



BY-LAWS

PUTNEY RANGERS SPORTS CLUB

(ABN 92 785 542 974)

Date: October 2019

TABLE OF CONTENTS

1.	OVERVIEW	4
2.	ALTERATION OF BY-LAWS	4
3.	DEFINTIONS & ABBREVIATIONS	4
4.	COLOURS	4
5.	OFFICIALS	4
6.	DUTIES AND FUNCTIONS OF OFFICIALS	5
6.1	President	5
6.2	Vice-President	5
6.3	Secretary	5
6.4	Treasurer	5
6.5	Director of Coaching;	6
6.6	Registrar – Men’s;	6
6.7	Registrar – Women’s;	6
6.8	Mini’s Coordinator;	6
6.9	Junior’s Coordinator;	6
6.10	Senior Coordinator & Delegate – Men’s;	6
6.11	Senior Coordinator & Delegate – Women’s;	6
6.12	Equipment Officer;	6
6.13	Publicity & Sponsorship Officer;	6
6.14	Events & Fundraising Officer;	7
6.15	Website & Newsletter Coordinator;	7
6.16	Member Protection Officer (MPO);	7
6.17	Committee Assistants	7
7.	ELECTION OF COMMITTEE MEMBERS AND OFFICIALS	7
8.	TERMS AND LENGTH OF SERVICE	7
9.	CASUAL VACANCIES	7
10.	REMOVAL OF COMMITTEE MEMBERSHIP	8
11.	REGISTRATION FEES	8
12.	REGISTRATION OF PLAYERS	9
13.	GRADING POLICY	9
14.	PLAYER’S EQUIPMENT	9
15.	TEAM EQUIPMENT	10
16.	CONDUCT OF TEAMS	10
17.	TRAINING	11
18.	MANAGERS AND COACHES	11
19.	TEAM CONTROL	11

20.	DUTIES OF PUT MEMBERS	12
21.	FINES	13
22.	PERSONAL DISPUTES	13
23.	RESOLUTION OF DISPUTES	13
24.	DISCIPLINING OF MEMBERS	14
25.	RIGHT OF APPEAL OF DISCIPLINED MEMBER	14
26.	MEMBER PROTECTION	15
27.	TROPHIES	15
28.	PERPETUAL TROPHIES AND AWARDS	15
29.	SPONSORSHIPS	16

BY-LAWS OF PUTNEY RANGERS SPORTS CLUB

1. OVERVIEW

These By-Laws are established by the Executive Committee of the Putney Rangers Sports Club under rule 27 of the Club Constitution.

2. ALTERATION TO BY-LAWS

- 2.1 The PUT Executive Committee shall have the power to make, alter and rescind any By-Laws that it considers necessary for the effective administration of the Club, provided that no By-Law may be inconsistent with the rules of the Club and its Constitution, or inconsistent or impinge on any State or Federal rights by law.
- 2.2 Any alteration or amendment to the By-Laws shall only be approved by a “For” vote of two-thirds majority of persons eligible to vote attending a PUT General Meeting.

3. DEFINITIONS AND ABBREVIATIONS

- **AGM** – Annual General Meeting
- **Club** – Putney Rangers Sports Club
- **FFA** – Football Federation Australia
- **FIFA** - Fédération Internationale de Football Association, or International Federation of Association Football
- **Football Association** – refers to Associations and governing bodies that are primary stakeholders in football in Australia. These include but are not limited to FFA, FNSW and NWSF.
- **FNSW** – Football New South Wales
- **NWSF** – North West Football Association
- **PUT** – Putney Rangers Sports Club

4. COLOURS

- 4.1 The colours of the Club shall be
- (i) Men - predominantly red shirts with black and white trim, black shorts and socks.
 - (ii) Women - predominantly purple shirts with white and pink trim, purple shorts and socks.
- 4.2 Goalkeepers shall wear contrasting coloured jerseys

5. OFFICIALS

The Officials of the Club shall be:

- a) President;
- b) Vice-President;
- c) Secretary;
- d) Treasurer;
- e) Director of Coaching;
- f) Registrar – Men’s;

- g) Registrar – Women’s;
- h) Mini’s Coordinator;
- i) Junior’s Coordinator;
- j) Senior Coordinator & Delegate – Men’s;
- k) Senior Coordinator & Delegate – Women’s;
- l) Equipment Officer;
- m) Publicity & Sponsorship Officer;
- n) Events & Fundraising Officer;
- o) Website & Newsletter Coordinator;
- p) Member Protection Officer (MPO);
- q) Committee Assistants

6. DUTIES AND FUNCTIONS OF THE OFFICIALS

6.1 President

Shall provide strong, efficient and effective leadership for the Club. Ensure the Club promotes the participation and achievement of all its sporting teams at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the Club. Ensure the Club is run efficiently administratively, financially and socially to support the on-field activities. Ensure sub committees and committee members fulfil their responsibilities to the Club. Preside at all meetings of the Club Committee.

The President is accountable to the Members and the Executive Committee and shall report activities of the portfolio to the Members at the Annual General Meeting.

6.2 Vice-President

Shall provide support to the President of the Club, including taking the President’s role in their absence. Provide support to the Executive Committee and Members as required to ensure the efficient operation of the Club.

The Vice-President is accountable to the President, Members and the Executive Committee and shall report activities of the portfolio to the Executive Committee.

6.3 Secretary

Shall attend to the general business of the Club and also be the key contact for all Club correspondence. Shall keep a register of all Committee Members and Office Bearers, including contact details, of the Club. Minute all proceedings at Committee and Members meetings and make them available at the following meeting.

6.4 Treasurer

Shall receive all monies and pay them to the Club's bank account within seven days of receipt., pay all accounts passed for payment- keep a proper account of all receipts and payments and provide a statement of same at each Executive Committee Meeting and Managers and Coaches Meeting; prepare a Financial Statement for presentation to the Annual General Meeting.

6.5 Director of Coaching

Shall endeavour to attain and maintain the highest possible standard of coaching and play, through provision of proper facilities, personnel and methods of coaching. Shall assist team coaches in the conduct of soccer training trials in age groups in accordance with Club's policy. Shall liaise with the Executive Committee as to the conduct of all team coaches within the club and make recommendations as to the fitness and suitability of any person to hold the position of coach.

6.6 Registrar – Men's

Shall keep a register of all Members and players playing within the Association, including details of players' date of birth and a copy of Birth Certificate or Statutory Declaration. Responsible to ensure players are correctly registered with the Club and the Association. Shall liaise with the Executive Committee for the purchase of trophies for the end of season presentations.

6.7 Registrar – Women's

Shall keep a register of all Members and players playing within the Association, including details of players' date of birth and a copy of Birth Certificate or Statutory Declaration. Responsible to ensure players are correctly registered with the Club and Association, and Putney Rangers Football Club.

6.8 Mini's Co-ordinator

Shall be responsible for the distribution of information to the Mini teams within the Club. Be the initial contact for Parents, Players, Coaches and Managers associated with the Mini Teams – U6, U7 & U8. Will assist in collection of valuable player information needed for the Club Executive in the upcoming Competition age group areas of the Club.

6.9 Junior's Co-ordinator

Shall be responsible for the distribution of information to the Junior teams (U9 to U18) within the Club. Be the initial contact for Parents, Players, Coaches and Managers associated with the Junior Teams – U9 to U18. Will assist in collection of valuable player information needed for the Club Executive in the various competition age group.

6.10 Senior Coordinator & Delegate – Men's

Shall be responsible for the distribution of information to the Men teams (All Age and Overs) within the Club. Be the initial contact for Players, Coaches and Managers associated with the Men's All Age and Over 35, 45 and 55 teams. Will assist in collection of valuable player information needed for the Club Executive in the various competition age group.

Shall attend all Management Committee Meetings of the Association as the Club's Representative. Shall arrange a substitute if unable to attend. Shall keep the Club Executive and Managers and Coaches Committees informed of the proceedings of such meetings.

6.11 Senior Coordinator & Delegate – Women's

Shall be responsible for the distribution of information to the Women teams (Junior and All Age) within the Club. Be the initial contact for Parents, Players, Coaches and Manager associated with the Women's Teams. Will assist in collection of valuable player information needed for the Club Executive in the various competition age group.

Shall attend all Management Committee Meetings of the Association as the Club's Representative. Shall arrange a substitute if unable to attend. Shall keep the Executive and Managers and Coaches Committees informed of the proceedings of such meetings.

6.12 Equipment Officer

Shall be responsible for the distribution of the Club's gear to the team Managers and report to the Executive Committee on any replacements or new gear required. Shall collect all the Club's gear from team Managers at end of the season. Shall be responsible for the conducting a stocktake of the Club's gear, at least annually.

6.13 Publicity & Sponsorship Officer

Shall assist the Executive Committee in coordinating all public announcements and the Club's activities through various outlets, including local papers, Facebook and website as applicable. Assist the Executive Committee in seeking and gathering of sponsorship monies for the Club.

6.14 Events & Fundraising Officer

Shall assist the Executive Committee in coordinating all events and fundraising activities for the Club. This includes the

6.15 Website & Newsletter Coordinator

Shall be responsible for posting on the Club Website and assist in the preparation and distribution of the Club Newsletter where required. This role also is to maintain and keep updated the Club website with relevant information and post all relevant updates in a timely manner.

6.16 Member Protection Officer (MPO)

Shall be responsible for Member protection within the Club and all Member protection related matters including providing guidance to the Executive Committee and managing communication to players, coaches and alike regarding internal Club disciplinary actions.

6.17 Committee Assistants

General Committee Members who attend Club meetings and will be encouraged to get involved as required during the season to help with the smooth running of the Club activities.

7. ELECTION OF COMMITTEE MEMBERS AND OFFICIALS

- 7.1 Voting for all positions within the PUT Committee shall be conducted at the PUT AGM. In the event that there is a requirement to replace or fill a vacant position on the committee, then this may take place at the next available general committee meeting.
- 7.2 At the AGM, all positions will be declared vacant by the President, and then nominations will be called for each position. Nominations received via correspondence by the President shall be announced for each position.
- 7.3 If there is only one nomination for a position with no objections to said nomination, then the President may appoint the nominee to the position.
- 7.4 If there are multiple nominees, then a vote/ballot shall be held to elect which nominee shall be elected into the position. A vote may be held by show of hands, or closed ballot at the determination of the President.

On completion of positions being allocated, the Secretary is to ensure that all committee members are entered in to the Register of Committee Members, as detailed in section 6.

8. TERMS AND LENGTH OF SERVICE

- 8.1 The length of service for all PUT Committee positions is the period between AGM's, which is approximately one (1) year.

- 8.2 The Club must have a nominated Secretary at all times. If the role of Secretary becomes vacant the role of the Secretary must be filled within 14 days at a general meeting, where normal nomination and voting procedures are to apply. If it is impractical for the Club to hold an election then the Executive Committee must appoint a temporary Secretary until a person is able to be elected or appointed.

9. CASUAL VACANCIES

- 9.1 In the event of a casual vacancy occurring in the membership of the Committee, the Executive Committee may appoint a member to the Committee to fill the vacancy and the Member so appointed is to hold office, subject to the constitution and these bylaws, until the next general committee meeting following the date of the appointment.
- 9.2 Appointing a member to a vacancy is to be performed via a vote from a majority vote of the general committee.
- 9.3 A casual vacancy in the office of a member of the committee occurs if a member:
- a) dies, or
 - b) ceases to be a member of the Club, or
 - c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
 - d) resigns office by notice in writing given to the Secretary, or
 - e) is removed from office under Section 22, or
 - f) becomes a mentally incapacitated person, or
 - g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.
- 9.4 Within 14 days of any member on the PUT Committee vacating their position, it is a requirement that all documents in his or her possession that belong to the PUT are delivered to the public officer for delivery to his or her successor.

10. REMOVAL OF COMMITTEE MEMBERSHIP

- 10.1 The Members of the Club at General Meeting may by resolution remove any member of the Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of the office of the member so removed.
- 10.2 If a member of the committee to whom a proposed resolution referred to in subsection 22.1 relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the Members of the Club, the Secretary or President may send a copy of the representations to each Member of the Club, or if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.
- 10.3 Within 14 days of any member on the PUT Committee vacating their position, it is a requirement that all documents in his or her possession that belong to the Club are delivered to the Public Officer for delivery to his or her successor.

11. REGISTRATION FEES

- 11.1 The PUT Executive Committee shall produce a timeline each season for the promotion and advertising of registrations, processing of online and manual registration forms, acceptance of payments, and subsequent grading and trials. This timeline shall allow sufficient time to meet association deadlines for registration & team nomination.
- 11.2 Registration fees shall be reviewed each season by the Executive Committee and adjusted to reflect changes in Football Association registration costs and club component requirements. Fees are payable prior to season commencement.
- 11.3 Players who are unfinancial at commencement of the season or have not entered into an approved arrangement with the Treasurer, shall not be permitted to play until full payment is received.
- 11.4 Registration fees may be varied by the Executive Committee to address individual circumstances (e.g. hardship requests). The Executive Committee may also approve discounts to registration fees where it deems appropriate (e.g. Life Members, family discounts etc.).
- 11.5 The Club reserves the right to implement any additional fee or levy to be utilised to raise additional finances for matters relating to substantial investment and/or development of major capital works or infrastructure upgrades. Any additional fee or levy shall be clearly annotated in any registration documentation, and otherwise be publicised and freely available to all enquiries.
- 11.6 A player may request to cancel their registration (de-register) with PUT at any time throughout the season. If a request to de-register is received and processed prior to the promulgated cut-off dates for the appropriate Football Associations, the player will receive a refund of their registration fee less the following components:
 - a) Non-refundable Football Association fees,
 - b) Non-refundable Insurance premium

12. REGISTRATION OF PLAYERS

- 12.1 Membership is restricted to Financial Members of the Club and any Members of Putney Rangers may make application to become a Member of the Club.
- 12.2 Application shall be made on the prescribed Registration Form or Online Registration facility within the Clubs Website.
- 12.3 Any applicant transferring from another Club after having registered with that Club for the current season shall submit with his application a written clearance from that Club.
- 12.4 A player's registration shall be current as from 1st January until 31st December each year.

13. GRADING POLICY

- 13.1 The Club has a Grading Policy to ensure that all registered players at the Club are able to play in a team that will allow them to develop their skills at an appropriate level.
- 13.2 Grading trials shall be arranged at the discretion of the Executive Committee for age competition players for the purpose of grading players into teams. All players must be advised their grading by the end of grading trials.
- 13.3 A player may play for the Club in a higher division of his age group, or higher age group - with the approval of the Coach or Manager of his registered team and the Director of Coaching - according to prevailing competition rules. He may not play in a lower division of the age group with which he is registered or for a lower age group.
- 13.4 All grading disputes will be referred to the Director of Coaching and the Executive Committee for decision.

- 13.5 The Grading Policy document which shall be reviewed from time to time by the Executive Committee.

14. PLAYER'S EQUIPMENT

- 14.1 All Club uniforms and clothing must be approved by the Executive Committee.
- 14.2 All players must appear in proper approved Club uniform, as well as shin pads and football boots, in conformity with the laws of the game.
- 14.2 Shirts will be provided to all players by the Club.
- 14.3 Shorts, socks, shin pads and boots shall be provided by the players.

15. TEAM EQUIPMENT

- 15.1 All team Coaches and Managers are to ensure that all PUT equipment loaned to teams for use during the season, is maintained in good order and condition.
- 15.2 Equipment loaned to teams may include, but not be limited to:
- a) Team Kit bag, including team strips (jerseys), coach and manager armbands, goal keeping gloves, training bibs best and fairest trophies (mini/juniors);
 - b) Team match ball;
 - c) Team training balls and bag; and
 - d) Training poles and/or cones;
- 15.3 All loaned equipment is to be returned to the equipment manager at the end of the season, on the nominated return date.
- Failure to return equipment on time, or in good order and condition, may result in teams having bonds placed on them in following seasons, or debt recovery for costs of repair for non-fair wear and tear related damage.

16. CONDUCT OF TEAMS

- 16.1. A Manager and Coach shall be appointed for each team by the Executive Committee.
- 16.2 The Manager's duties shall be:
- a) Custody of the team equipment.
 - b) Responsible for the general behaviour of the players prior to and on completion of match play.
 - c) Appointment of 2 representatives on Managers and Coaches Committee.
 - d) Advise Publicity Officer and/or Results Officer of results in a manner as prescribed by the Executive Committee.
 - e) Responsible for completing Competition Team Sheets.
 - f) Advising the Teams Administration Manager of any known injuries to players sustained whether during match play or at supervised coaching/training sessions.
 - g) Advising parents and/or players of all matters relative to their team and their obligations to the Club.
- 16.3. The Coach shall be responsible for:
- a) Sole selection of the team.
 - b) Informing the Manager of any injury sustained by players whilst under his jurisdiction.

- c) Training of teams
- d) The discipline of the team whilst assembled as a team at the field of play and also at supervised coaching/training sessions.

- 16.4. The Coach and/or Manager shall report any misconduct of any player to the Executive Committee for deliberation. The Executive Committee shall have the right to request such player appear before the Committee for determination of any action to be taken. The Executive Committee decision will be final.
- 16.5. The Coach of the higher division team will have prior call on all players of the one and same age group. This priority shall only be exercised up to two weeks before the first competition game. At all times Parent's wishes will be given fullest consideration. The Coach must explain his policy on rotation of players prior to commencement of this Competition.

17. TRAINING

- 17.1 All teams will be allocated a period for training throughout the winter season. Coaches and managers are to ensure that they train within these times, and not hinder or interfere with other teams by starting early or finishing late.
- 17.2 Minis teams generally will be allocated a 30-minute training block times on any ground from 4:00pm-5:30pm.
- 17.3 Junior teams will be allocated a 60-minute training block time based on the available grounds and lights. Coaches and managers are to ensure that they train within these times, and not hinder or interfere with other teams by starting early or finishing late.
- 17.4 Senior teams will be allocated in 90-minute training block based on the available grounds and lights.
- 17.5 Any availabilities for extended and/or additional training allocations will be allocated at the absolute discretion of the Executive Committee.
- 17.6 Teams requiring warm-up cool-down time are free to use grassed areas adjacent to fields when outside the allocated training block.

18. MANAGERS AND COACHES

- 18.1 It shall be the responsibility of the Executive Committee and the Director of Coaching to ensure sufficient Managers and Coaches are sourced for each team under its control.
- 18.2 For Under Age teams (Under 18 and below) it is expected that the teams Coach and Manager will be sourced from one (or more) parents of said team. Each under age team must have both a Coach and Manager allocated prior to Round 1 of the season, or else the team will not be eligible to take the field due to legal liability, insurance and WHS reasons.
- 18.3 For All Age and Senior teams, each team must have a minimum of one Team Manager/Coach for the team to be eligible to take the field. In normal circumstances these positions are filled by members of the team.
- 18.4 For Super League or Premier League teams as appropriate, a Coach and Manager shall be assigned by the Executive Committee. Selection of Coach and Manager will be conducted by the Executive Committee as it sees fit taken from registered nominations of parties interested.

19. TEAM CONTROL

- 19.1 Each team in the club will have at least one (1) Team Manager and one (1) Team Coach.
- 19.2 The Team Manager will be responsible for the following:
- Registration of players - ensure all players are registered;

- Assist the Treasurer in the collection of outstanding registration fees and other monies;
- Liaison with relevant PUT Coordinator and/or Executive Committee;
- Notification of fixtures to players/parents;
- Responsibility for the maintenance and good order of PUT team equipment;
- Responsibility for reporting/entering results on completion of game as required;
- Adherence, promotion and enforcement of PUT and/or Association By-Laws and Rules for players, parents and spectators;
- Adherence, promotion and enforcement of FFA/FNSW/Local Association Codes of Conduct, for players, parents and spectators;
- Submission of match reports and/or news items for the newsletter (optional), and
- Responsibility to ensure the team's rostered canteen duties are covered by parents/players (where appropriate).

19.3 The team coach shall be responsible for the following:

- Plan and implement team training sessions;
- Team selection in accordance with Club guidelines;
- Adherence, promotion and enforcement of PUT and/or Local Association By-Laws and Rules for players;
- Adherence, promotion and enforcement of FFA/FNSW/Local Association Codes of Conduct, for players;
- Adherence to the FFA Coaches Code Of Conduct;
- Adherence, promotion and enforcement of the rules of the game;
- Assisting team manager with their duties, and
- Responsibility for the maintenance and good order of PUT team equipment.

20. DUTIES OF PUT MEMBERS

- 20.1 All Members, Life Members, Coaches, Managers, players and Committee Members are expected to adhere to the FFA/FNSW/Local Association Codes of Conduct at all times.
- 20.2 The Executive Committee will also seek volunteers to assist with Coaching, Managing, ground dressing, fund raising and any other activity reasonably associated with the running of the Club. The PUT Executive Committee may take steps to assist the equitable division of these duties among all members.
- 20.3 PUT has a zero tolerance to any form of bullying, harassment, racial or sexual discrimination, humiliating (public or otherwise) in any way shape or form. Committee members, team officials, players, parents, guardians and/or spectators face suspension, expulsion, or bans from the club as well as any possible criminal or civil litigation charges.
- 20.4 PUT takes no responsibility for any individual, team or otherwise that causes any offence that may bring about criminal or civil action on them as individuals.
- 20.5 PUT has a zero tolerance for any misconduct or behaviour that may bring the Club, the Local Associations, the game, or the community into disrepute.

21. FINES

- 21.1 Where PUT receives fines from a Football Association (forfeit, team sheet, shirt numbers, wrong result etc.) such fines may be passed on to the relevant team for payment at the discretion of the Executive Committee.
- 21.2 In any circumstance where a PUT team is issued with a team bond from a Football Association, then the members of the team are to obtain the funds and make these funds payable to the PUT Treasurer via cash or bank cheque, which will be subsequently forwarded to the Football Association.
- 21.3 In the case where further actions result in the Football Association deeming the bond money forfeited, then the team (and its players) will not be eligible for any part of such bond being refunded, and this is not eligible for any appeal within PUT. Depending on the situation the team (via the Club) may be eligible to appeal the Football Association decision via the appropriate appeals process.
- 21.4 In the case that the Football Association deems the bond eligible to be returned, the funds of such bond, subject to any partial fines etc, will be passed to the teams Manager for distribution as appropriate to the team members.
- 21.5 The Executive Committee may also take any action deemed appropriate to collect such payments, which in the case of payments not being forwarded, include deregistration and expulsion from PUT, and all refunds will be forfeited if normally eligible.
- 21.6 Any non-payment of fines by teams or individuals as issued by PUT, will be registered with FNSW and the local Football Associations, thereby restricting registration in further competitions/teams until the fine/debt is paid in full.

22. PERSONAL DISPUTES

- 22.1 The Team Manager and the Team Coach are fully responsible for each team, including player's parents for teams under the age of 18. No interference should be tolerated by either person from outside parties that may interfere with the efficient coaching and/or management of their team.
- 22.2 Should interference occur, a written report by the team manager must be forwarded to the PUT Executive Committee for advice and action on the matter.

23. RESOLUTION OF DISPUTES

- 23.1 Any dispute between a Member and another Member (in their capacity as Members) of the Club, or a dispute between a Member, or Members and the Club, are to be referred to the PUT Executive Committee for resolution.
- 23.2 Any dispute within the Club must follow due process and be discussed with the Club via the processes in place in these By-Laws, prior to any option of appealing to the local Football Association or higher football regulator.
- 23.3 If a resolution is unable to be negotiated by the Club's Executive Committee, then the dispute is to be referred to the community justice centre for mediation under the *Community Justice Centres Act 1983*.
- 23.4 If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- 23.5 The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

24. DISCIPLINING OF MEMBERS

- 24.1 A complaint may be made to the Executive Committee by any person that a member of the Club:
- a) has refused or neglected to comply with a provision or provisions of these By-Laws, or
 - b) has wilfully acted in a manner prejudicial to the interests of the club.
- 24.2 The Executive Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 24.3 If the Executive Committee decides to deal with the complaint, the Executive Committee:
- a) must cause notice of the complaint to be served on the Member concerned, and
 - b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Executive Committee in connection with the complaint, and
 - c) must take into consideration any submissions made by the member in connection with the complaint.
- 24.4 The Executive Committee may, by resolution, expel the Member from the Club or suspend the Member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- 24.5 If the Executive Committee expels or suspends a Member, the Secretary must, within 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 Executive Committee for having taken that action and of the Member's right to appeal under section 23.
- 24.6 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, unless and until the Club confirms the resolution under section 23, whichever is the later.

25. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- 25.1 A Member may appeal to the Club in General Meeting against a resolution of the Executive Committee under section 22, within 7 days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.
- 25.2 The notice may, but need not, be accompanied by a statement of the grounds on which the Member intends to rely for the purposes of the appeal.
- 25.3 On a receipt of a notice from a Member under subsection 23.2, the Secretary must notify the Executive Committee which is to convene a meeting of the club to be held within 28 days after the date on which the Secretary received the notice.
- 25.4 At a General Meeting of the Club convened under subsection 23.3:
- 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 Club Members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
 - d) The appeal is to be determined by a majority of cast votes at the General Meeting of the Members

26. MEMBER PROTECTION

- 26.1 All members of the PUT Committee are required under NSW legislation to acquire a Working With Children Check (WWCC) number from the Office of Children's Guardian. The Member Protection Officer is responsible for ensuring that all committee members have applied for and advised the club of their WWCC numbers.
- 26.2 All Coaches and Managers who are dealing with an underage team (i.e. Under 18 and below) must have a WWCC number unless they are deemed to be exempt under the Child Protection Act. In general, this means they must be directly related to a child on the team that they are coaching and/or managing.
- 26.3 Those Coaches and Managers that are exempted under the act must still complete the Football NSW Member Protection Declaration Form and provide photo identification with the form to any Committee Member or the Member Protection Officer (MPO). All completed forms must be forwarded to the MPO prior to the commencement of the season.
- 26.4 Any Club Member with concerns regarding harassment, bullying, discrimination or child protection should consult with the Member Protection Officer, who will refer the matter to the Club President, the Executive Committee, or an external authority as appropriate.

27. TROPHIES

- 27.1 Trophies may be awarded at the discretion of the Executive Committee.
- 27.2 All trophies shall be presented to winners at the Annual Presentation Day for Juniors and Seniors. Perpetual Trophies shall be returned to the Secretary for inclusion in the Display Case in the Putney Rangers Sports Club Meeting Room.

28. PERPETUAL TROPHIES AND AWARDS

28.1 Golden Boot – Men's

This trophy will be awarded to the highest goal scorer during the Premiership Season in a competitive Men's team.

28.2 Golden Boot – Women's

This trophy will be awarded to the highest goal scorer during the Premiership Season in a competitive Women's team.

28.3 Best Senior Team – Women's

This trophy will be awarded to the PUT team considered the Best during the year – as adjudged by the Executive Committee.

28.3 Chris Grove Memorial Award

This trophy is awarded to a PUT player playing the O45s/O55s competition, who plays the game for the fun and is inclusive of all his team mates irrespective of the result.

28.4 Service Awards

Players will receive an award after each five (5) years of for the club. Years of service as a player are consecutive not cumulative. The Executive Committee shall decide on the nature of the award according to the length of service being recognised.

29. SPONSORSHIP

The Club shall seek to obtain additional funding for club activities through the signing of sponsors. Sponsorship guidelines shall be outlined in the Sponsorship Policy document, which shall be reviewed from time to time by the Executive Committee. Individual sponsor agreements and variations to proposal arrangements may be approved by vote of the Executive Committee.