

CODES, POLICIES & PROCEDURES of Blue Mountains Football Club Inc.

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CODES OF BEHAVIOUR

All Club members will be bound by the following codes and policies regarding behaviour and conduct, in as far as they apply to the Club.

[FFA Code of Conduct](#)

[FFA Spectator Code of Behaviour](#)

[FFA National Member Protection Policy](#)

[FNSW Privacy Policy](#)

[FNSW Social Media Policy](#)

Players

- Play for the fun of it not just to please your parents or coach.
- Play by the rules.
- Be a good sport, cheer good football by both teams.
- Never argue with officials. If you disagree with a decision, ask your captain or coach to talk to the official either at half time or after the game.
- Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent, is not acceptable behaviour.
- Do not bully or take advantage of any other player.
- Work hard for your team.
- Attend as many training sessions as possible. Cooperate with your coach and teammates. Remember that without them, you could not play.

Parents

- If your children are interested, encourage them to play football. If they are not, do not force them.
- Teach children and young people that doing their best is as important as winning. Accept the result of each game without undue disappointment.
- Focus on your child's effort rather than their overall achievement. If you do this, this will help the children to set realistic goals and reduce the importance of winning.
- Encourage children and young people to always play by the rules.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children and young people are involved in organised sport for their enjoyment, not yours.
- Manage your expectations; children and young people are not mini professionals.
- Children and young people learn best by example. Applaud both teams.
- If you disagree with an official raise the issue through the appropriate channels. Do not question the official's judgement and honesty in public. Remember that most officials give their time and effort for your child's enjoyment.
- Support the Club's efforts to remove verbal and physical abuse from football.
- If you have an issue or are concerned about how your son or daughter is being treated:
 - discuss the issue with the responsible Coach or Manager. It is strongly recommended that you do not attempt to do this before or after a match or prior to training. At these times the Coach and/or Manager are likely to be extremely busy and probably unable to give your issue the attention it needs. Make an arrangement to talk to them at some other mutually agreeable time.
 - If you are not able to deal directly with the Coach or Manager or are dissatisfied with the outcome, your next option is to discuss the issue with the Club's Coaching Coordinator.
 - If the Coaching Coordinator is unavailable, make a written complaint to the Club's Secretary who will bring the matter to the attention of the full Board at the next scheduled Meeting.

Coaches

- Be reasonable in your demands on young players' time energy and enthusiasm.
- Ensure all players get equitable playing time regardless of their ability.
- Remember that children and young people play for fun and that winning is only part of their motivation.
- Never ridicule or yell at the children or young players for making mistakes.
- Consider the age and maturity of your team when planning training sessions.
- Ensure that equipment and facilities are safe and that adequate supervision is provided at training sessions and matches.
- Insist that your players respect their opponents and officials.
- Be careful not to make comparisons between player's abilities.

Spectators

- Children and young people play football for fun. They are not playing for the entertainment of spectators.
- Applaud good football by both teams. Congratulate both teams on their performance regardless of the game's outcome.
- Do not argue with Officials, Coaches and Managers. If you disagree with decisions, follow the appropriate procedure in order to question the decision and teach the team to do likewise.
- Never ridicule or yell at players for making mistakes. Keep your comments positive.
- Condemn the use of violence in any form, be it by spectators, coaches or players.
- Encourage players to play according to the rules and the official's decisions.
- Demonstrate appropriate social behaviour by not using foul language, harassing players coaches or officials.

Board

- Ensure that all players regardless of ability, size, shape, gender and age are given equal opportunities to participate in football at the Club.
- Ensure that equipment and facilities provided are safe and appropriate for the age of the participating players.
- Ensure that training sessions are adequately supervised and the duration and content are appropriate for the age of the players.
- Remember that players do not place too great an emphasis on rewards.
- Ensure team Coaches and Managers do not sacrifice the needs of the players for the entertainment of the spectators. Always focus on the needs of the players.
- Ensure that parents, coaches, Board, officials and players understand their responsibilities regarding fair play in football.
- Distribute a copy of the Club's Code of Behaviour to parents, coaches, managers and players.

POLICIES

*Where the governance documents of the Club are silent,
a Regulation or Policy established by Nepean Football Association (NFA), Football NSW (FNSW)
and/or Football Federation Australia (FFA) will apply.*

*Refer to NFA at www.nepeanfootball.com.au, Football NSW at www.footballnsw.com.au
and FFA at www.ffa.com.au.*

Membership Policy

(Clause 6 – Membership)

The Club requires all players, coaches, managers and officials to become members of the Club by completing a member application form, which is contained within the FFA online registration system MyFootballClub. Where the player or coach is under the age of 18 years, they will become Junior Members of the Club, and the parent or guardian who completed the registration process for them agrees to become a Member of the Club. Persons over the age of 18 years who complete the FFA registration process agree to become the Member of the Club.

All players, coaches, managers and officials must agree to all the terms and conditions of Club membership. The terms and conditions for Club membership are included within the FFA online registration which the players, coaches, managers and officials are required to complete as part of the registration process.

The Club will review membership terms and conditions prior to start of the registration process for each football season and can vary them as it sees fit to meet the objectives of the Club.

The Club will accept the player's, coach's, manager's and official's application for membership when the Club accepts and completes their registration for the football season. The period of membership will be one year from the date of the acceptance of membership application by the Club.

Membership Fees Policy

(Clause 10 – Subscriptions and Fees)

A budget for the following year will be prepared by the Treasurer and approved by the Board no later than 31 December before the start of the next football season. The budget will include projections for all expected income and expenditures for the year.

In the budget the Board will set the Club fees to be paid by members as part of the player registration fee. The registration fee will be set taking into account any NFA, referee and/or Council fees, any fundraising or capital project levies (which may be required from time to time) and a club fee. The club fee will be set to cover the budgeted expected expenditures such that the Club remains in a financially-sound position.

The Board may impose an additional levy on members at any during the year due to unforeseen or extraordinary fees or charges imposed upon the Club.

Registration Policy

The Club will follow the registration procedures as advised by NFA. All players, coaches, managers and officials will register using the MyFootballClub website.

The Club will register as many players as possible to play for the Club. However, if a team has the maximum number of players and there is not the possibility of another team being formed, the Club may not be able to register a player and may refer the player to another Club.

The Club may decline to register, or impose restrictions, or bonds upon any member who the Board may feel is at risk of bringing the Club into disrepute, or who may fail to comply with the Club's Codes of Conduct.

The fees to be charged to players are those formally approved by the Board. Variations to the set fees can only be made at the discretion of the Board and must be formally agreed at a Board meeting.

A receipt is to be issued for each registration payment. Each person should ensure they obtain a receipt and retain it for future reference.

The Club will not finalize registration for any player who has not paid the specified fee in full. The President, Secretary or Treasurer may determine to vary this Policy; however, any variation must be ratified by the full Board at its next Board meeting.

Where the Board has authorised registration of a player prior to payment of the specified fees, the Club's Registrar will not make the NFA player Identity Card available to the team Manager until payment has been received. Variations to this Policy can only be made at the discretion of the Board and must be formally agreed to at a Board meeting.

Disciplinary (Competition) Policy

The Club supports the NFA stance of "zero tolerance" on violence by players and spectators and abusing or harassing match officials. All players should make themselves aware of NFA's Regulations covering these matters.

Where a player receives a Red Card during a game, the team Manager is to hand in the player's ID card to the Duty Officer after the game. If the Card cannot be handed in the same day, the team Manager is to phone the Club's Secretary to arrange for the card to be handed in. The player's ID card will be returned once the suspension has been carried out and the fee paid in full.

Where a player is sent from the field for a Red Card offence, the player will receive a suspension from NFA as *per* their Regulations. If a player wishes to appeal their suspension, they need to follow the requirements of the NFA Regulations. The Club's Secretary will notify the player, their coach and their team manager of the suspension and fee. The responsibility for payment of fees levied by NFA on individual players rests with the player; payment of the fee is to be made to the Club. The player will not be eligible to participate in competition games for the Club until full payment of the fee has been received by the Club.

Any person (e.g. player, coach, manager, marshal, spectator, etc) required to appear before NFA will be notified by the Club at least 24 hours before the hearing. Any reports requested by NFA are to be submitted to the Club's Secretary at least 4 hours before the due time to allow time for vetting and any changes that may be needed prior to submission to NFA. If a person is unable to attend the hearing for any reason, they are to notify the Club's Secretary before the hearing. A member of the Club's Board will accompany any Club's member attending any such hearing.

Any team or player who by their actions (e.g. violent conduct, alcohol, abandoning a game) causes the Club to be fined by NFA will be required to pay the fine and may be subject to further penalties imposed by the Club. They may also be required to attend a Board meeting of the Club to discuss their actions and any penalties the Club may impose on them. Unless otherwise approved by the Board, the team or player will be unable to play games for the Club until the fine has been paid in full. Failure to do so may deem them to be declared un-financial. A team or player may submit a request, in writing, to the Club detailing any extenuating circumstances of the incident which they feel means that they can continue to play before paying the fine or that they should not pay all or part of the fine. The Board will consider any request and may vary the paying part or all of the fine or agree to a payment plan and allow the team or player to continue to play.

Any player or team wishing to appeal a decision of NFA is to notify the Club's Secretary of their intention. Any appeal will need to comply with the requirements of NFA's Regulations.

If the player has not paid their fine by the end of the season in which the suspension occurred, then the player will be declared un-financial.

No Training in Goalmouths Policy

Use of the goalmouths of all main fields booked by the Club, for training purposes or otherwise, is not permitted, in order to protect the condition of this area. This applies to all Club members (players, coaches, managers) of all teams at all times. By extension, goalmouths can only be used during competition games.

Any team seen to be training in the goalmouths will, on their first offence, be issued a warning. If a second offence occurs, the team will face a one-week training ban. For every offence thereafter, the team will face a four-week training ban, for each offence.

For the purposes of this Policy, the goalmouth extends to the 6-yard (6-metre) box.

Where training space permits, the area between the 6-yard and 18-yard boxes directly in front of the goal posts is not to be used for training.

Junior Player Grading Policy

In the NFA, age groups U11 and above play competition games (U11 do not play for competition points). The Board will appoint a Grading Committee to grade players to form teams.

Where there is more than one team entered into the same age competition (U11 and above), then a player will be graded into a team based on their ability. Grading sessions will assess the four core skills as prescribed in the FFA curriculum *i.e.* striking the ball, running with the ball, first touch and 1 vs 1. The Grading Committee will also assess a player's game play *i.e.* positioning/awareness and communication.

All players U11 and above should, where possible, play in a team for their age and in a division best suited to their ability. Players who wish to play in the higher age competition will be graded on their ability to play in the higher age team. The Grading Committee will only consider playing a player in a higher grade if it does not impact upon the team for which the player would have played. When there are an insufficient number of players in a team, it may be necessary for the Grading Committee to require some players to play in the higher age competition to even out the player numbers in all teams.

The Grading Committee grades players such that players of similar ability are placed in the one team. Teams will then be graded according to the players abilities based on an independent assessment by the Grading Committee, as well as advice from coaches of the teams.

All players in U11 and U12 age groups will be graded using grading sessions, as well as input from previous coaches (if available), to determine the appropriate team for each player.

For players U13 and up who have previously played for the Club, the Grading Committee may not require players to undergo a grading session and will rely on previous coach inputs and previous grading sessions to determine a player's team. If, however, there are a number of new players or a number of returning players indicate they wish to be graded, then the Grading Committee will continue with the grading sessions to assist in the forming of teams.

If a player does not attend a grading session, the Grading Committee will place the player in a team that best suits the requirements for the forming of teams based on, but not limited to, considerations such as previous player history (where available) and optimal player numbers per team. It may include placing the player in the lowest division team. The player can be later regraded depending on performance in trial/competition teams, provided the regrading does not impact player numbers of their current team.

If circumstances prevent grading sessions being held, the Grading Committee will use available information (e.g. previous coach's input, previous grading sessions) to form teams.

Once the Grading Committee has decided the grading, a player cannot change teams.

If any player or parent/guardian is not satisfied with the grading the player receives, they can make a submission in writing to the Club's President requesting a review of the player's grading, outlining why they think the grading is not correct. The President will, in consultation with the Grading Committee, consider the request and make a decision on whether or not to change the players grading. The President's decision is final.

Selection of Team Coach Policy

Any person wishing to coach a Club team will be required complete online registration and provide a valid Working With Children number. They can act in the position of team coach (provided there is no one already acting in the position) until they are approved by the Board.

The Board will consider all registrations for team coaches at a Board meeting before team nominations to NFA are made. The Board may decline to approve any person who has registered to coach who the Board may feel is at risk of bringing the Club into disrepute, or who may fail to comply with the Club's Codes of Conduct.

Where more than one person wishes to exclusively coach a team *i.e.* the people wishing to coach the team are unable to share the coaching duties, the Board will request additional information from those wishing to coach the team (e.g. their coaching qualifications and coaching experience) and may interview them before approving who will coach. The decision of the Board is final.

If a coach needs to be replaced during the season then the above process is to be followed.

Sponsorship Policy

There are two types of sponsorship arrangements that can be used by the Club:

- Club Sponsorship

A Club sponsorship is fully organised by the Board with sponsorship money or services in kind going to the Club. These funds are to be used by the Board to meet the Clubs objectives.

- Team Sponsorship

If a team receives or obtains a sponsorship (e.g. in return for naming rights on their playing strip) the funds must be applied towards the cost of producing and applying the naming panels to the team's playing strip or other related team costs such as jackets, training shirts, team functions etc.

The proposed sponsorship and its use are to be submitted for approval by the Board.

Part of the team sponsorship is to be retained by the Club to be used or applied at the discretion of the Board. The retained amount will be as agreed by the team's nominated representative and the Board, but the value shall be not less than:

- From 20% to 10% for \$0 to \$10,000 on a pro-rata basis
- 10% for more than \$10,000

The value of any equipment (playing strip, balls, etc) that is retained by the Club will be considered in the calculation of the retained amount. A team can request the return of any equipment retained by the Club after it has reached the end of its service life or as agreed by the Club.

Any sponsorship is to be fully receipted by the Club and applied at the discretion of the Board.

A receipt for any goods purchased from sponsorship monies must be obtained from the supplier, for auditing purposes, and forwarded to the Club's Treasurer.

If a team obtains a sponsorship that does not involve the Club (no use of the BMFC name or logo), and the Club receives no benefit, the sponsorship will not be considered to be a Club sponsorship.

PROCEDURES

Junior Player Grading Procedure

Only players who have registered and paid registration fees will be graded.

Players must wear boots and shin pads to grading sessions.

During grading sessions, parents/guardians are requested to stay away from the areas where these are being conducted.

Each player will be assessed using a relative-based 5-point scale:

1	2	3	4	5
Needs Developing	Below Average	Average	Above Average	Well Above Average <i>(exceptional skill level)</i>

Each player will be assessed in the four core skills as prescribed in the FFA curriculum *i.e.* striking the ball, running with the ball, first touch and 1 vs 1. The Grading Committee will also assess a player's game play *i.e.* positioning/awareness and communication.

Skills

- Striking the Ball – Accuracy and strength of both passing and shooting. Consider both feet.
- Running with Ball – Control, speed and ability to beat defenders in 1v1 situation. Consider both feet.
- 1st touch – How well ball is received and controlled, including one-touch passing & shooting. Consider both feet.
- Defending 1v1 – Balance, timing, decision-making when defending attacking opponent 1-on-1.

Game Play

- Positioning & Awareness – Ability to position, anticipate and read open-field play.
- Communication – Level of ability to communicate with teammates during play.

Coaches Input

The Grading Committee will invite any former coaches and/or prospective coaches to grading sessions, for their input.

Team Announcement

Announcing teams can be a very stressful time for players, parents and the Grading Committee. The Grading Committee will discuss into which team each player should be placed. Where a clear decision cannot be made, and rather than be rushed into a decision at the grading session, some players will be placed into a lower division team so they can be watched at trial games before a final decision is made. This will allow players to be promoted should there be withdrawals, but it also minimizes the need for players to be relegated to lower divisions prior to the commencement of the competition.

The announcement of teams will normally be made via email to all players/parents soon after the last grading session.

Fixture Changes Procedures

- Games can be changed for a number of reasons, including forfeits, team and field availability, fixture errors or wet weather (see below).
- NFA will advise the Club's Competition Secretary of any changes to fixtures.
- Fixtures are available on NFA's website – there is a link to it from the Club's Fixtures web-page.
- For changes made to the upcoming weekend games before the Friday, an email will be sent to the team Coach and Manager advising them of the change.
- For changes made to the weekend games on or after the Friday, the team Coach and Manager will be phoned to advise them of the change. If possible, an email will be sent to confirm the change.
 - *If the team has not been advised that their game has changed then they should assume that it is to be played, as per the fixtures on NFA's website.*
- For changes to made to the following weeks games, the fixtures on NFA's website will be updated.
- If most or all games have been postponed due to wet weather, the Club will update their website.

Wet Weather Cancellation Procedures

Games can be called off due to wet weather in the following ways:

- NFA will call off all games if all Councils in the NFA area close their grounds.
- NFA will call off games scheduled to take place on grounds closed by individual Councils in the NFA area. In these circumstances, the Club's Competition Secretary will advise the affected BMFC team Manager(s) of the cancellation.
- Individual clubs close their grounds. In these circumstances, either the other Club or NFA will advise the Club's Competition Secretary, who will then advise the affected BMFC team Manager(s).
- If a referee closes a ground, no games can be played on that field for the rest of the day. In these circumstances, either the other Club or NFA will advise the Club's Competition Secretary, who will then advise the affected BMFC team Manager(s).

Note #1 – the above types of cancellations can occur 'at the last minute'. There have been occasions where teams have travelled to games only to find that the grounds have been closed. Every effort is made to avoid this, but it does happen.

Note #2 – When the Club's Competition Secretary advise a team manager of a cancellation, the team Manager should, in turn, advise their team members. It is strongly recommended that each team makes specific arrangements for general matters like these at the start of the season.

When ground closures occur prior to a weekend, including the Club's fields, available information will be posted on the Club's website. On most occasions the Club's website will be updated giving the details on washed-out rounds and ground closures, due to wet weather.

No training is allowed when the Club's fields are closed due to wet weather and teams are not permitted to train elsewhere without prior approval. The decision to close the fields will be made by a member of the Club's Board in consultation with Blue Mountains City Council. When the fields are closed, the lights will not be turned on and the Club will update its website accordingly.

Match Day Official (Duty Officer) Procedures

Mornings

Venue

- Open both sets of gates.
- Open toilets and equipment room on both days and change rooms on Sundays.
- Open the Club House. Turn off the alarm.
- Put on the Official vest.

Fields

- Place bollards and garbage bins out as shown on the field layout diagram.
- Check draw to see what fields are being used *i.e.* minis, modified, main.
- Pug goals are required for U5 to U7 games. Mod goals need to be assembled by the U8 to U11 teams before their game. Get the parents to get the pug goals and mod goals from the garage.
- For games on main fields, nets should start being put up an hour prior to kick off. A minimum of two adults should be present for each field. Advise the teams which nets go on which field. Make sure the step ladders are used to install the nets so as to prevent injuries.
- Check flags and nets prior to the referee's inspection. Make sure the nets are tight with no holes that would allow the ball to pass through.
- Ensure that the fields and equipment are safe to use and complete the safety checklist. Any hazards identified are to have appropriate controls in place.

Canteen

- Turn on hot water heater.
- Turn on pie oven.
- Ensure canteen team knows what has to be put out and where everything is.
- Place 'Canteen' sign on window grid near door.
- Ensure the list of games for the day has been mounted on the notice board.

During the Day

- Ensure each team has the Coach and Marshal wearing their vests.
- Constantly monitor the behaviour of all players and spectators to ensure that there is no abuse or intimidation of match officials, players or spectators. Take action to prevent any incidents escalating.
- Arrange for the teams to take down the pug and mod goals and store them in the garage.
- Ensure each competition team collects their team sheet well before the start of their game.
- Ensure the team sheet is returned after each game and check to make sure that it has been correctly filled out. Put them in the plastic sleeve and store them in the counter draw.
- Sell shorts, socks, shin pads and any other apparel from the back room as required.
- Check canteen and restock if necessary.
- Make sure no glass bottles are taken onto the playing area and that no alcohol is taken on the fields on Saturdays and at 10 metres clear of the fields on Friday nights and all-day Sundays.
- Have your club contact list and NFA Regulations accessible, as you may be asked difficult questions and required to provide accurate answers.

End of the Day

- Ensure the last team on each field takes down the nets and put them in the net bins. The bins and the flags are then stored in the equipment room. Make sure that the stepladders are used to take the nets down to prevent injuries.
- Ensure that the fields and surrounding areas are clear of rubbish.
- For safety reasons ensure that you are not left to close up by yourself. Ensure that at least one person remains with you while you close up.
- On Sundays, ensure that the garage bins are taken out the street for collection by Council.
- Check to see that all the team sheets have been handed in.
- Ensure that the canteen area is left clean.
- Collect the canteen takings and ensure it is taken to the person responsible, otherwise take it home and it will be collected later.
- Ensure all lights are off in the club house, that all the doors are locked and the alarm is armed.
- Ensure the amenities block and both gates are locked.

Election of Directors Procedures

If the number of nominations for Directors at an AGM exceeds the number of vacancies to be filled, a voting paper shall be prepared containing the names of the candidates in alphabetical order, by surname, for all vacancies on the Board.

The voting paper will be distributed to each member eligible to vote before the AGM.

Prior to the vote for Directors, the Chair will nominate a Returning Officer. The Chair will then give candidates an opportunity to reaffirm their nomination and to address the meeting for no more than five minutes.

When the vote for the Directors takes place, each member will indicate on the voting paper, by writing numbers to indicate their order of preference (*i.e.* 1 and 2 for when voting for 2 directors; or 1, 2 and 3 when voting for 3 Directors – 1 is most preferred) for the persons they wish to be elected as a Director. Ticks, crosses etc, will not be accepted as indicating the member's preference.

The Returning Officer will collect the voting papers and count up the vote papers. A check is to be made about to ensure the number of votes matches the number of voting papers handed out at the AGM. Any discrepancy is to be reported to the Chair before the votes are counted. The Chair may order a re-ballot using new voting papers or may allow the count to proceed. Once satisfied with the count of the voting papers the returning officer will count the votes. Any unclear or spoilt voting papers will not be counted. The total number of votes will be counted for each candidate. Positions for Director are to be filled sequentially *i.e.* Director 1, then Director 2 and if required Director 3.

The candidate who receives the most number of first preference votes will be elected as Director 1. The candidate who receives the second most number of first preference votes will be elected as Director 2. If required, the candidate who receives the third most number of first preference votes will be elected as Director 3.

At the conclusion of the election all voting and tally papers will be destroyed.

When Voting for Two Directors

- If there is a tie between two candidates for the Director 1 position, then they will be elected as Directors 1 and 2 according to their order on the voting paper.
- If there is a tie between two or more candidates for the Director 1 position, then a count of the members' second preference votes will be used to determine which candidate is elected Director 1. The candidate who receives the most number of second preference votes will be elected as Director 1.
- If there is a tie between two or more candidates for the Director 2 position, then a count of the members' second preference votes will be used to determine which candidate is elected Director 2. The candidate who receives the most number of second preference votes will be elected as Director 2.
- If the second preference count does not resolve any tied candidates, then Returning Officer will notify the Chair along with the result of the vote.
- The Chair will announce the result of the election; the actual number of votes will not be announced. The Chair will ask the tied nominees to reaffirm their nominations for Director and if required shall place the names of the tied candidates into a container and draw out the elected candidates.

When Voting for Three Directors

- If there is a tie amongst three candidates for the Director 1 position, then they will be elected as Directors 1, 2 and 3 according to their order on the voting paper.
- If there is a tie between two candidates for the Director 1 position, then they will be elected as Directors 1 and 2 according to their order on the voting paper.
- If there is a tie between two candidates for the Director 2 position, then they will be elected as Directors 2 and 3 according to their order on the voting paper.
- If there is a tie among four or more candidates for the Director 1 position, then a count of the members' second preference votes will be used to determine which candidate is elected Director 1. The candidate who receives the most number of second preference votes will be elected as Director 1.
- If there is a tie among three or more candidates for the Director 2 position, then a count of the members' second preference votes will be used to determine which candidate is elected Director 2. The candidate who receives the most number of second preference votes will be elected as Director 2.
- If there is a tie between two or more candidates for the Director 3 position, then a count of the members' second preference votes will be used to determine which candidate is elected Director 3. The candidate who receives the most number of second preference votes will be elected as Director 3.
- If there is still a tie among four or more candidates for the Director 1 position, or among three or more candidates for the Director 2 position, or two or more candidates for Director 3 position, then the members' third preference will be counted using the same procedure for the second preference count. If the third preference count does not resolve any tied candidates, then the Returning Officer will notify the Chair along with the result of the vote.
- The Chair will announce the result of the election; the actual number of votes will not be announced. The Chair will ask the tied nominees to reaffirm their nominations for Director and if required shall place the names of the tied candidates into a container and draw out the elected candidates.

RULES OF DEBATE

Standing Orders

- These Standing Orders shall apply to all Meetings of the Club, including committees and sub-committees.
- Meetings shall, subject to a quorum being present, commence at the time stipulated in the notice of the Meeting. Any Meeting may be terminated or adjourned to a date and time as determined.
- If no quorum is present within thirty (30) minutes after the stated commencing time, the meeting shall lapse.
- Members may speak only when called on by the Chair, who shall allow reasonable debate on all matters.
- No member, except the mover, shall speak on a motion until it has been seconded.
- Motions, or amendments, can only be withdrawn by the mover and with the consent of the seconder.
- No motion may be withdrawn if an amendment is under discussion, or if an amendment has been passed.
- A motion may be re-worded by the mover with the consent of the seconder.
- Members may speak once only to any motion, except the mover exercising the right of reply, which closes the debate on the original motion. Members who have spoken on the original motion may speak to the amendment.
- The seconder of a motion may reserve the right to speak later in the debate.
- Any member may raise a Point of Order at the time an irregularity occurs. A Point of Order takes precedent over any other business.
- As distinct from a vote of confidence, any member may move dissent from the Chair's Ruling. The Chair must vacate the Chair and the question put forthwith. The Chair shall resume the Chair immediately the vote is taken.
- Any member who has not spoken to a question may move "That the question now be put". The mover may interrupt a speaker to move the motion, and the Chair shall put the question only if they consider there has been sufficient debate.
- Any member may move to limit a speaker's time e.g. "That the speaker be no longer heard" or "the speaker be heard for another two minutes". Such motion to be put immediately.
- Motions to suspend Standing Orders, which motion may include changing the order of business, may be moved and subject to debate.
- Rescission motions shall not be accepted at the meeting at which the resolution they seek to rescind was passed. Such notices must be submitted, in writing, signed by the Member submitting the motion, and lodged with the Club's Secretary within fourteen (14) days of that meeting. Upon receipt of a rescission motion, the Club's Secretary shall advise all Members within seven (7) days of the rescission motion being received and shall forward a copy to all members at least fourteen (14) days prior to the next Special General Meeting to determine the issue.
- The Chair shall rule upon matters not covered by these Rules of Debate.

PORTFOLIOS OF DIRECTORS

(Clause 13.3 – Portfolios)

The Directors will carry out the Portfolios of President, Vice President, Secretary, Treasurer and Public Officer. A Director may carry out more than one Portfolio.

Where more than one Director nominates to undertake a Portfolio then all Directors will vote (via a show of hands) on who will undertake the Portfolio. The Director who has the majority of votes will be allocated the Portfolio. If the vote is tied then the Directors names that nominated for the Portfolio will be placed in container. A Director that has not nominated for the position, or someone agreed to by the Directors, will draw out the name of the Director who will be allocated the Portfolio.

DELEGATION

(Clause 18 – Delegations)

Committee Delegations

The Board may establish Committees, which are to consist of the Directors of the Board plus any appointed individuals. Committee members, who are not Directors, shall be appointed by the Board to serve for a period of one year from the date of appointment.

Committees members will carry out other roles as required by the Club – examples listed below; these roles are in addition to the Portfolio roles carried out by the Directors. The roles may be delegated to a Director. A Director or committee member may carry out more than one role.

- BBQ Coordinator
- Canteen Coordinator
- Coaching Coordinator
- Competition Secretary
- Equipment Coordinator
- Female Football Coordinator
- Fields & Maintenance Coordinator
- Fundraising & Sponsorship Coordinator
- Grading Committee Coordinator
- Member Protection Information Officer
- MiniRoos Coordinator
- Promotions/Publicity Coordinator
- Registrar
- Roster Coordinator
- Senior Teams Representative
- Webmaster
- WHS Coordinator
- general Committee member

The Board may, from time to time, decide to create additional roles or Committees and appoint committee members to undertake the additional roles or undertake them themselves.

Financial Delegations

The Board will approve the financial budget by December of each year for the income (including player fees) and expenditure required for the following season. The Board may approve adjustments to the budget throughout the season.

Directors and committee members are able to commit the Club to spend any funds within the approved budget as per the following delegations:

- Treasurer – any funds required to meet the Club's commitments for the upcoming season.
- All other roles – any funds to purchase stock and equipment, up to the amount set in the budget. An individual purchase over \$500 requires the prior approval of two Directors and is to be ratified by the Board at a Board meeting.

For the expenditure of funds not covered by the budget:

- Directors – an individual purchase up to \$500 is to be ratified by the Board at a Board meeting.
- Directors – an individual purchase over \$500 and up to \$1000 requires the approval of two other Directors and the expenditure is to be ratified by the Board at a Board meeting.
- Directors – an individual purchase over \$1000 is to be approved by the Board at a Board meeting.
- In an emergency, any necessary funds – if approved by the Treasurer, the President and one other Director. The expenditure is to be ratified by the Board at the next Board meeting.

The Treasurer is to report all expenditure on behalf of the Club for ratification by the Board.

FORMS

Director Nomination Form



Blue Mountains Football Club Inc.

mail: PO Box 235, GLENBROOK NSW 2773

e-mail: contact@bmfc.com.au

phone: (02) 4739 5121

website: www.bmfc.com.au

Nomination for Membership to the Board of *Blue Mountains Football Club Incorporated*

Blue Mountains Football Club Incorporated (BMFC Inc.)
– incorporated under the Associations Incorporation Act 2009 (NSW).

I, _____ of _____
(full name of applicant) (full address of applicant)

hereby apply to become a Board member of BMFC Inc.

In the event of my admission as a Board Member, I agree to be bound by the Constitution in force.

Signature of applicant **Date:** _____

I, _____ a member of BMFC Inc.,
nominate the applicant, who is personally known to me, for a position on the Board.

Signature of proposer **Date:** _____

I, _____ a member of BMFC Inc., second the
nomination of the applicant, who is personally known to me, for a position on the Board.

Signature of seconder **Date:** _____