspondence of the Campbelltown Collegians Football Club Incorporated.
- f) Undertake any other duties found necessary in the carrying out of the above functions.
- g) Advise all coaches and managers of any ground closures or competition draw changes.
- h) Be a delegate to the controlling Football body, attend meetings and keep the club up to date with the proceedings of the same.
- i) Keep records or attendance at all meetings by an official record book. Maintain an up-to-date Club membership register which shall include the name, address, signature.
- j) Carry out duties of home ground Official on rotation.
- k) Maintain a record of match results for games involving all Campbelltown Collegians Football Club Incorporated Teams with the Competition Secretary, in the absence of a referee for any home matches, the Club Secretary is required to enter scores via the Competition Management System.
- l) The Club Secretary is to ensure that a contact list of all coaches and managers are given to all committee members. Contact lists are to include home phone numbers,

mobile numbers and email addresses of all coaches and managers. The Club Secretary is also required to inform committee members of any changes of contact details from coaches and managers that may occur throughout the season.

- m) The Club Secretary is to ensure that the Constitution is reviewed every Two (2) Years on the even years EG: 2012-2014 etc.
- n) The review of the Constitution is to be undertaken by at least two active committee members, also two active Life members and with or without a financial member of the Campbelltown Collegians Football Club Incorporated.
- o) As Delegate attend MFA meetings on Rotation.
- p) Attend Campbelltown Collegians Football Club Incorporated Management and General Meetings.
- q) Receive any complaints in writing and forward those complaints to the Executive Committee to be dealt with Verbal complaints alone will not be dealt with.

### **3 COMPETITION SECRETARY**

The Competition Secretary shall:

- a) In conjunction with the Club Secretary, attend to the business of the club pertaining to ALL Players, teams and competitions.
- b) Provide a contact point for coaches and managers on washed out days.
- c) Attend Campbelltown Collegians Football Club Incorporated Management and General Meetings.
- d) Carry out duties of home ground Official on rotation.
- e) Arrange with the Club Secretary that all match results (including those without an official referee) are recorded correctly in the competition management system as soon as possible following the conclusion of the matches. This includes matches with results entered by official referees. In the absence of a referee, scores need to be entered for all home matches.
- f) As delegate attend MFA monthly meetings on rotation.

#### 4 TREASURER

The Treasurer shall:

- a) Receive all monies giving an official receipt in return, and bank the same in the Campbelltown Collegians Football Club Incorporated Bank Accounts.
- b) Have charge of all the Campbelltown Collegians Football Club Incorporated bankbooks.
- c) Ensure bankbooks are available at each Management, Committee and General Meeting.
- d) Pay all amounts passed as duly authorised by the Executive or Management Committee.
- e) In conjunction with the Auditor, prepare a financial statement for all Management Committee and General Meetings itemised and recorded in each separate category according to funds.
- f) Prepare a financial statement and submit it to the Annual General Meeting.
- g) If receipt books are to be given out to any member of the committee or any other financial member of Campbelltown Collegians Football Club Incorporated, coaches, managers or parents for fund raising purposes, the Treasurer must ensure that whomever takes ownership of the receipt books must firstly sign for the receipt books, then they must personally return the receipt books to the Treasurer and both the Treasurer and the person using the receipt book must jointly count all monies collected for the said receipt book or books.
- h) To collect all Canteen takings, less agreed float, and receipt for such takings at the end of each Football week.
- i) To collect all Equipment sales and receipt for such amount on a weekly basis being at the end of each Football week, reconcile and sign off all sponsorship payments.
- j) Registration fees to be collected at Registration days and receipt for such.
- k) The Treasurer is responsible to pick up all monies at the end of each week.
- l) All monies must be banked as soon as possible after a Football weekend.
- m) Preparation of Weekly Match Official Fees for all home games.



- n) Keep an updated listing of all registered players that have entered into a payment arrangement.
- o) As delegate, attend MFA monthly meetings on rotation.
- p) Attend Campbelltown Collegians Football Club Incorporated Management and General Meetings.

## **5 REGISTRAR**

The Registrar shall:

- a) Attend to the registration of all players with MFA.
- b) Ensure that all registered Players names and addresses are forwarded to the Club Secretary and Competition Secretary.
- c) Maintain a service record for all players who have continuous service with the Club.
- d) Accept registration fees and issue a receipt in the absence of the Treasurer.
- e) Ensure that all photos uploaded into the registration system are suitable for the purpose of identification of players.
- f) Receive all applications for Coaches and Managers.
- g) Ensure team sheet fines are appropriate.
- h) No player shall be registered unless full payment of registration is received or payment arrangement entered into with the Treasurer and one other Executive Committee Member.
- i) No player shall play if deemed unfinancial, being in the year that they sign or being unfinancial from the previous years.

## **6 ASSISTANT REGISTRAR**

The Assistant Registrar shall:

- a) Liaise with the Registrar in registering players.
- b) Accept registration fees and issue a receipt in the absence of the Treasurer.
- c) Carry out the Registrar's duties during the Registrar's absence.

## **7 MINUTES SECRETARY**

The Minutes Secretary shall:

- a) Record and keep true minutes of all meetings in writing only.
- b) Provide for the circulation of minutes at the relevant following meeting.

## **8 PUBLICITY OFFICER**

The Publicity Officer shall:

- a) Publicise the activities of the Campbelltown Collegians Football Club Incorporated on the club website and via all social media platforms.
- b) Prepare, maintain and update the Club website and other social media platforms as advised by the Committee.
- c) Prepare and assist in the preparation of the Yearbook and also arrange for the publication of the Yearbook.
- d) Publicity Officer is to ensure all sponsors receive up to date information.
- e) To inform all Life members (if contactable) and Sponsors of all official club functions and ensure they are invited to all Presentations.

## **9 GROUNDS OFFICER**

The Grounds Officer shall:

- a) Arrange for the setting out and line marking before the commencement of each season as directed by the Management Committee.
- b) Inspect and maintain line marking as required throughout the season.
- c) Report any problems with the grounds, posts, light or building to the Club Secretary so that the Club Secretary can report to the Council.
- d) Ensure that the ground equipment is in good order and available before each match.
- e) An honorarium may be set by the Executive Committee.

## **10 PURCHASING/EQUIPMENT OFFICER**

The Purchasing/Equipment Officer shall:

- a) Check the stock of balls, change strips, shorts, socks, jumpers and ensure there is sufficient numbers of these items available before the commencement of each season.
- b) Record the issue of training equipment and playing strips to the Team Managers.
- c) Arrange for the replacement of any items of equipment, which are lost or become unserviceable throughout the season and issue to each team manager.
- d) At the end of the season, notify the team managers of a date, time and venue for the return of all equipment issued to each team.
- e) To obtain quotes and samples of trophies and jackets when the time is appropriate.
- f) Obtain quotations for all equipment to be purchased for Campbelltown Collegians Football Club Incorporated. Provide advice and recommendations to the Executive Committee for approval and arrange purchase as necessary.

## **11 CANTEEN OFFICER**

The Canteen Officer shall:

- a) Ensure that sufficient goods are available for sale on match days.
- b) Arrange through the Committee volunteer help, from the supporters as required.
- c) Pass on the weekly takings to the Treasurer less an agreed float after having been checked by two (2) persons.
- d) An honorarium may be set by the Executive Committee.
- e) Ensure that assistants are recruited and trained in the operations of the canteen, with the approval of the Committee.
- f) Ensure that the canteen is cleaned and equipment is washed and stored at the end of the day.
- g) All monies collected must be receipted and kept separated from canteen takings and reconciled at the end of each day and passed on to the Treasurer as soon as practical.

- h) Keep an accurate record of all Petty Cash expenses incurred on a regular basis.

## **12 CLUB COACH**

Essential	Minimum five (5) years coaching/playing experience
Compulsory	<b><u>Foundation of Football Certificate</u></b>
Desirable	<b><u>C Diploma</u></b>

The Club Coach shall:

- a) Assess the players and assist with their selection into teams; this would require the Club Coach to view the teams at home and away throughout the season and in the consultation with the team coach, suggest movement of players into teams with similar capability IN THE FOLLOWING SEASON. The overall aim would be to build teams to basically remain the same.
- b) Implement the grading policy at the Club which must be approved by the Executive Committee.
- c) Assist coaches where required.

Other duties which may be relevant, or called upon.

- d) appointee to attend all Committee/General Meetings and provide written interim reports as required.
- e) not give out contact detail of anyone without their permission

Written applications for the position of Club Coach will be received by the Club Secretary.

Appointment will be made by the Management Committee at the first Committee Meeting thereafter.

An honorarium may be set by the Executive Committee.

## **13 PUBLIC OFFICER**

The Public Officer shall:

- a) Lodge the documents required to keep the public record of the Association, held by the Department of Fair Trading, up to date.
- b) Keep the names and residential addresses of each person who is a member of the Committee and including the names of the Committee Members (if any) who hold the position of President, Club Secretary or Treasurer.

- c) To keep the date on which each person became a member.
- d) To keep the date on which each person ceased to be a member.

The Public Officer does not have to be either a member of the Committee or the Association Itself, but is appointed by the Executive Committee.

The position of the Public Officer may become vacant through either resignation, removal from office, bankruptcy, residency outside of NSW, mental issues or death. The vacancy must be filled within 14 days of the vacancy occurring.

It is the responsibility of the Executive Committee to notify the Department of Fair Trading with 14 days of vacancy.

#### **14 MPIO (MEMBER PROTECTION INFORMATION OFFICER)**

The MPIO officer shall:

The MPIO is responsible for requesting all Committee, Coaches and Managers have a valid Working with Children Check, in accordance with the requirements of all volunteers working with children in the state of NSW.

It is also the responsibility of the MPIO to verify the Working with Children Check provided to ensure that the Club would be notified in the event of a Committee member, Coach or Manager being flagged as a potential risk to any child within the Club.

The MPIO must also create and maintain an accurate record of all Working with Children Check details for all Committee members, Coaches and Managers to ensure they remain valid for the duration of the season. The MPIO should make contact with any Committee member, Coach or Manager to advise them of an impending expiry of a Working with Children Check.

#### **15 ALL AGE SECRETARY**

The All Age Secretary shall:

- a) Make themselves known to ALL of the ALL AGE TEAMS.
- b) Report any correspondence to the Club Secretary.
- c) Attend Club meetings to present all reports on ALL AGE matters.
- d) Assist Club Treasurer with ensuring all payments from ALL AGE players are made by the due dates.

- e) Ensure all match results are conveyed to the Club Secretary.
- f) Ensure every ALL AGE player is aware of the Club code of conduct.
- g) Ensure every ALL AGE player is made aware of Club events.

## **D AUDITOR**

An Auditor shall be appointed by the Campbelltown Collegians Football Club Incorporated to review and report on the Club's financial records. This report to be provided to the Club for presentation at the Annual General Meeting.

For the purpose, the Auditor shall be a registered and practising member of one of the major accounting bodies.

- CPA Australia
- Institute of Chartered Accountants
- Institute of public Accountants

The Auditor shall be nominated by the Campbelltown Collegians Football Club Incorporated and appointed at the Annual General Meeting.

## **E BANK AUTHORITY**

- 1 The Club shall bank with an Australian Banking Institution. If a change to the Banking Institution is required, this shall be directed by the Executive Committee.
- 2 All cheques issued by the Club shall be signed by the Treasurer and either the President or the Club Secretary.

## **F COMMITTEES**

- 1 Executive Committee

The Executive Committee shall:

- a) consist of the President, Club Secretary, Competition Secretary and the Treasurer of the Club and shall be empowered to deal with matters of urgency in the interest of the club. They shall report their actions to the next General Meeting or Management Committee Meeting, whichever occurs first.
- b) set honorariums if required.

Honorariums will only be offered to Canteen Officer, Grounds Officer and Club Coach at the discretion of the Executive Committee.

Whenever setting an honorarium for Grounds Officer, Canteen Officer or Club Coach, he/she shall leave the room and not vote.

Honorariums must be reviewed on a NEED TO AWARD basis by ONLY the Executive Committee

Any honorarium awarded must be kept as a confidential agreement between the Executive Committee and the Recipient.

- c) The Executive Committee have the right to amend or cancel honorariums at their discretion.

A quorum for an Executive Committee Meeting shall be three (3).

## 2 Management Committee

The Management Committee shall:

- a) Consist of the elected Officials of the Club.
- b) The Management Committee shall meet at least once a month during the Football season.
- c) A Special Management Committee Meeting may be called by the Club Secretary by giving at least 24 hours notice to the Officials.
- d) A quorum shall consist of five (5) Officials.
- e) The order of business at any Management Committee Meeting shall be the same prescribed for a General Meeting.
- f) The duties and function of the Management Committee shall include the following:
  - i) Admission or rejection of applications by persons for registration as players, coaches or managers.
  - ii) Approval or rejection of players' application for transfer.
  - iii) The suspension or expulsion of any player from participating in any competition or matches.
  - iv) The imposition of fines on any player.
  - v) Due consideration of applications for changes to the constitution.

- vi) Consideration of any recommendations/s for life membership and the preparation of a subsequent report which is to be presented to the next Annual General Meeting.
- vii) Club Secretary and President to attend any meeting called on by the Campbelltown Catholic Club.
- viii) The Management Committee shall also be responsible for the control and management of all finances of the Campbelltown Collegians Football Club Incorporated and the control and management of all competitions and matches conducted by the club.
- ix) Other Committees may be elected by a General Meeting as required for such purpose and periods as considered necessary.

## **G MEETINGS**

- 1 All Meetings shall commence at 7:30pm and finish not later than 10:30pm. Variation of times may be granted at the discretion of the Chairperson.
- 2 At all meetings only those members present may vote.
- 3 General Meetings
  - a) General Meetings shall be open to all members of the Club but only financial members present may vote.
  - b) General Meetings will be held at times and dates determined by the first General Meeting following the Annual General Meeting. A quorum at General Meetings shall consist of no less than one third of the number of current financial members.
  - c) General Meetings shall lapse if there is no quorum by half-hour subsequent to the time set down for the meeting.
  - d) The order of business for the General Meeting shall be as far as practical:
    - Apologies
    - Confirmation of the minutes of the last General Meeting
    - Business arising out of the previous minutes.
    - Correspondence
    - Financial Statement
    - Reports by Officials
    - Motions on Notice
    - General Business
  - e) Except as provided for in the rules pertaining to Special General Meetings, any resolution of a General Meeting may be reviewed at a subsequent General Meeting



providing the Club Secretary is notified in writing at least fourteen (14) days prior to the next General Meeting of the intention to seek a review.

- f) At all General Meetings, the accepted rules of debate shall apply.

#### 4 Special General Meetings

- a) Special General Meetings shall comprise of all persons entitled to be present at General Meetings. The Club Secretary shall give fourteen (14) days' notice in writing to all such persons. Notices shall state the business to be considered, and no business other than that for which the meeting has been called be considered. Special General Meetings shall only be convened as follows:

- By a resolution carried at a General Meeting.
- By a decision of a majority of the Executive Committee or
- By a requisition to the Club Secretary in writing from at least five (5) persons entitled to be present at a General Meeting.

- b) A quorum shall be the same as for a General Meeting.

- c) Special General Meetings shall lapse if there be no quorum by a half hour subsequent to the time set down for the meeting.

- d) At the Special General Meetings, the accepted rules of debate shall apply.

#### 5 Annual General Meeting

- a) The Annual General Meeting shall be held at the end of November each year.

- b) The order of the business at an Annual General Meeting shall be:

- Apologies
- Reading of the minutes of previous Annual General Meeting if required.
- Business arising.
- Presentation of adoption of the Annual Report and Financial Statement.
- Life Membership.
- Annual Membership Fee.
- Declaration that all offices are vacant.
- Election of officials by closed ballot if more than one nomination for each official position is received and accepted.
- Alterations to the Constitution when applicable.
- General business pertaining to the Annual General Meeting.
- General business

- c) At the Annual General Meeting, the accepted rules of debate shall apply.

- d) A quorum of the Annual General Meeting shall consist of one third of the current financial membership.

## **H ALTERATIONS TO THE CONSTITUTION**

- 1 The Management Committee shall have the right to apply for a variation, alteration or amendment to this constitution. Any such application shall be made in writing to a General Meeting and shall be heard and determined at the following General Meeting, Annual General Meeting or a Special General Meeting.
- 2 The Constitution shall only be varied by a vote of a two third majority of persons present and entitled to vote.
- 3 In the case of General Meetings, fourteen (14) day's notice in writing shall be given for any proposed Constitutional change/s.

## **I TEAM MANAGER**

- 1 Upon application, a Team Manager shall be appointed at the discretion of the Management Committee for each Small Sided Game, Junior and All Age team. The Team Manager's duties are as follows:
  - a) Ensure that the squad is fully aware of its commitments at all times.
  - b) Ensure that all injuries are reported to the Club Secretary within twenty-four hours of the incident.
  - c) Ensure that the team is aware of the time and place of each match and is ready to take the field on time and that they are in the correct strip, correctly dressed, registered and are eligible to take the field.
  - d) To be familiar with the Club's Constitution and the controlling body's rules and by-laws.
  - e) Attend the monthly General Meetings of the Club or arrange a delegate and ensure business discussed at the meeting and information are passed on to their team.
  - f) Take receipt of the team equipment as issued by the Equipment Officer and return the same immediately after the last match of the season or at a date, time and venue determined by the Equipment Officer.
  - g) Team managers do not give out anyone's contact details to anyone else without their permission.
  - h) At all games, it is the responsibility of the Team Manager to ensure the team sheet is properly completed via the competition management system.

- i) The team manager will set up a group chat facility with the parents of the players of their respective team only.

- 2 Team Manager will be selected once teams are announced at the Launch Day
- 3 The Team Manager, in conjunction with the Team Coach, is responsible for the discipline of the squad whilst it is under his/her control.
- 4 The Executive Committee reserve the right to remove any manager they deem unfit to hold the position of team manager for whatever reason.
- 5 Ensure Working With Children Checks are done and given to the Club Secretary.

## **J GRADING**

- 1 All Junior players are to be graded; current or existing players will be graded throughout the previous season by the Club Coach in consultation with the Team Coach, which will be taken into consideration to see which team the junior players would be best suited to.
- 2 The grading of all players shall be the responsibility of the Club Coach and Management Committee after recommendations by the Team Coach.
- 3 Assessing and arranging players into teams will begin at U12's, with similar capability commencing the following season.
- 4 Grading levels to be assessed at the beginning of the new season and should be based on a combination of player's previous year's performance as seen by the Club Coach and team reports by the Team Coach.
- 5 The final grading of all players shall be the responsibility of the Club Coach and the Management Committee.
- 6 Whilst every endeavour is made to keep teams together, if a new player is best suited to playing in a higher division team, player movement will occur upon consultation between the Club Coach and the Team Coach.

## **K TEAM COACH**

Desirable: **Foundation of Football Certificate.**

Upon application, a Team Coach shall be appointed at the discretion of the Management Committee for each Small Sided Game, Junior and All Age team. The Team Coaches duties are as follows:

- a) Select players for the club teams in accordance with the playing policy of the club.
- b) Train the team at times as agreed by the Management Committee.
- c) Attend the monthly General Meeting or arrange a delegate.
- d) No coaches will be appointed until teams are selected.
- e) Coaches will be selected once teams are announced at the Launch Day.
- f) All coaches MUST be registered with our club and must have proof of working with children check supplied to the committee before they can start coaching.
- g) The Executive committee reserve the right to remove any coach they deem unfit to hold the position of TEAM COACH for whatever reason.
- h) No coach is to give out anyone's contact details of another person without that person's permission.
- i) All coaches are to read the Club constitution to understand their roles and responsibilities.
- j) In the absence of the team manager, the team coach must ensure the team sheet is completed prior to the commencement of the game.

**L. REGISTRATION**

Registration day/s will be determined on nominated dates set by the incoming Committee elected at the Annual General Meeting. The number of players per team will be limited to:

Under 6 and Under 7	7 Players
Under 8 and Under 9's	11 Players
Under 10 and Under 11's	13 Players
Under 12 Girls	13 Players
Juniors	16 Players (Excluding Under 12 Girls)
All Age	Open
Under 35's	Open

To ensure that no team has too many players as to force players to be constantly in reserve, any player exceeding this number would be accepted at the discretion of the Management Committee.

At the start of competition **# of players per team, to be agreed with Club Coach, Coach of team and Committee.**

Players must play in own age group where possible where the group is available or no more than two years above themselves if there is no team available. This will be dealt with at the discretion of the Executive Committee when required.

Over 35's must have reached the age of 35 years of age starting the competition.

## **M PLAYERS EQUIPMENT**

- 1 Playing shirts will be issued to the Team Manager at the Club Launch Day or at a date/time as agreed. Each player/parent shall sign for the shirts allocated to them and return the shirt following the conclusion of the Teams final match.
- 2 Should a team receive sponsorship for the season, the club issued playing shirts are required to be returned before the sponsored shirt is presented to the player. Should a shirt not be returned, the player will be charged the fee to replace the unreturned shirt.

## **N LIABILITY OF THE CLUB**

- 1 The Club shall not accept liability for any loss, accident or injury sustained or caused by any official, Club member, player, referee, linesperson, or spectator at any match, meeting or function in which the Club participates.
- 2 The Club shall first obtain approval from the governing body before fielding a team or teams in any match or matches not conducted under the supervision of the governing Football body.
- 3 The Club shall not be liable for any inappropriate electronic correspondence uploaded to a website or social media platform. This is not limited to inappropriate comments against the Campbelltown Collegians Football Club Incorporated, Committee, Coaches, Managers, Players, and Referees.

## **O MEMBERSHIP**

- 1 The Club's financial year shall end on the last day of September each year.
- 2 Membership applications shall be presented to the Management Committee before the fees are accepted. All applications for membership are to be presented by the applicant, personally to the Club Secretary.
- 3 The Club reserves the right to deny membership to any person whilst reserving the right to withhold the reason or reasons why such membership application was denied.
- 4 Annual Membership fees for adult members will be determined at each Annual General Meeting and will fall due on or after that date.

## **P DISSOLUTION**

- 1 If a Special General Meeting of the Club, held after due notice, a majority of the members personally present decide to dissolve the Club and wind it up, the property and assets of the Club will be sold and released and all debts and liabilities of the Club shall be discharged and repaid from the proceeds of such sale or otherwise the surplus remaining shall be paid to the Campbelltown Catholic Club Limited whereupon the Club shall cease to operate.

- 2 By this constitution, the members of the Campbelltown Collegians Football Club Incorporated acknowledge that this Club is part of the subject to the rules and directions of the Board of Directors of the Campbelltown Catholic Club Limited. Therefore, should this Club disband or apply for a license under the Liquor Act 1912 as amended, then all assets and property of the Club are to be sold and after payment of all debts, the net proceeds shall be payable to the Campbelltown Catholic Club Limited.

## **Q LIFE MEMBERSHIP**

The criteria and procedure for Life Membership is as follows:

- 1 The **minimum criteria** requirements for someone to be considered as a life member of Campbelltown Collegians Football Club Incorporated **MUST BE** that the nominee must have served a minimum of 10 years of service as an active financial member of the Campbelltown Collegians Football Club, assisting not only on the committee but also active with assisting wherever required for the benefit of the club. The club can take into consideration nominations for Life Membership for players that have been playing for a minimum of 25 consecutive years.
- 2 The Management Committee **CANNOT** forward any nomination for life membership unless they are absolutely sure the nominee has met all aspect of the criteria set out in the constitution and they must also be sure they are convinced that the nominee has been a hard working, diligent helper and a member of Campbelltown Collegians Football Club Incorporated. The Club Patron must attend this committee meeting to ensure the nominee is valid and meets all aspects of the criteria.
- 3 The Club Secretary has received a recommendation in writing supported by at least three (3) financial members, at least one (1) calendar month before the Annual General Meeting. The recommendation is to clearly state in point form why Life Membership is proposed.
- 4 Playing only is not considered as being an active member for being awarded with life membership. (see 1. **Minimum criteria**) Unless the player has been playing with the club for a minimum of 25 consecutive years and has the best interest of the club.
- 5 The Management Committee after due consideration of the recommendation has presented a report to the Annual General Meeting and the granting of Life Membership is then supported by at least two thirds of the financial members present by either a closed ballot OR a show of hands.
- 6 Once the management committee agrees to put forward a nomination for life membership, they must present the nomination for voting at the next Annual General Meeting. This must take place before the close of business prior to the standing down of the committee at the AGM.
- 7 Once the nominee has been awarded Life membership of the Campbelltown Collegians Football Club Incorporated, it is the duty of the President or Acting President of the Campbelltown Collegians Football Club Incorporated to arrange the Life members jacket to the new member at the first General Meeting of the following

year. It is also the responsibility of the President or Acting President to ensure that the new Life member is at the first General Meeting.

- 8 All Life Members are to wear Life Member Jackets to ALL Presentation Events and the Annual General Meeting and wear Life Member badges whenever they are at the ground.

## **R SOCIAL MEDIA POLICY**

1. Anyone involved with Campbelltown Collegians Football Club that makes any THREATS and or are found BULLYING, HARASSING and or STALKING anyone involved with the Club will be reported to the police by the Executive Committee.
2. Nobody has the right to give out contact details of anyone involved with the Club without that person's permission.

## **S CLUB CODE OF CONDUCT**

We all bear a collective responsibility to set a good example and help provide a positive environment in which all players can learn and enjoy the game. Play your part by observing and respecting this Code of Conduct for fellow spectators, players, referees, parents and officials at all times.

1. Remember that we play for FUN.
2. Applaud effort and good play as well as success.
3. Respect the referee's decisions even when you don't agree with them.
4. Appreciate good play from whichever team it comes from.
5. Remain behind the sideline and within the designated Spectator's area.
6. Let the coach do their job and do not confuse the players by telling them what to do.
7. Encourage the players to respect the opposition, referee and match officials.
8. Support positively and offer players encouragement rather than criticism.
9. Never engage in or tolerate offensive, insulting or abusive language or behaviour.
10. All complaints must be made in WRITING to the Club Secretary or President, no verbal complaints will be addressed.

If the code is not followed, any/all of the following actions may be taken:

### **YOU MAY BE:**

1. Issued with a verbal warning from a club official.
2. Required to meet with the club committee.
3. Ordered to leave the match venue by the club.
4. Requested by the club not to attend future games.
5. Suspended or have your/your child's club membership terminated.

OTHER IMPORTANT NOTES:

- 1 As we run on volunteers, parents, grandparents or other spectators will be asked to assist with canteen/BBQ duties. This will NOT be every week.
- 2 As you will all have your own team group; your coach or manager will notify you if your team is rostered on volunteer duty for that weekend.
- 3 If your team is rostered on only ONE parent from that team will be required for half an hour BEFORE your game. All volunteers will be out of the canteen in time to watch their family play.
- 4 For home games only - if your team has a 9.00am game they will be responsible to set up the field - so please be here by 8.30am to help each other.
- 5 For home games only - if your team is last to play on any field you will have to pack up the field. This includes packing away nets, corner posts and bins on that field and bringing them back up to the club house.
- 6 Please be aware that coaches and managers are NOT required to do canteen duties or set up and pack down the fields, they already have enough to do.
- 7 No person's contact details are to be given out to anyone without that person's consent.
- 8 Our social media policy states that anyone involved with the Campbelltown Collegians Football Club that is found to be THREATENING, BULLYING, HARASSING or STALKING anyone involved within the club, a referee or an official will be reported to the POLICE immediately.



## Amendments to the Constitution

### Campbelltown Collegians Football Club Inc Constitution – Revised 23<sup>rd</sup> February, 1995/ 1998

Section B.2	Duties of the Secretary	Amended	12/6/1995
Section G.5	Annual General Meeting	Amended	12/6/1995
Section L	Registration- Team Numbers	Amended	12/6/1995
Section C.13	Desirable qualifications of Coaches	Amended	12/6/1995
Section O.1	End of Financial Year	Amended	12/6/1995
Section A.1	Name of Club	Amended	10/3/1998
Section B.1	Officials of the Club	Amended	23/2/1998
Section C.2	Secretary Club & Junior	Amended	23/2/1998
Section C.14	Duties of the Purchasing Officer	Amended	23/2/1998
Section C.15	Duties of the Public Officer	Amended	23/2/1998
Section E.1	Bank Authorities	Amended	23/2/1998
Section I	Team Manager	Amended	23/2/1998
Section I	Team Manager	Amended	23/2/1998
Section J	Equipment Officer	Amended	23/2/1998
Section J	Equipment Officer	Amended	23/2/1998
Section L	Registrations	Amended	23/2/1998
Section O	Membership	Amended	23/2/1998
Section Q.4	Life Membership	Amended	23/2/1998

### Campbelltown Collegians Football Club Inc Constitution – Reviewed 2012/2013

Section A.2,4	Introduction	Amended	10/9/2012
Section B.1,3,4	Officials of the Club	Amended	10/9/2012
Section C.1,2,3,4,5,6,9,11,12,14	Duties and Functions of the Club Officials	Amended	10/9/2012
Section D.1,2,3	Auditor	Amended	10/9/2012
Section E.1	Bank Authority	Amended	10/9/2012
Section F.1,2	Committees	Amended	10/9/2012
Section I.1	Team Manager	Amended	10/9/2012
Section J.3	Grading	Amended	10/9/2012
Section L	Registrations	Amended	10/9/2012
Section Q.1-8	Life Membership	Amended	10/9/2012
All Sections	Changed wording from Soccer to Football	Amended	14/10/2013
All Sections	Changed MDSFA to MFA	Amended	14/10/2013

### Campbelltown Collegians Football Club Incorporated Constitution – Reviewed 2020

Index	Purchasing/Equipment Officer	Amended	15/3/2020
Section A.1,2,4,5	Introduction	Amended	15/3/2020
Section B.1	Officials of the Club	Amended	15/3/2020
Section C.1a, b, f, h	Duties and Functions of the Club Officials	Amended	15/3/2020

Section C.2 b, k, l, m, o	Club Secretary	Amended	15/3/2020
Section C.3 a, f	Competition Secretary	Amended	15/3/2020
Section C.4 c, f, l, j, k, n, o	Treasurer	Amended	15/3/2020
Section C.5 d, e	The Registrar	Amended	15/3/2020
Section C.6 b	Assistant Registrar	Amended	15/3/2020
Section C.8 b	Publicity Officer	Amended	15/4/2020
Section C.10 b, d, f	Purchasing/Equipment Officer	Amended	15/3/2020
Section C.11 d-h	Canteen Officer	Amended	15/3/2020
Section C.13 a-d	Public Officer	Amended	15/3/2020
Section C.14	MPIO	Amended	15/3/2020
Section D	Auditor	Amended	15/3/2020
Section E.1	Bank Authority	Amended	15/3/2020
Section F.1,2 a-e	Committees	Amended	15/3/2020
Section G.3 a-f	Meetings	Amended	15/3/2020
Section G.5 b	Annual General Meetings	Amended	15/3/2020
Section I.1 a-g,2-4	Team Manager	Amended	15/3/2020
Section J.1, 3, 4	Grading	Amended	15/3/2020
Section K.1-5	Team Coach	Amended	15/3/2020
Section L	Registration	Amended	15/3/2020
Section M	Players Equipment	Amended	15/3/2020
Section N.1-2	Liability of the Club	Amended	15/3/2020
Section O.1-4	Membership	Amended	15/3/2020
Section P.1, 2	Dissolution	Amended	15/3/2020
Section Q.2, 7, 8, 9	Life Membership	Amended	15/3/2020

### **Campbelltown Collegians Football Club Incorporated Constitution – Reviewed 2022**

TOC	Table of content	Amended	15/8/2022
Section C. 1	President	Amended	15/8/2022
Section C. 2	Club Secretary	Amended	15/8/2022
Section C. 2 n	Club Secretary	Amended	15/8/2022
Section C. 2 o	Club Secretary	Amended	15/8/2022
Section C. 5	Registrar	Amended	15/8/2022
Section C.5 b	Registrar	Amended	15/8/2022
Section C. 9 c	Grounds Officer	Amended	15/8/2022
Section C. 10	Purchasing/Equipment Officer	Amended	15/8/2022
Section C. 12	Club Coach	Amended	15/8/2022
Section C. 12 b	Club Coach	Amended	15/8/2022
Section C.12	Club Coach	Amended	15/8/2022
Section F. 1	Executive Committee	Amended	15/8/2022
Section F. 1 b	Executive Committee	Amended	15/8/2022
Section F.1 c	Executive Committee	Amended	15/8/2022
Section F.2 x	Management Committee	Amended	15/8/2022

Section I.1	Team Manager	Amended	15/8/2022
Section I.1 g	Team Manager	Amended	15/8/2022
Section I.4	Team Manager	Amended	15/8/2022
Section K	Team Coach	Amended	15/8/2022
Section K. f-i	Team Coach	Amended	15/8/2022
Section Q.8	Life Membership	Amended	15/8/2022
Section R.1,2	Social Media Policy	Amended	15/8/2022

### **Campbelltown Collegians Football Club Incorporated Constitution – Reviewed 2024**

TOC	Table of content	Amended	8/10/2024
Index	All Age Secretary	Added	8/10/2024
Index	Social Media Manager	Added	8/10/2024
Index	Code of Conduct	Added	8/10/2024
Section A. 2	Introduction	Amended	8/10/2024
Section A. 3	Introduction	Amended	8/10/2024
Section A. 4	Playing Policy	Amended	8/10/2024
Section A. 5	Sponsorship	Amended	8/10/2024
Section B.	Officials of the club	Amended	8/10/2024
Section C. 2, b, c, i, m	Club Secretary	Amended	8/10/2024
Section C.2, s	Club Secretary	Added	8/10/2024
Section C.3 b, e, g	Competition Secretary	Amended	8/10/2024
Section C.3 h	Competition Secretary	Added	8/10/2024
Section C.4 g, j, l	Treasurer	Amended	8/10/2024
Section C.4 p, q	Treasurer	Added	8/10/2024
Section C,5 e, g	The Registrar	Amended	8/10/2024
Section C.7 a	Minutes Secretary	Amended	8/10/2024
Section C.8 a, b, c	Public Officer	Amended	8/10/2024
Section C.11 b, l	Canteen Officer	Amended	8/10/2024
Section C.12	Club Coach	Amended	8/10/2024
Section I. h	Team Manager	Amended	8/10/2024
Section I. l,5	Team Manager	Added	8/10/2024
Section J. 1,3	Grading	Amended	8/10/2024
Section J. 6	Grading	Added	8/10/2014
Section K.	Team Coach level	Amended	8/10/2024
Section K. j	Team Coach	Added	8/10/2024
Section L.	Registration	Amended	8/10/2024
Section M. 2	Players Equipment	Added	8/10/2024
Section O. 1	Membership	Amended	8/10/2024
Section Q. 1, 4	Life Membership	Amended	8/10/2024