

BLACKTOWN CITY

Junior Rugby League Club (Inc)

CONSTITUTION

and

BYLAWS

OF

THE BLACKTOWN CITY

JUNIOR RUGBY LEAGUE CLUB

CONSTITUTION EFFECTIVE FROM 1st OCTOBER 2023

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SECTION 1 - ADMINISTRATION

1.1 DEFINITIONS:

In these rules, except in so far as the context or subject matter otherwise indicates or requires:-

"The Club" shall mean Blacktown City Junior Rugby League Club Incorporated.

"The District Club" shall mean Penrith District Rugby League.

"The Junior League" shall mean the Penrith and District Junior District Rugby League Club Limited.

Committee shall mean General Committee or Executive where stated

"Member" shall mean financial member of the Club.

"Official" shall mean any person, being a member of the club or not, who is retained by an officer or member empowered under this Constitution, to perform any duty for or on behalf of the club.

"Executive Committee" shall mean the President, the Secretary, Treasurer, Vice President and Registrar of the Club.

"Shall" where it appears in the Constitution will be to express obligation or command.

1.2 CLUB NAME:

The name of the Club shall be the Blacktown City Junior Rugby League Incorporated.

1.3 HEADQUARTERS:

The Club headquarters shall be within the Penrith Rugby League district as defined and amended from time to time. Current HQ is Jack Myers Fields & Club Blacktown.

1.4 OBJECTS:

- a. The objects shall be to develop, propagate and administer Junior Rugby League.
- b. To do all such things as are conducive, inclusive or incidental to the attainment of the above objects or any one of them.
- c. To affiliate and remain affiliated with the Junior League and NSWRL, and be guided by the constitution, Rules and By Laws of the Junior League.
- d. To Co-operate and work with the Junior League in the promotion, organisation and conduct of the game of Junior Rugby League.
- e. The income and property of the Club howsoever derived shall be applied solely towards the promotion of the objects of the Club as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the Club. Provided that nothing herein shall prevent the payment in good faith of remuneration to any officers or employees of the Club or any member of the Club or other person in return for any services actually rendered to the Club, or reasonable and proper rent for premises demised or let by any member of the Club.

1.5 CLUB COLOURS and LOGO

The Club Colours shall be Gold and Black and current Bear Logo as at 1st Oct 2023.
Any alteration to Colours and or Logo must be submitted to the Club Executive, followed by the General Committee and finally approved by the Junior League prior to any change.

1.6 AFFILIATION AND CONTROL:

- a. The Club shall be affiliated with and under the control of the Junior League and its rules and regulations.
- b. Where the By-Laws as set out in this Constitution deal only with rules especially pertaining to the Club and the By-Laws of the Junior League covering all other matters shall be constitutional for the Club.
- c. The Junior League shall have the power to overrule the Clubs Constitution should any conflict arise with the Rules and Regulations of the Junior League.

1.7 DISSOLUTION:

The Club shall be dissolved:-

- a. At the direction of the Junior League
- b. If the General Committee of the club adopts a resolution to that effect, provided twenty one days (21) notice of the meeting was given to members.
- c. If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Club but shall be transferred to the "Junior League."

1.8 ACCOUNTABLE RECORDS

The club shall maintain appropriate books in a proper manner and it shall be produced when and where directed by the Junior League.

1.9 DECISIONS AND INTERPRETATIONS:

Should a difference of opinion or an interpretation regarding these Rules and Regulations arise within the club that cannot be resolved by the Committee, the matter shall be referred to the Junior League for determination. Such determination should be recorded for future reference.

1.10 DISQUALIFICATION OF PLAYERS AND OFFICIALS:

A member, player or official while under suspension or disqualification shall not be eligible to hold any position or office in the club and shall forfeit all privileges during the period concerned.

1.11 CHANGING OF THE CONSTITUTION

These Rules and Regulations cannot be altered unless by notice of motion:-

- a. Alteration may only be made at Annual General Meetings; Special General Committee Meetings called for that purpose or by direction in writing from the Junior League.
- b. Notice of any motion to alter, add to, amend or rescind any rule or regulation shall be given in writing to the Secretary of the Club giving one month notice prior to the AGM or a proposed Extra ordinary Committee meeting.
- c. Such notice should be signed by the proposer and seconder and shall state the rule or regulation number, the page number and give details of the proposed change.
- d. The Secretary shall put forward the motion for approval at the following Executive meeting. The motion needs to obtain approval from the Executive Committee for it to be voted on at the Annual General Meeting
- e. The Secretary shall give seven days (7) notice to all members and the notice of motion shall date from the meeting at which it was handed to the Secretary.
- f. If a Special General Meeting is called The Chairman shall on a matter of urgency waive such notice provided there are two thirds of the full voting strength present, and three fifths of those attending give consent and call a meeting within 14 days.
- g. Any such notice of motion shall be declared lost unless three fifths of those voting support it, and once a notice of motion to alter the constitution is defeated, no further notice of motion on that matter shall be considered until after the expiration of three (3) months.
- h. An amendment or alteration to this constitution will not have any effect or force until the Junior League has approved it.

1.12 DELEGATES TO THE JUNIOR LEAGUE:

The club should provide two delegates to the Junior League General Committee, one of whom must be an Executive member and the other a financial member of the club.

1.13 RIGHT OF APPEAL:

- a. The Club reserves the right to review any grounds for appeal requested by the General Committee to be lodged with the Junior League.
- b. The Club has the right of appeal against any decision of the Junior League. A written notice of the appeal will be lodged with the General Manager of the Junior League and a lodgement fee be paid where applicable. The appeal must be lodged within the limited time required and on the Junior League Form. The appeal will be heard by the District Clubs appeals Committee. In cases where the appeals are dismissed no further appeals will be lodged by the Club.
- c. Appeals where a Player, Manager, Coach or Club Member whose personal conduct has come into question a written notice of the appeal will be lodged by the Blacktown City JRLC with the General Manager of the Junior League with a lodgment fee of \$500 which is worn by the individual person making the appeal.

1.14 SAVINGS CLAUSE:

- a. This constitution will cancel all previous constitutions and will come into effect on and from the Replace with 1st October 2023
- b. Any appointments made or resolutions determined under the immediate previous constitution, if in force at the commencement of this constitution will remain.

1.15 CONFLICT WITH THE JUNIOR LEAGUE

Should this constitution conflict with the Junior League Constitution or where the rules are found to be silent, the Junior League rules will prevail.

1.16 COMMON SEAL:

The common seal of the club shall be kept in the custody of the Secretary and shall not be affixed to any instrument except by the authority of the Committee.

1.17 DOMESTIC RULES:

The club shall be empowered to formulate domestic rules provided same have been approved by the Junior League.

1.18 BY-LAWS:

The club shall be empowered to formulate by-laws for the operation of its teams, control of coaches, trainers, managers and other officials, organisation of competition and trial matches, training arrangements, donation and presentation of trophies and any other matter considered important and necessary.

1.19 CLUB FUNDS - SOURCE:

The funds of the club shall be derived from the following:

- a. Annual subscriptions of members, Sponsors, Donations and, subject to any resolution passed by the committee in general meeting, such other sources as the committee determines.
- b. All money received by the club shall be deposited as soon as practicable and without deduction to the credit of the clubs bank account.
- c. The club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

1.19 CLUB FUNDS - MANAGEMENT:

Subject to any resolution passed by the club in general meeting, the funds of the club shall be used as follows:

- a. All cheques,,bank transfers and other negotiable instruments shall be signed by any two (2) members of the Executive Committee, being members authorised to do so by the committee.
- b. In pursuance of the objects of the club in such manner as the committee determines.

SECTION 2 - MEMBERSHIP

2.1 MEMBERSHIP FEES:

The fees for membership shall be determined each year at the Annual General Meeting.

2.2 MEMBERSHIP PROCEDURE:

New members will be required to complete in writing an application for membership form, which should be lodged with membership fees with the Secretary.

2.3 FINNCIAL RESPONSIBILITY OF PLAYERS

On registration of players, part payment of fees to be taken. This amount is to be in accordance with PDJRL fee. Completion of payment is to be made before the third competition round. No registration will take place unless payment is made. It shall be the responsibility of the Treasurer to ensure that all fees have been paid. If the fees are not paid, the Treasurer is empowered to confiscate the offending player's registration card until such time as all fees have been paid.

2.4 MEMBERSHIP ACCEPTANCE

The Executive Committee will decide upon acceptance of membership.

2.5 REGISTER OF MEMBERS:

The Secretary shall keep a Register of Members and record the name and address and date of joining of each member. Such records shall be open for inspection by any financial member and the Junior League.

2.6 CESSATION OF MEMBERSHIP:

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

- a. Resigns membership
- b. Is expelled
- c. Becomes of unsound mind
- d. Becomes unfinancial
- e. Passes away

2.7 REMOVAL OF MEMBER:

- a. The Club in a General Meeting may by resolution remove any member of the Committee or the club from the position that person holds and may by resolution appoint another person to complete the term of office of the member removed.
- b. Where a member of the Committee or the Club to whom a proposed resolution referred to in Clause (a) relates, makes presentations in writing to the Secretary and requests the representations be notified to the members of the club, the Secretary may forward a copy to each member, or if they are not so sent, the member is entitled to require a copy be read out at the meeting at which the resolution is considered.

2.8 MEMBERSHIP CANNOT BE TRANSFERRED:

Any right privilege or obligation which a person has by reason of being a member of the club, is not capable of being transferred or transmitted to another person, and terminates upon cessation of the person's membership.

2.9 **RESIGNATION OF MEMBERSHIP:**

A member may resign membership by giving written notice to the Secretary. The Secretary shall record in the Register of Members details of those members who resign or cease to hold membership, for any other reason, recording the date of cessation.

2.10 **LIABILITY OF MEMBERS:**

The liability of financial members to contribute towards the payment of debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the club as required in Clause 2.2.

2.11 **ELIGIBILITY TO STAND FOR POSITIONS:**

- a. All financial members shall be eligible to stand for any position on the Committee and have the right to attend all Annual General, Special General and open Committee meetings.
- b. A person can only hold one position on the Committee unless all positions are not filled one month after the Annual General Meeting

2.12 **PERSONS ON SUSPENSION OR DISQUALIFICATION**

Any person suspended or disqualified by another Junior League Club or by the Junior League or the District Club cannot be accepted for membership during the period for suspension or disqualification.

2.13 **BENEFITS AND PRIVILEGES AND ACCEPTANCE OF RULES:**

- a. All members upon joining the club shall become entitled to all benefits and privileges associated with membership and shall also accept and be prepared to abide by the honour the Rules and Regulations of the club as set out in this constitution.
- b. Only financial members, Life Members, Representatives of the Junior League and Patrons with membership closing one month prior to the Annual General meeting have the right to vote at the Annual General Meeting, Special Extraordinary Meeting or Open Committee Meetings.

2.14 **LIFE MEMBERSHIP:**

The privileges of Life Membership shall entitle the holder to attend, speak, vote and stand for any office with the club at any Annual General, Special General or open Committee meetings.

- a. Nominees shall have given at least ten (10) years consecutive outstanding voluntary service to the club.
- b. Nominations must be in writing and signed by two members of the club one of which must be a Life Member and shall set out the qualifications of the nominee. It must be handed to the Secretary two months prior to the Annual General Meeting..
- c. The Club Executive will investigate the Nomination and recommend the acceptance or rejection of same, and submit its decision to the next Executive Meeting. Such recommendations shall be determined no later than one calendar month prior to the Annual General Meeting.
- d. No more than two (2) life members can be appointed in one year.

- e. A ballot shall be taken at the Annual General Meeting and the recommendation must be endorsed by at least 75% of the members present.
- f. Life Membership shall be forfeited by misconduct considered detrimental to the policy, welfare and interests of the club.

2.15 COMPULSORY MEMBERSHIP

All Committee, Coaches, Managers and Trainers must be Financial members of the Blacktown City Junior Rugby League Club.

SECTION 3. THE COMMITTEE

3.1 CLUB MANAGEMENT

The Club will be managed by the General Committee elected at the most recent Annual General Meeting and or any Extra Ordinary Committee meeting.

3.2 POWERS OF THE COMMITTEE

The committee shall have the 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 and may exercise all such functions as may be exercised by the club other than those functions that are required by these rules to be exercised by a general meeting of members of the club.

3.3 MAKE-UP OF THE COMMITTEE

The committee shall consist of the following:-

- a. The Executive Committee
- b. Ordinary members. (Committee members)

Provided each shall be elected at the Annual General Meeting or appointed in accordance with these rules.

3.4 EXECUTIVE COMMITTEE

The President, Secretary and Treasurer, Vice President and Registrar shall be the Executive of the club and have the power to make urgent decisions on behalf of the committee and the club. Those decisions shall be reported to the first meeting of the committee.

3.5 PATRON APPOINTMENT

All endeavours must be made to nominate Patron or Patrons who would be an obvious benefit to the well-being of the Club.

3.6 PERIOD OF OFFICE

- a. Members of the committee shall hold office until their successors are elected at the following Annual General Meeting.
- b. Persons holding Executive positions will hold office for two consecutive years.
 - 1. President & Treasurer Voted in for two years at AGM first year.
 - 2. Vice President, Secretary and Registrar Voted in for two years at AGM second year.

3.7 COMMITTEE VACANCIES

- a) In the event of a vacancy existing on the committee, the committee may appoint a member of the club to fill that vacancy.
- b) Should a member of the committee miss three (3) meetings in succession, without an apology acceptable to the committee, that member's position shall be declared vacant and may be filled by the committee at a following meeting.

3.8 CALL OF MEETINGS

- a) The committee shall meet at such place and time as the Executive may determine.
- b) Additional meetings of the committee may be convened by the President or on request to the Secretary, by at least three (3) committee members.

3.9 NOTICE OF MEETINGS

The Secretary shall advise all members of the committee at least forty eight (48) hours before the time appointed for the holding of a meeting, giving brief details of the reason for the meeting, should a meeting be arranged in accordance with Rule 3.8 (b).

3.10 QUORUM

A quorum for a committee meeting shall be 50% of the voting strength of the committee.

3.11 VOTING MAJORITY

All questions arising at a committee meeting shall be determined by a majority of the votes taken at the meeting.

3.12 VOTING ENTITLEMENT

- a) Each member of the committee is entitled to one vote.
- b) Should there be an equality of votes on a question, the person presiding (The Chairperson) may exercise a second or casting vote.

3.13 DECISIONS

Any act or thing done or suffered by the committee (includes sub-committee) is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member.

3.14 VISITORS TO MEETINGS

The committee shall have the power to admit visitors to meetings and to allow them to address the meeting, should it be considered necessary. They have no voting rights.

SECTION 4 MEETINGS

4.1 MEETINGS

Meetings shall be Annual General, Special General, Open Committee and Ordinary Committee meetings.

4.2 GENERAL MEETING PROCEDURES

Procedure at meetings shall be as set out in the Junior League Constitution

4.3 STANDING ORDERS

Standing orders for the club shall be as set out in the Junior League Constitution.

4.4 ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held each year in either October or November.

4.5 EXTRAORDINARY SPECIAL COMMITTEE MEETING

- a) The Executive committee may whenever it sees fit convene a special meeting of the General Committee.
- b) The Executive committee shall on receipt of a requisition in writing of not less than 115th of the total membership and signed by all members making the requisition, convene a special meeting of the General Committee.
- c) Should a Special General Committee meeting be convened, within the rules, the Secretary shall be advised and shall advise all financial members of the time, date, place and brief details of the business to be transacted, at least seven (7) days prior to the meeting. No business other than that specified shall be transacted.
- d) Should the Executive committee fail to convene a meeting within one month after the requisition is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Committee meeting to be held within three (3) months.
- e) A member desiring to bring any business before a General Committee meeting may give notice in writing of that business to the Secretary who shall include that business on the agenda of the meeting.

4.6 ORDER OF BUSINESS AT ANNUAL GENERAL MEETING

The following will be the order of business at the Annual General Meeting:-

Apologies
Confirmation of minutes of previous Annual General Meeting
Annual Reports
Financial Report and Accounts
Correspondence
Elections
Determination of fees
Business of which notice has been given
General Business

4.7 QUORUM AT MEETINGS:

No business can be transacted at any meeting unless there is a quorum present.

4.8 QUORUM AT ANNUAL GENERAL MEETING:

The quorum at an Annual General Meeting shall be those financial members present together with 50% of the voting strength of the committee.

4.9 NOTICE OF MEETING:

Fourteen (14) days notice of the Annual General Meeting shall be given to all financial members, by way of notice, circular, letter, newspaper advertisement or other manner.

4.10 NOMINATIONS FOR ELECTIONS

- a. Nominations for positions on the committee shall be made in writing on appropriate nomination form and signed by two (2) members of the club, together with signatures of consent of the person nominated.
- b. The nomination form shall be in the hands of the club Secretary not less than seven (7) days prior to the meeting.
- c. If the number of nominations received exceeds the number of positions available a ballot shall be held.

4.11 INSUFFICIENT NOMINATIONS

- a. If insufficient nominations are received to fill all vacancies, the nominations already received shall be deemed to be elected and further nominations will be accepted from the floor of the meeting.
- b. If insufficient further nominations are received, vacant positions may be filled at following committee meetings.

4.11 BALLOT

The ballot for the election of the committee will be conducted in such usual and proper manner as the committee may direct.

4.12 VOTING RIGHTS

The following persons shall be entitled to vote at an Annual General Meeting:-

Patrons

Life Members

Financial members

A representative from the Junior League, if in attendance.

Voting by proxy shall not be permitted.

4.13 RESCISSION MOTIONS

- a) The rescission motion should be submitted in writing to the Secretary.
- b) The motion should contain the names of the mover and seconder and the date of the meeting the resolution was passed at.
- c) The notice of motion should be placed upon the business paper at the next meeting, after the required seven (7) days notice.
- d) The Chairperson may with the consent of the members present waive the requisite seven (7) days notice, provided it is a matter of urgency.
- e) Once a notice of motion to rescind a previous motion has been defeated, no motion on that matter shall be dealt with for a period of three (3) months.

SECTION 5 - DISCIPLINE OF MEMBERS

5.1 MISCONDUCT:

The Executive committee shall have the power to deal with and adjudicate on any complaint made to it of misconduct of any member of the committee, of the club, official, player or team, provided such complaint is of misconduct considered detrimental to the policy, interest and welfare of the club or to Junior Rugby League generally.

5.2 POWERS OF EXECUTIVE COMMITTEE:

The Executive committee may fine, suspend, disqualify or otherwise deal with any member found guilty of misconduct.

5.3 NOTICE TO APPEAR:

When the Executive committee is satisfied a member should be called to appear before it for a breach of discipline, the following procedure shall apply:-

- a. A notice shall be served upon the member to appear before the Executive committee. The notice shall contain brief details of the complaint, time, date and place of meeting.

- b. The notice should also invite the member to address the committee or submit written representations relating to the complaint.
- c. The member should be given (7) seven days notice of the meeting.

5.4 HEARING PROCEDURE:

At the meeting the Executive committee shall:-

- d. Outline the complaint against the member.
- e. Give the member an opportunity to make oral representations.
- f. Give due consideration to any written evidence
- g. Take into account all available evidence.
- h. By resolution determine the guilt or otherwise of the member.
- i. Advise the member the result of the Executive committee's determination.

5.5 RESULT TO MEMBER:

When the Executive committee, for any reason, did not reach a decision at the meeting at which the member was called to, or appeared at, and later confirmed the guilt or otherwise of a member, the Secretary shall within seven (7) days, by notice in writing inform the member of that fact together with the result and penalty, if any, and set out the members' rights of appeal.

5.6 APPEAL RIGHTS:

A member, not satisfied with any decision of the committee, shall have seven (7) days from receipt of the committee's decision in which to notify the secretary of an appeal.

5.7 APPEAL PROCEDURE:

Upon receipt of a notice of appeal the Secretary shall notify the appropriate authority (Penrith Junior League) who shall notify the appropriate authority that shall convene an appeal hearing.

5.8 SERVICE OF NOTICES:

For the purpose of these rules a notice may be served upon any member of the club either personally or by post to the member at the members' address shown in the register of members. Where a document is sent to a person by properly addressing an Email or prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been delivered to the person at the time at which the letter would have been delivered in the ordinary course of post.

5.9 POWER TO CITE:

Any member of the club shall have the power to cite any other member who it is considered breached any rule or regulation of the club or who misconduct's himself or herself.

SECTION 6– CLUB BY LAWS

6.1 ROLES & RESPONSIBILITIES OF THE COMMITTEE

DUTIES OF THE PRESIDENT

- a) To sit as Chairman at the General Committee, Management and Executive meetings including the Annual General Meeting and any other special meetings as required.
- b) To develop and promote Club strategies.
- c) To attend all Junior League Meetings.
- d) Along with fellow Executives maintain the Constitution as required.
- e) To represent the Club in a positive and professional manner at all times.
- f) To develop Club and District harmony.
- g) To be a signatory and have an understanding to the Club's financial accounts.
- h) To represent the Club at judiciary and discipline hearings.
- i) To check all minutes of the meetings and sign as being correct and accurate.
- j) To supervise and assist all Club members.
- k) To supervise and assist in the selection of teams during the pre-season training.
- l) To manage and assist with all home games that are played during the Year.

DUTIES OF THE SECRETARY

- a) To be responsible for the proper handling of all Club correspondence and all record keeping including providing paperwork for all Club meetings.
- b) To work closely with other Executives and Club Members in performing their duties.
- c) Along with fellow Executives maintain the Constitution as required.
- d) To attend Junior League meetings.
- e) To act as a link between the Junior League and the Club both at policy level and for general weekly business during the season, including providing the Junior league with copies of all Monthly Meeting minutes and Financial records as required.
- f) To be a signatory to the Club's financial accounts.
- g) To supervise and assist all Club Members
- h) To provide support and assistance with all home games during the year.
- i) in consultation with the Treasurer to see that all Financial matters are adhered to.

DUTIES OF THE TREASURER

- a) To assume responsibility for all financial management of the Club.
- b) To provide Auditable record keeping.
- c) To record and submit monthly reports on the clubs Team Funds Account.
- d) To submit Statutory Accounts in accordance with the Australian Accounting Standards. This includes Balance sheets, Profit & Loss and Reconciled Banks accounts at every Club General meeting and Junior League requirements
- e) To assist the Club Auditor with the Annual Audit of the Club's financial affairs.
- f) To work closely with other Executives in developing Financial Security for the Club.
- g) Along with fellow Executives maintain the constitution as required.
- h) To be a signatory to the Club's financial accounts.
- i) To ensure Annual Returns and Statements of Accounts are filed with the Department of Fair Trading by the due date.
- j) To provide support and assistance with all home games during the year.

DUTIES OF THE REGISTRAR

- a) To supervise and be responsible for the proper registration of all players, coaches, managers and trainers.
- b) To manage and provide materials and assistance to all team managers.
- c) To be responsible for the accurate record keeping of all the clubs players, coaches, managers and trainers.
- d) To assist players complete transfer forms and authorize the transfer on the Club's behalf and according to the guidelines set by the Club and the Junior League.
- e) To provide support and assist with all home games during the year

DUTIES OF THE VICE PRESIDENT

- a) To assist the other Committee members in the performance of their duties.
- b) To fill in as Chairman at Club meetings in the Presidents absence.
- c) To provide support to the Executive Committee where required.
- d) To assist in the managing of pre-season training.
- e) To provide support and assistance with all home games during the year.
- f) To run the Presentation night after home games at the RSL on a Sunday Night.

DUTIES OF THE SPORTS TRAINERS CO-ORDINATOR

- a) To provide assistance and direction to all sports trainers.
- b) To make sure all trainers are qualified and that their qualifications are up to date.
- c) To liaise with the Junior League in regards to up to date requirements.
- d) To make sure all home games are covered with the proper qualified trainers.
- e) To maintain accurate records of all player injuries.
- f) To provide support and assistance with all home games during the year.

DUTIES OF THE ASSISTANT SECRETARY

- a) To record accurate minutes of all Club meetings.
- b) To provide the Club Secretary copies of all minutes in time for the next meeting.
- c) To record 3-2-1 points and maintain week to week accuracy of player records.
- d) To maintain accuracy on all scores recorded throughout the season.
- e) To maintain and check that all points tallied are correct and final in determining end of year Award Winners.
- f) To assist the Secretary in the performance of their duties if required.

DUTIES OF THE COACHES CO-ORDINATOR

- a) To make sure all Coaches are qualified and that their qualifications are up to date.
- b) To liaise with the Club Secretary in making sure all coaches are up to date with the New Rules and requirements.
- c) To provide assistance with pre-season training for all the coaches.
- d) To monitor and assist with any coach who may need help throughout the year.
- e) To always look at upskilling our Coaches with the assistance of the NRL.
- f) To monitor Coaches on the weekends to make sure all club Policies are being followed.
- g) To handle complaints from coaching staff as they come through.
- h) To liaise with the Club President with any ongoing issues.
- i) To supervise and assist with the selection of Teams during the pre-season training.

DUTIES OF THE FEMALE PLAYER CO-ORDINATOR

(This position is appointed when Club has 5 or more teams and 3 or more Coaches)

- a) To liaise with the Club Secretary in making sure all Coaches are up to date with any New Rules and requirements.
- b) To provide assistance with pre-season training for the Female Teams Coaches.
- c) To monitor and assist with any Coach who may need help throughout the year.
- d) To always look at upskilling our Coaches with the assistance of the NRL.
- e) To monitor Coaches on the weekends to make sure all club Policies are being followed.
- f) To handle complaints from coaching staff as they come through.
- g) To liaise with the Club President with any ongoing issues.
- h) To assist with the recruiting of Female Players.
- i) To assist with the welfare of the players throughout the year
- j) To supervise and assist in the selection of the Female Teams during the pre-season training.

DUTIES OF THE GROUNDS MANAGER

- a) To be responsible for the proper preparation, maintenance and marking of our playing fields.
- b) To be responsible for the ordering of materials and maintaining of all ground equipment.
- c) To liaise with Penrith Council on all maintenance matters at all the grounds
- d) To manage the running of all home games including organizing Ground Managers, Field Duties, Game Sheets and Match Day supplies (footballs, clocks, air horns, bells etc.)
- e) To organize pre-season training times and fields allocation and to monitor any adjustments that may be required once the teams have been selected.

DUTIES OF THE CANTEEN MANAGER

- a) To be responsible for the proper running of the canteen facilities at home games.
- b) To order and manage all food and drink requirements for the canteen.
- c) If required form a canteen Committee to assist in the running of the canteen.
- d) To liaise with the Treasurer in regards to the financial running of the canteen.
- e) To ensure that all funds are counted and accounted for at the end of each day and appropriate receipts are written. This will be countersigned and witnessed by the Treasurer. In the absence of the Treasurer an Executive is to countersign for the days takings.

DUTIES OF THE CLOTHING MANAGER

- a) To be responsible for the ordering, distribution and maintaining of Club Clothing (including playing gear).
- b) To keep up to date records of all clothing in stock including a full stock take for the Annual Audit.
- c) To advertise and maintain sales of clothing sold at the ground throughout the year.
- d) To make sure all money collected from clothing sales is receipted and handed to the Treasurer.
- e) To make sure all stock is stored in a safe and appropriate manner

DUTIES OF THE MEDIA AND MAGAZINE CO-ORDINATOR

- a) To be responsible for the coordinating and publishing of the Yearly Magazine.
- b) To be responsible for managing the Clubs Facebook Page and any other Social Media outlets in consultation with our Executive Committee.
- c) To ensure that all members are aware of and adhere to the Junior League Media Policy.
- d) To ensure all sponsors are well advertised throughout the year

CLUB SUB COMMITTEES

- a) To assist with the running of the Canteen
- b) To assist with the Grounds upkeep and to assist with the running of the games on the weekend.
- c) To assist with Social and Fundraising activities of the Club
- d) To assist with the Clothing and gear sales requirements
- e) To assist the coaching Co-Coordinator.

6.2 FINANCIAL MEMBER - VOTING RIGHTS

Once a players' registration fee is paid in full no later than the completion of the third round, one parent is nominated or senior player(18 years and over) becomes a financial member of the club and is entitled to full voting rights at the next Annual General Meeting. Should there be two (2) or more players in the one family registered then both parents may have voting rights. Voting rights are limited to the AGM only and not at General Committee Meetings, unless the member at the AGM wishes to become part of the General Committee for the following year. Individuals without children playing in the club will gain membership by attending the AGM and paying the membership fee set down by the Committee. A person must be a financial member for at least 12 (12) months to be eligible to vote at the AGM.

6.3 VOTING RIGHTS FOR COACHES AND OTHER TEAM MANAGEMENT

Once Coaches are appointed for the upcoming season they need to be financial and are automatically elected to the Committee for that season with voting right at General Committee Meetings. If a Coach wishes to hold a specific position on the committee they will need to be elected to the said position at the AGM and or Committee meeting 3 months after the AGM. Coaches may send other Team Management to meetings on their behalf however voting right is not transferable.

6.4 SELECTION OF COACHES

A coaching panel of a minimum of 3 but not limited to will be elected annually at the AGM. They will make recommendations for coaching appointments and will present them to the Executive Committee for appointment. All applicants need to make submission in writing outlining the Team they wish to coach and their qualifications. Coaches for the Under 6's through to A Grade..

6.5 INDIVIDUALTEAM FUND RAISING

It is recommended that all funds raised on behalf of the Club or individual teams be paid into the Treasurer as soon as possible. Funds will be recorded as "Team Funds" and will be returned to the team on request at the completion of the season. The Club refutes liability for any funds not paid to the Club bank account.

6.6 SERVICE RECOGNITION

A Player completing 5 continuous seasons will receive an appropriately embroidered Polo shirt.

A Player completing 10 continuous seasons will receive an appropriately embroidered Club Jacket.

Continuous seasons will be determined by the Club Executive and consideration will be given if a Team in a certain age group and or season was unavailable for the player to maintain continuity.

A Committee Member serving as an active committee member for 5 continuous seasons will receive an appropriately embroidered Polo shirt.

For Life Membership refer Constitution item 2.14.

6.7 EQUIPMENT

The Club will supply a Minimum of one (1) training ball and set of jerseys to each registered team within the Club and such equipment remain the property of the Club at all times. The manager of each team will sign for and shall be responsible for this equipment for the full football year. Any loss or damage is to be reported to the respective Equipment Officer as soon as possible.

6.8 CLUB CAPTAIN'S APPOINTMENTS (NEW)

A Male and Female Club Captain will be selected from the most senior Club Teams. The individuals will be nominated by Coaches and or Committee personnel with the final appointments determined by the Club Executive at the beginning of each season. The Players selected for these roles will take up a mentor role for all players in the Club. All players will be advised of these individuals and their roles as a connection to Club Executive if there are issues for concern with Team or Club.

6.9 TRIALS/ KNOCK OUTS/ TRIPS AWAY

No team will enter into any trial games with any other club without approval of the Club Secretary and or Club Executive..

No team will enter into any knock-out competition without approval of the Club Secretary and or Club Executive..

6.10 AFFILIATED CLUBS

The Blacktown City J.R.L.C. can offer an opportunity for other clubs to affiliate who are deemed to enhance or offer growth within the Junior Rugby League Club. These Clubs must remain autonomous and self-funded entities in their own right but are affiliated for use of grounds, name, logo or other sound reasons so deemed by the General Committee.

It must be clear to an affiliated club that Blacktown City J.R.L.C. will not bare any or offer any guaranteed financial support for the affiliated club. Any financial or non-financial support given to an affiliated club must be passed by the Junior League Committee. Each proposed affiliated Club must present a case to the committee for affiliation. The affiliated club can make delegation to the Junior League Club for support but can have no voting rights or hold a Junior League Committee position on behalf of the affiliated club.