



**Rules of Club for  
Vasse Soccer Club Inc  
(By-laws)**



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## Rules of Club

### 1. Name, Colours, Mascot and Bylaws

#### 1.1 Name

At the commencement of season 2023/2024 the name of the Club will be Vasse Soccer Club Inc.

#### 1.2 Club colours

The official colours of the Club are white and black.

#### 1.2 Mascot

The mascot of Club is the Tiger Snake.

#### 1.3 Bylaws

These bylaws apply to the members of Vasse Soccer Club in Vasse, Western Australia

### 2. Definitions

In these By-Laws unless the context otherwise requires:

**Act** means the Clubs Incorporation Act 2018 as amended;

**Club** means the Vasse Soccer Club Inc;

**Committee** means the Executive Committee of the Club;

**Committee Meeting**; Means the meeting of the Executive and invited sub-committee members and groups;

**Constitution** means the Constitution of Vasse Soccer Club 2023

**Clause** The numbered parts of the Constitution of the Vasse Soccer Club;

**Division** The division parts of the Constitution of the Vasse Soccer Club

**Financial Member** means a member whose subscriptions have been paid;

**Football West** means the WA Soccer governing body

**General Meeting** means a general meeting of the Club and includes the Annual General Meeting and Special General Meetings;

**Leeuwin Naturaliste Junior Soccer Association (LNJSA)** means the Soccer Association of the South West Region

**Rules** means these Bylaws only;

**State** means the State of Western Australia;

**Subscriptions** means the fee payable annually for each category of membership;

**Unfinancial** means, in relation to a member of the Club, a member who has not paid the annual membership subscription within one month or more of the due date for payment;

### **3. Objects**

As in Clause 1(2) of the Constitution

### **4. Powers**

As in Clause 1 (6) of the Constitution

### **5. Income and Property**

**5.1** The income and property of the Club shall be applied solely in the promotion of the objects and Powers (points 3 and 4 of these by laws) of the Club.

**5.2** No part of the income or property shall, directly or indirectly, be paid or otherwise transferred or distributed to any member of the Club other than in the proper exercise of the powers of the Club or the Committee.

### **6. Membership**

**6.1** Membership of the Club is open to all persons interested in Soccer.

**6.2** Any person wishing to become a member must apply by the electronic or written means, to the Committee in such form as the Committee from time to time directs.

### **7. Refusal of application**

**7.1** The Committee may at its discretion refuse to admit to membership of the Club any person whom they consider would not be desirable to have as a member of the Club as in Clause 9 (5) of the Constitution.

**7.2** The committee only has the right to refuse an application for one calendar year.

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## **8. Member's rights**

As set out in Clause 10(1) of the constitution

## **9. Categories of membership**

As set out in Clause 11 of the Constitution

### **9.1 Life Membership**

As set out in Clause 11 (8e) of the constitution.

The following rules apply to the application and accreditation of Life Membership:

9.1.1 At any General Meeting, by presentation, a recommendation to member that in recognition of outstanding voluntary service to the Club, a member of the Club, after voting, be made a Life Member.

9.1.2 Members may only be presented to the Club if they have been a member, for a minimum of 5 years.

9.1.3 Voting on a recommendation, for a member to be made a Life Member, shall be by secret ballot and requires a majority of not less than two thirds (2/3) of the members present and eligible to vote, to be carried.

9.1.4 A proposed life member may be presented to the general meeting by any member of the Club. The presentation will include a letter of recommendation, outlining the member's contribution to the Club. This letter will be no longer than 500 words. It will be read out by the chair of committee. If an application is for the chair person, then it will be read by the vice president or another committee member at the time.

9.1.5 After being nominated life member the member will:

- not be required to pay any further membership fees or subscriptions; and
- have all the rights and privileges as a voting member.

## **10. The Committee**

### **10.1 General**

10.1.1 The management of the Club shall be vested in a Committee comprising the officers set out in Clause 20 of the Constitution

10.1.2 The Committee may exercise all the powers of the Club and do anything which it considers necessary or expedient to carry out the objects of the Club.

### **10.2 Powers**

10.2.1 In addition to Clause 6 in the Constitution, without limiting the other powers that may be conferred on the Committee by these By-Laws, the Committee may, without further authorization of the members:

- Committee may not borrow monies without the prior approval of a majority of the members at a General Meeting;
- engage, control and dismiss any employee of the Club;

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- limit the number of members in each category and, subject to these Rules, prescribe qualifications for, conditions of and the rights and benefits attaching to each category of membership;
  - determine entrance fees, annual subscriptions, levies, debentures, calls and other charges payable by members or users of the Club's facilities and the date by which they will be due for payment, including the power to remit in whole or in part the payment of the fees, subscriptions and charges;
  - regulate standards of conduct and dress of members and other users of the Club's facilities ;
  - discipline members for breaches of the By-Laws, any order or direction of the Committee or for inappropriate conduct as outline in Rule 28 and 31 of these By-laws ;
  - suspend a member from the use of the Club facilities for such period as the Committee considers appropriate having regard to the circumstances as set out in Rule 28 and 31 of these bylaws;
  - move to expel a member in accordance with these By-Laws where the Committee considers such action to be appropriate having regard to the circumstances and to the interests of the Club and its members;
  - reimburse any officer or member of the Club for out of pocket expenses properly incurred in connection with the discharge of duties as a member of the Club or the Committee, as long a prior approval occurred and it was clearly documented in meeting minutes or via electronic vote. The member must complete Appendix A ;
  - grant an indemnity in favour of the officers of the Committee in respect of all contracts and engagements entered into in good faith on behalf of the Club;
  - appoint delegates as may be required to represent the Club's interests at organizations with which the Club is affiliated;
  - appoint sub-committees (which may include members who are not officers of the Club) and delegate to any sub-committee the powers and functions that the Committee thinks fit, provided that the chair of any sub- committee so appointed must refer and report back to the Committee, or as the Executive committee requests as set in Clause 20(4) of the Constitution;
  - make, amend and revoke By-Laws, codes of conduct, policies as and when it sees fit in accordance with these By-Laws;
  - generally do all things necessary for carrying out the objects of the Club, including the setting and enforcement of all necessary policies and procedures of the Club ; and

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- may recommend for member to undergo mediation

### **10.3 Acceptance of Committee/Sub Committee Position**

10.3.1 Members who accept a position must complete Appendix D and submit to the Secretary within 14 days of accepting the position.

### **10.4 Presiding during a Committee Meeting**

10.4.1 As in Clause 35.2 of the Constitution, should the President or Vice President choose to not preside/chair the meeting, a nominated or self-nominated person may preside over the meeting by majority vote;

10.4.2 If after a nominated vote a majority vote is not decided. Then all members present will be placed into a random draw, and a person chosen, this person must chair the meeting.

## **11. Nomination for Election of Office Holders and Auxiliary Position.**

As in Clause 24 of the Constitution

**11.1** Nominations must be submitted using Appendix B. It may be submitted in original or electronic copy. If submitted electronically it must include the nominees and nominators handwritten and/or digital signature of both parties.

**11.2** Each member nominating may choose to submit a 500 word, only statement describing their skills and desire for the position. These submissions will be emailed out to members 3 days prior to the Annual General Meeting for members to read.

## **12. Voting at Annual General Meeting**

**12.1** As stated in Clause 25(6) voting of committee members, members must be present, however proxy votes are allowed for motions, as set out in the Agenda of that meeting. The Secretary will set a time and date, on the advertising of the Annual General Meeting, for receiving these proxy votes.

## **13. Communication of the Committee**

13.1 Communication with the committee will be as best determined by the committee at the commencement of the committee.

13.2 The committee must ensure that only committee members are part of group chats, no outside members are to be in group discussions.

13.3 If using email as a form of communication then a 'family' or 'couple' email must not be used. It is recommended that club email addresses are used. EG [president@vassesoccer.com](mailto:president@vassesoccer.com)

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## **14. Confidentiality of Committee Memberships and Meeting Information**

14.1 Although meeting minutes will be presented and are accessible to all members of the Club, discussions during committee meetings and conversations regarding committee information and matters are confidential. If committee members are deemed to have broken this confidentiality then they may be expelled from the committee as set in Clause 28 of the Constitution.

## **15. Finance**

In addition to Clause 68 of the constitution;

15.1 A profit and loss statement and balance must be provided at a minimum, every third meeting of the committee, or as deemed necessary by the current committee

15.2 The funds of the Club shall be kept in an account with an Australian bank or other Australian financial institutions in the name of the Club.

15.3 Monies will only be reimbursed to members once providing a receipt of purchase and completing a reimbursement form. See Appendix A;

15.4 Monies will not be reimbursed to members on money spent unless its approval was previously minuted in meeting minutes

Accounts approved for payment by the Committee shall be authorized in writing or electronic transmission by at least one (2) of the following:

President

Vice President

Secretary

Treasurer

Or other member as deemed by vote at a committee meeting.

## **16. Roles of Committee Members**

### **16.1 President**

The President shall;

- Represent the Club at higher board levels (LNJSA and Football West) and at district level
- Liaise with the secretary to determine committee meetings and agenda
- Liaise with the treasurer on the spending of funds
- Act as the casting vote in motion on the Committee as required
- Chair Committee meetings, unless set out in Clause 35 in the Constitution.

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- Set the calendar of events
  - Liaise with the committee to set the Club fees;
  - Support committee members in their roles;
  - Sit on all sub-committees as required;
  - Ensure coaches are selected in the process as set out in the Clause 41 of these By-Laws;
  - Ensure processes in the constitution are adhered too, eg; dispute, misconduct, payment of fees;
  - Dissolve the Club as set out in the constitution, if required:
  - Perform such other duties as are required by the By-Laws or the Committee from time to time.

### **16.2 Vice President**

The Vice President shall;

- Act as President in the absence of the President
- In the Acting role shall carry out voting and chairing procedures as set out in the Constitution and By Laws
- Ensure the Constitution and By laws are correct. Revise as required
- Perform such other duties as are required by the By laws or the Committee from time to time.

### **16.3 Secretary**

The Secretary shall:

- Receive reports from the Committee and prepare the agenda for Committee meetings
- Co-ordinate the correspondence of the Club;
- Maintain full and correct minutes of meetings of the Committee and the Club;
- Ensure the Club complies with the relevant provisions of the Act including the obligation to maintain an up-to-date register of members of the Club, a record of office holders of the Club and a copy of the By-Laws of the Club; and
- Retain custody of all books, documents, records and registers of the Club at the Secretary's place of residence or such other place as the Committee approves from time to time.
- Organize Voting for the Best Club person
- Perform such other duties as are required by the Rules or the Committee from time to time.

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## 16.4 Treasurer

The Treasurer shall:

- be responsible for the receipt, recording and payment into the Club's accounts all money received on behalf of the Club;
- oversee the books of accounts detailing the financial transactions of the Club;
- prepare the annual statement of accounts and balance sheets of the Club;
- arrange for the annual review of the accounts of the Club, as required;
- arrange the circulation to members of the annual statement of accounts and balance sheets with the notice of the Annual General Meeting of the Club;
- comply on behalf of the Club with the Act in respect of the accounting records of the Club;
- retain custody of all securities, books and documents of a financial nature and accounting records of the Club;
- perform such other duties as are required of the Treasurer by the Act, the Rules or the Committee and;
- provide to the Committee a profit and loss statement and balance sheet when requested.
- Set budgets for committee members as required; and
- Perform such other duties as are required by the By laws or the Committee from time to time.

## 16.5 Technical Director

The Technical Director Shall;

- Support coaches and referees
- Educate and direct interested coaches and referees to professional development opportunities
- Support coaches and referees as required to access further training and skill development
- Organize Club development days, training camps and skills session as directed by the Committee
- Seek to enhance the profile of the Club by encouraging and sourcing new members
- Communicating with new members about the opportunities within the Club; playing, coaching or refereeing and direct as required

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- Organize specific skill sessions for the Club as required e.g. junior, women's, new player or goalie
  - Liaise with the equipment officer to ensure coaches have correct and enough equipment
  - Encourage, educate and communicate with players, coaches and referees about trialing and nominating for positions outside the Club e.g. Country Week Teams and State teams
  - Perform such other duties as are required by the Rules or the Executive Committee from time to time.

#### **16.6 Merchandise Officer**

The Merchandise Officer Shall;

- Source and develop merchandise as direct by the committee
- Have items available to purchase and a process to do that (eg online, or directly from Club
- Hold stock for purchase
- Keep an inventory of stock for purchase
- Liaise with the treasurer about costing and profit for merchandise stock
- Perform such other duties as are required by the Rules or the Committee from time to time.

#### **16.7 Sponsorship and Grant Coordinator**

The Sponsorship and Grant Coordinator shall;

- Seek out sponsors for the Club, but ensuring they align with the values of the Club
- Seek out Grants for the Club
- Liaise with the Committee about applying for Grants
- Liaise with the committee about the needs of the Club and seeks out grants and sponsorship for these needs
- Ensure the Sponsorship Package stays relevant. Review and update as required
- Liaise with the merchandise and Social Media coordinator to ensure Sponsors and Grant Communication is as required.
- Perform such other duties as are required by the Rules or the Committee from time to time.

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#### **16.8 Social Media Coordinator**

The Social Media Coordinator shall;

- Organize and coordinate the Club's, Facebook and websites and any other electronic media as directed by the Committee;
- Make posts as directed by the Committee, and Sponsorship and Grants coordinator; and
- Respond to messages and direct as required.
- Perform such other duties as are required by the Rules or the Committee from time to time.

#### **16.9 Registrar**

The Registrar shall;

- Ensure all players are named on the registration system;
- Communicate with the treasurer if players have not paid the correct fees;
- Collate the teams for approval by the committee
- Submit the teams to LNJSa for fixturing purpose
- Liaise with the committee and treasurer about fees so a budget can be set; and
- Perform such other duties as are required by the By laws or the Committee from time to time.

#### **16.10 Equipment Officer**

The Equipment Officer shall;

- Keep an inventory of equipment and playing kits
- Keep all equipment match ready
- Communicate with the committee if new equipment is required
- Are aware of the whereabouts of all equipment
- Perform such other duties as are required by the By-laws or the Committee from time to time.

### **17. Notice of Meetings**

As set out in Clause 58 and Clause 34 of the constitution

**17.1** Any notice of a meeting of the members under these Rules may be given by electronic transmission to a members email address. If a member has not provided the Club with a current

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email address, notice of the meeting shall be deemed to have been given by the placing of a copy of the notice of meeting on the Club's web site or facebook page.

## **18. Voting at General Meetings**

**18.1** If a poll is demanded at a General Meeting, it shall be taken in such manner as the chairman of the meeting directs, which will be either by show of hand or written vote.

## **19. Committee Meetings**

**19.1** The Committee shall meet, monthly January until season conclusion and then as required.

**19.2** Any motion resulting in the Club needing to borrow funds must be passed by a unanimous decision of those Committee Members present and voting at the meeting.

**19.3** All remarks shall be addressed to the Chairperson and any questions to another person shall be put through the Chairperson.

**19.4** The Chairpersons ruling on all points of order and procedures shall be final, unless a motion is moved, seconded and carried "that the Chairperson's ruling be disagreed with". The mover may speak briefly in support of the motion and the Chairperson explains why the ruling was given. The Chairperson takes the vote.

**19.5** No individual may attend a committee meeting unless invited by the Club. These visitors will have no voting rights.

**19.6** Committee meeting discussions are confidential, however meeting minutes may be presented to members, if requested, once, they have been voted in at the next meeting as real true events.

**19.7** Any recordings of the meeting are confidential and for committee members only.

## **20. Executive Meetings**

**20.1** Should the Executive committee not hold a full compliment of members, the Executive, at their discretion may, invite general committee members to attend, such as those members in Clause 20.1. (b, c). The Executive Committee at the time should determine if these members have voting rights

## **21. Motions during Meetings**

**21.1** A motion shall be seconded **before** it is debated and not then be withdrawn without the consideration of the seconder and unanimous consent of the quorum.

**21.2** No speaker shall speak more than once to any motion or amendment, except in personal explanation, unless she/he is the mover of the original motion exercising the right of reply.

**21.3** No more than two speakers shall follow successively on the same side of the question. If the speaker, having so spoken and there is no speaker to take the opposite view, the question shall then be put to the quorum for a vote.

**21.4** Members wishing to put motions forward at an Annual General Meeting must do so using Appendix E.

## **22. Amendments of Motions**

**22.1** An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply.

**22.2** No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment which is carried becomes a motion and is open for further amendment.

**22.3** The mover and seconder of a motion, under discussion are not entitled to move or second an amendment to that motion.

**22.4** The mover and seconder of a motion or amendment may speak to subsequent amendments. If the mover is in agreement with the proposed amendment, then they can accept it and may seek leave to alter the motion accordingly.

**22.5** An amendment which is a direct negative of the motion shall not be allowed.

**22.6** Any person may move “that the question be now put” which motion, if accepted by the Chairperson, shall be put without debate. If carried by a majority vote, the motion or amendment before the meeting shall be put at once. It does not prevent the mover of the original motion exercising the right of reply.

## **23. Patrons**

**23.1** At any General Meeting, the Club may, on the recommendation of the Committee, elect a person or organization willing to accept the position, as a patron of the Club.

## **24. Resignation of Members**

**24.1** In clarification of Clause 28(2) of the constitution, writing may include electronic means including, group chat application, social media or email.

**24.2** Resignation shall not relieve the member from any liability to the Club for payment of subscriptions, financial obligations or otherwise, in respect to the period up to the receipt of notice of resignation.

**24.3** The resignation will be minuted at the next possible meeting, although this minuting will not have any effect of when the resignation commences.

## **25. Transfer of Membership**

**25.1** Players wishing to transfer Clubs within the season must complete Appendix C. The guidelines of this transfer are set out in this form.

**25.2** The Presidents decision about transfer is final.

**25.3** Transfers will be minuted at the next possible meeting. This minuting will not delay or revoke the transfer, but just be formal acknowledgement.

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**25.5** The President has the right to notify transferring Clubs of any suspensions or expulsions of that member during their membership at Vasse Soccer Club.

## **26. Filling a Casual Vacancy**

As set out in Clause 30.

26.1 The committee may choose not to fill a vacancy, except in the case of the Secretary.

26.2 If the committee chooses to fill the position they must advertise this vacancy to all members of the Club.

26.3 The timelines and nomination process of this position will be set out by that committee.

## **27. Special General Meetings**

As set out in Clause 57 of the Constitution.

**27.1** Members to use Appendix K for Clause 57 (3) of the Constitution.

## **28. Misconduct**

**28.1** Misconduct includes behaviour directed at/by players, spectators, referees or Vasse Soccer Committee, both of this and other Clubs, both on and off the field, and at any time, including before, during or after any matches, training or other Club event. For the avoidance of doubt, misconduct can include physical gestures as well as oral and written communication.

Misconduct includes (not exhaustively) arguing with officials, not cooperating with Vasse Soccer Club officials, displaying vigorous dissent of an referee's decision, disregarding any Committee member, abusive conduct including abusive language, gestures or actions of un-sportsman like conduct, combative arguing, abusive or negative comments, coarse language, conduct against the spirit of the game, rough or dangerous play, threatening behaviour including intimidating or assaulting or attempting to intimidate or assault any player, spectator, referee or any member of Vasse Soccer Club or any other affiliated Club. These actions result in either/and clause 45(1) of the Constitution.

**28.2** Disciplinary Action includes any sanction given either by the Vasse or Soccer Community or by the Protests or Disputes Board for misconduct. These may include, but not limited too, warnings, suspension or expulsion, as set out in Clause 45 of the Constitution.

**28.3** Any person belonging to the Club may complete a misconduct form, (Appendix F). This must be given to the Secretary within 24hours of the incident. The complainant will be notified as Clause 45 (2) of the Constitution if the committee deems the matter serious enough to have a meeting.

**28.4** If the person making the complaint does not feel comfortable completing Appendix F, then an Executive Committee member may complete it on their behalf.

**28.5** The Executive Committee must have an urgent Committee meeting within 5 days of receiving the letter, to determine the outcome of the misconduct.

**28.6** On adjournment of the meeting, the Secretary, has 24 hours to provide the complainant with the outcome. (Appendix G)

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**28.6** The complainant has 72hrs to contact the Secretary (Appendix H) if they wish to invoke the Protest and Disputes Board (see Rule 29 of these By -Laws)

**28.7** If the complainant is on the Executive Committee, then they will not participate in the Special General meeting, Rule 27 and Clause 57.

**28.8** Misconduct by parents/guardians. Should the Executive Committee be notified that parents are exhibiting misconduct as per the Vasse Soccer Club Code of Conduct. The following action should be taken;

- The parent/guardian be interviewed by a member of the Executive team. This will include explaining to them the Football Australia National Member Protection policy.
- If the parent/guardian continues to display misconduct, then the Committee will complete the process in Rule 28.4 – 28.7 of these By-Laws
- Further to this, if the behavior continues then the child/member associated with this parent, may be suspended under Rule 31 of these By-Laws

## **29. Complaints forms**

**29.1** For all other matters/incidences that are not included in Rule 28 of these By-Laws then members/parent guardians may complete a complaint form. Appendix I

**29.2** Appendix I, when completed must be given to the Secretary. The complainant will be notified as Clause 45 (2) if the committee deems the matter serious enough to have a meeting.

**29.3** If the person making the complaint does not feel comfortable completing Appendix I, then an Executive Committee member may complete it on their behalf.

**29.4** The Executive Committee may have a special committee meeting or discuss the matter at the next meeting, this will be determined by the President and Secretary.

**29.5** The complainant will be notified in 72hrs if the matter is to be discussed at a Special General Meeting or the next Committee Meeting.

**29.6** The complainant will receive a written response to their complaint, by 72 hours post the meeting at which the complaint was discussed.

**29.7** The complainant may choose to evoke the protests and dispute board by completing Appendix H, they have 72 hours to submit this form to the secretary.

## **30. Protests and Disputes Board**

**30.1** Composition of the Board – Independent, non-members of the Club as elected by invitation at the Annual General Meeting. If nominees decline then , it will be the responsibility of the Executive Committee to nominate and invite another panel member. The committee may have more than three on the board, but only three to attend any one board meeting.

**30.2** The Protests and Disputes Board shall deal with all protests received. This decision of this board will be final

**30.3** A member may ask for a meeting of the protests and disputes board of the Club, if they feel they have been unfairly dealt with by the Committee or another member of the club, as Rule 29.7 and 28.6 of these By-Laws and by completing Appendix H.

**30.4** All protests/disputes put forward to the Protests and Disputes Board shall be deemed confidential.

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**30.5** The Board will be provided with statements from both sides of the argument, no more than 2 x A4 pages. Each side will have 5 minutes to present their arguments and have follow up questions asked by the Board

**30.6** The Board will only make possibly two motions. To uphold the initial decision (e.g. suspension) or to withdraw the decision.

**30.7** The Board will have access to the Constitution and By-laws.

**30.8** The Board may recommend mediation.

## **31. Expulsion of Members**

See Clause 45 and 46 of the Constitution.

Appendix J; Constitution Clause 45.2

Appendix G; Constitution Clause 45.6

Appendix H; Constitution Clause 45.7

## **32. These Bylaws**

### **32.1 Interpretation**

32.1.1 Any question as to the meaning of any of these Rules, will be decided by the Committee and the Committee's decision will be binding on the members.

### **32.2 Amendment of rules**

32.2.1 The Bylaws of the Club may be amended by a special resolution passed at a General Meeting, or at a Special General Meeting of the Club, called for that specific purpose. The notice of the meeting that is given to members must set out the proposed special resolution in full.

## **33. Resolving disputes**

As set out in Division 3, Part 5 of the Constitution

## **34. Mediation**

As set out in Division 4, Part 5, of the Constitution

**34.1** If a dispute cannot be resolved under the procedures set out in the Constitution, any party to the dispute may apply to Football West, to determine the dispute in accordance with the Act or otherwise at law.

## **35. Club Teams**

**35.1** Club teams shall be selected as required to participate in organized competitions between member Clubs.

**35.2** Any Club team shall consist of playing members who shall be registered members of the Club, unless Clubs have agree to make up combined teams.

**35.3** The number of 'combined' players or players allowed to play 'above' or 'under age' will determined by the Committee, subject to approval by LNJSJA (as in Bylaw 35).

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**35.4** The players to participate in any specific match shall be selected by the Coach.

**35.5** The Club shall purchase and retain any uniform and equipment items necessary as determined by the Committee from time to time.

## **36. Team Managers**

**36.1** Team managers will be called upon and advertised by the Executive Committee. The timelines and requirements of this selection will be determined by the Executive Committee. See Rule 41 for further clarification.

**36.2** Have the responsibility and authority to manage and control the Club team and assume responsibility for any other duties as directed by the Committee.

**36.3** At the discretion of the Committee, managerial duties may be allocated to the Coach or another official.

**36.4** Keep a log of safety issues and medical requirements of players, as required.

**36.5** In Junior teams, keep parent guardians informed.

**36.6** Team managers shall;

- Abide by the Clubs Code of Conduct
- Abide by the Working with Children's legislation

## **37. Coaches**

**37.1** Coaches will be called upon and advertised by the Executive Committee. The timelines and requirements of this selection will be determined by the Executive Committee. See Rule 41 for further clarification.

**37.2** The Coach shall;

- Organize such training periods as they deem necessary for the conditioning of selected players.
- Select teams for individual games and position
- Work with the Development Coordinator on skill requirements
- Coaches are to report all instances of misconduct directly to committee (using Appendix F)
- Work with teams to select the Captain and Vice Captain, if required;
- Ensure player safety;
- Award players awards, as set out in By Law 42;
- Set out team requirements;
- Abide by the Working with Childrens Legislation;
- Follow the Club's Code of Conduct;
- Perform such other duties as are required by the Rules or the Committee from time to time.

## **38. Players**

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**38.1** Players shall;

- Agree to guidelines, both training and conduct, as set out by the coach, manager and Committee
- Pay team fees as required
- Attend training as required
- Abide by the Player Code of Conduct
- Notify coaches or injuries or impediments to maintaining team requirements
- Have the required equipment and uniform

## **39. Expenses of Club Teams and Volunteers**

**39.1** The expenses, or a portion thereof, of Club teams may be paid at the discretion of the Committee, only with prior approval from the committee.

**39.2** The expenses of individuals or thereof, of Club representative may be paid at the discretion of the committee, only with prior approval of the committee.

**39.3** Members of the Club teams shall pay by a date stipulated. Any portion of expenses may be decided by the Committee from year to year.

**39.4** All receipts must be handed to the Treasurer after completion of event for recording.

## **40. Alcohol and Drugs**

**40.1** No person (including spectators) without prior consent of the Executive Committee, may consume, possess or use alcohol on any premises where a Vasse Soccer Club game is or will be conducted.

**40.2** All players have a duty of care to other players. No player is permitted to take to the field while under the influence of alcohol or drugs.

**40.3** If in the opinion of the referee a player is affected by an intoxicating liquor or drug (whether legal or illegal), having regard to the safety of that player or other players on the field, the referee has absolute discretion to remove such a player from the field. Any such player removed shall take no further part in the game.

**40.4** Referees have an absolute discretion to approach any player, which in the opinion of an referee may be affected by alcohol or drugs, and question such a player as to whether or not he/she has consumed alcohol or drugs or is under the influence of alcohol or drugs. Should such a player refuse to answer the questions of an referee or provide inadequate responses, an referee has the discretion to remove such a player from the field. Any such player removed shall take no further part in the game.

**40.5** This Rule will be read in conjunction with the LNJSa and Football West; Code of Conduct

## **41. Selection of Club Coaches and Managers**

**41.1** The Executive Committee will ask for nominations of team coaches and managers as required.

**41.2** Team coaches must nominate their interest, to the Secretary in the required time.

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**41.3** If required, coaches will be selected by a panel, as nominated by the Executive Committee. Members of the Executive who are applying for coaching positions must excuse themselves from discussions.

**41.4** This panel may request further information from the nominees

**41.5** If only one coach has been nominated they must still be selected by the panel and can be determined unsuitable.

## **42. Club Awards**

**42.1** The following awards can be awarded at the end of each year. The Executive Committee will determine if these awards will be awarded yearly.

**42.2** These awards will be selected by a panel as determined by the Executive Committee

**42.4** The Junior Awards will be as determined by the Committee.

**42.5** The Award for the Club Person of the Year, will be voted by the Committee. As determined by the Executive Committee and the Secretary, parents of members, will be asked to nominate individuals they feel fits the criteria. Families may get one nomination. The Committee, at the time, will determine the timeline, criteria and voting structure.

## **43. Relating Documents**

**43.1** These Rules will be supported by the following Club documents;

- Club Code of Conduct player, coach and parent.
- Sponsorship Package
- Constitution of this Club



## Expense Reimbursement Request Form

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Date Submitted \_\_\_\_\_

Expense Type	Receipts attached	Date purchased	Amount	Details

Total amount; \_\_\_\_\_

Signature; \_\_\_\_\_

Readmittance details;

Name of Account and bank \_\_\_\_\_

BSB; \_\_\_\_\_

Account Number; \_\_\_\_\_

Treasurer use only

Date Received; \_\_\_\_\_

Date Reviewed by treasurer \_\_\_\_\_

Meeting date of funds agreed too; \_\_\_\_\_

Date reimbursement transferred; \_\_\_\_\_

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Appendix B



Committee Nomination Form

Name of the nominee; \_\_\_\_\_

Signature; \_\_\_\_\_

Committee Position; \_\_\_\_\_

Nominated by; \_\_\_\_\_

Seconded by; \_\_\_\_\_

DATE: \_\_\_\_\_

I have attached a 500 word statement?      Yes      No

Please circle

<p>All nominations to be returned to the secretary in person or via electronic means, by the date set out in the Annual General Meeting advertisement.</p>
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## Transfer Form

I understand that if given approval, I will be transferred to the Club requested, this transfer will be final for this season. I will not be accepted back into Vasse Soccer Club Inc. for this season.

I understand that if I am under suspension or have a complaint or misconduct form against me, the President has the full rights to educate my new club on this situation.

I understand that I have to pay all outstanding fees or debt before I will be allowed to transfer to my new club.

Name; \_\_\_\_\_

Date; \_\_\_\_\_

Transfer Club; \_\_\_\_\_

Reason for Transfer \_\_\_\_\_  
(not compulsory)

### Office use only

Date Received; \_\_\_\_\_

Date Reviewed by President \_\_\_\_\_

Any outstanding debt:            Yes            NO

Transferred Approved;        Yes            NO



**ACCEPTANCE of POSITION on Vasse Soccer Club Committee**

Name \_\_\_\_\_

Position accepted \_\_\_\_\_

I have **NOT** in the last 5 years;

Please tick

\_\_\_ been undischarged from bankruptcy;

\_\_\_ have affairs under insolvency laws;

\_\_\_ been convicted of an offence involving fraud, or dishonestly punishable on conviction by at least three months or more imprisonment; or

\_\_\_ been convicted of an offence under Division 3 or section 127 of the ACT.

Signed \_\_\_\_\_

Date \_\_\_\_\_

For position on the committee in year (insert year)

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Appendix E



Request for Motion

Name; \_\_\_\_\_

Signature; \_\_\_\_\_

Committee Position/Position in the Club (if applicable);

\_\_\_\_\_

Motion

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

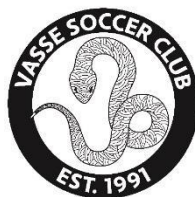
Requirement for process of this motion. Please circle.

Special General Meeting

Annual General meeting

All motions to be returned to the secretary in person or via electronic means. Ensure that motion is written clearly with a distinct voting ability eg for or against. Double negative motions will not be accepted. (eg motions should be written in the positive)

## APPENDIX F



### MISCONDUCT FORM

This misconduct form is to be completed about incidents occurring within Vasse Soccer Club competition, program or event and must be lodged with the Club Secretary, IN 28 HRS by the complainer or under the guidance of the President. The offence may have occurred before, during or after the competition, program or event.. No misconduct will be accepted unless correct procedure is followed. Please see the By Laws for further clarification. Please complete all applicable parts

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Teams: (if applicable)

\_\_\_\_\_ vs \_\_\_\_\_

**Please complete the following:**

Persons Name and Role (if applicable) : \_\_\_\_\_

#### ALLEGED OFFENCE:

*Please tick appropriate offence, if more than one offence, tick appropriate boxes.*

<input type="checkbox"/>	Fighting / striking with a clenched fist.
<input type="checkbox"/>	Striking with an open hand.
<input type="checkbox"/>	Attempting to strike with a clenched fist.
<input type="checkbox"/>	Racial / discriminatory abuse.
<input type="checkbox"/>	Using abusive, obscene and / or threatening language.
<input type="checkbox"/>	Striking with ball or other object Eg intentionally throwing ball at anothers face.
<input type="checkbox"/>	Deliberately elbowing.
<input type="checkbox"/>	Undue rough play.
<input type="checkbox"/>	Other; please explain

**Please answer the following:**

1. Was a penalty/free kick given to the player during the game?

☐ Yes ☐ No

2. Was the player suspended for a specified period during the game?

☐ Yes ☐ No



- 
- ☐ Coach/Assistant Coach
  - ☐ Spectator
  - ☐ Official / Referee
  - ☐ Administrator (volunteer)
  - ☐ Other please specify \_\_\_\_\_

**Contact Signature:** \_\_\_\_\_

[This misconduct will remain confidential to all members except those required to participate in the investigation.](#)

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## Appendix G



**DATE**

Dear (insert player name)

Re; Incident/Game (insert date and game)

It has come to the committee's attention that there was an incident between ..... and yourself on your match/training on .....

We are writing this letter to remind you that misconduct of any type will not be tolerated by the Committee of Vasse Club.

Due to your conduct the Vasse Soccer Committee has decided to suspend/expel you for \_\_\_\_\_ games. The next time you are eligible to play/train is \_\_\_\_\_ (Insert Date)

If you wish to appeal this suspension then please contact the Secretary of Vasse Soccer Club within 72hrs. Please complete the attached form or Appendix H in the By-Laws.

Yours Sincerely

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## Appendix H



Dear Executive Committee

I am writing to inform you that I wish to appeal my/the decision ..... outlined in your letter on the

.....

Can you please let me know at your earliest convenience of the date and time that the Protests and Disputes Board is going to meet to discuss this,

I understand I must provide a written argument and will be interviewed.

Your sincerely



# Complaint Form

This report sheet is to be completed about incidents occurring within Vasse Soccer Club competition, program or event and must be lodged with the Club Secretary, No complaints will be accepted unless correct procedure is followed. Please see the By Laws for further clarification. Please complete all applicable parts. Please use the Misconduct form if the incident is included in Appendix E.

**Please complete the following:**

Persons Name and Role (if applicable) : \_\_\_\_\_

1. If the matter is referred to the "Protests and Disputes Board" you will be required to appear and give evidence. Are you prepared to attend as requested?  

☐ Yes ☐ No
2. The Executive Committee shall decide whether this complaint is dealt with. Are you prepared to attend mediation as requested?  

☐ Yes ☐ No

**Please give specifics of the complaint (including word for word communication or swearing) and list any witness/ witnesses. Please remember that a copy of this complaint shall be provided to all parties named in the complaint.**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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Are other pages Attached?

---

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact details (Phone, email) \_\_\_\_\_

**Your Role / status**

- |   |  |
|---|--|
| <input type="checkbox"/> Athlete / player           | <input type="checkbox"/> Parent                    |
| <input type="checkbox"/> Coach/Assistant Coach      | <input type="checkbox"/> Spectator                 |
| <input type="checkbox"/> Official / Referee         | <input type="checkbox"/> Administrator (volunteer) |
| <input type="checkbox"/> Other please specify _____ |  |

**Contact Signature:** \_\_\_\_\_

[This Complaint will remain confidential to all members except those required to participate in the investigation.](#)

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## Appendix J



### DATE

Dear (insert player/volunteer name)

We are writing to discuss the events/incident on the ..... the Vasse Soccer Club.

We are writing this letter to remind you that misconduct/..... of any type will not be tolerated by the Committee of Vasse Soccer Club.

Due to your conduct the Vasse Soccer Committee has proposed to expel/suspend you from Vasse Soccer Club.

The meeting regarding this suspension will be .....

The grounds of this suspension are .....

You are allowed to bring a representative to this meeting. You or your representative have the ability to provide an oral statement; no longer than 5 minutes or you may provide a written statement, no longer than 5 pages, which will be read by the chair of the meetings.

No more than 48 hours after the meeting you will receive correspondence stating the outcome of the meeting.

Yours Sincerely



### **Notice of Request of Special General Meeting**

Please ensure you follow Clause 57 of the Constitution and Rule 27 of these By laws.  
Please give completed form, with individual signatures (cannot be names) to the Secretary.

Please fill in the below spaces.

Reason for calling Special General Meeting:

What Specifically do you want discussed at this meeting;

Motion to be voted on at the meeting:

Number of Members required to call Special General Meeting; \_\_\_\_\_

Signatures below;

