

# BLUE MOUNTAINS FOOTBALL CLUB INC

## REGULATIONS 2021

### PORTFOLIOS OF DIRECTORS

(C Sec 14.3 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.

BOARD	
PRESIDENT	To ensure the Club promotes the participation and achievement of its teams. Ensure the Club is run efficiently administratively, financially and socially to support all on-field activities.  The President helps the Board prioritise its goals and keeps the Board on track by working within the Club's framework. At an operational level, the major function of the President is to facilitate effective Board meetings.
VICE PRESIDENT	Provides support to the President, Secretary and other Board members to ensure the efficient operation of the Club.
SECRETARY	Primarily responsible for all administration duties and provides the coordinating link between members, the Board and various stakeholders.
TREASURER	Maintains the Club's fiscal soundness.
PUBLIC OFFICER	Perform the role of the "Public Officer" of the Club in accordance with the Act.

### DELEGATIONS

(C Sec 18 Delegations)

#### MANAGEMENT COMMITTEE DELEGATIONS

The Board may appoint management committee members to undertake specific roles for the Club. 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.

The committee members will carry out the roles listed below. The Board can move a role from one committee member to another.

These roles are in addition to roles carried out by the Directors of the Club. The roles may be delegated to a Director. A Director or committee member may carry out more than one role.

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

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<b>MANAGEMENT COMMITTEE</b>	
COMPETITION SECRETARY	Ensures that all players play games according to the Regulations.
REGISTRAR	Manages and administers the registration of the Club's members in an effective and efficient manner. This includes close liaison with Nepean Football Association (NFA) through the PlayFootball and iCompMan databases.
SENIOR TEAM REPRESENTATIVE	Ensures communications both positive and negative between Senior teams, Board and committee.
COACHING COORDINATOR	Ensures that there is a suitably qualified coach for each team at the Club.
MINIROOS COORDINATOR	Ensures that the MiniRoos teams are run in accordance with the FA curriculum.
ROSTER OFFICER	Ensures that the duty roster for match day official, canteen, BBQ and nets is prepared and circulated to the Board, committee members and teams in a timely manner.
MEMBER PROTECTION INFORMATION OFFICER	Provides information and guidance on complaints procedures. The 'go to' person for members who want to discuss problems at the Club, particularly if they are considering making a formal complaint.
SAFETY OFFICER	Ensures the fields, the surrounding areas and the equipment are safe to use and identify any safety hazards for the players and visitors to the Club.
EQUIPMENT OFFICER	Ensures that players and teams have the right equipment to play football for the Club.
SPONSORSHIP & FUNDRAISING OFFICER	Is responsible for all revenue generation from sponsorship and fund raising at the Club.
PUBLICITY OFFICER	Promotes timely, accurate and positive Club information to the wider community.
FIELDS & MAINTENANCE OFFICER	Ensures that the fields are fit and safe for teams to train and play games.
FEMALE FOOTBALL CO-ORDINATOR	Provides the coordinating link between female members, coaches and the Board.
COMMITTEE MEMBER	Provides support to the President, Secretary and other Board members to ensure the efficient operation of the Club.

<b>SUB COMMITTEES</b>	
Grading Committee	<p>Ensure that all players and teams are graded according to Club's Grading policy with the assistance of the Board.</p> <p>Shall nominate the grading of the teams, in conjunction with the Competition Secretary and the Registrar, for the season to NFA.</p> <p>Shall report to or attend a Board meeting if required to do so by the Board.</p>
Canteen Committee	<p>To ensure the efficient running of the Club canteen.</p> <p>To maintain the stock with in the canteen.</p> <p>To order and receive stock for the canteen as required.</p> <p>Other duties as required.</p> <p>Shall report to or attend a Board meeting if required to do so by the Board.</p>
Webmaster	<p>To maintain the Club's website and email accounts.</p> <p>Ensure that any material on the website is appropriate and to the desired format.</p> <p>To report to the Board any matters related to the website.</p> <p>Other duties as required.</p> <p>Shall report to or attend a Board meeting if required to do so by the Board.</p>

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## FINANCIAL DELEGATIONS

The Board will approve 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.
- Registrar – any funds required to register players with NFA for the upcoming season.
- Equipment Officer – any funds to purchase stock and equipment for players, coaches, managers and teams to ensure the efficient running of the football season 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.
- Canteen Officer – any funds to purchase stock and equipment for the running of the canteen 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.
- Maintenance/Fields Officer – any funds to purchase equipment for the maintenance of the fields and Club house 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.
- Safety Officer – any funds to purchase stock and equipment for the safe running of the Club 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 which is to be ratified by the Board at a Board meeting.
- Directors – an individual purchase up to \$1000 with the approval of two other Directors. 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 at the next Board meeting.

## POLICIES

Refer to Football NSW (FNSW) policies at [www.footballnsw.com.au/](http://www.footballnsw.com.au/) and Nepean FA (NFA) at [www.nepeanfootball.com.au](http://www.nepeanfootball.com.au) which are applicable to the Blue Mountains Football Club. Where a policy or regulation is not included in these regulations then the FNSW and/or NFA policies and regulations will apply.

### 1) BUDGET AND FEES POLICY

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

For 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 Nepean Association fees, possible referee fees, any BMCC fees, any fund raising 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 expenditures such that Club remains in a financially sound position.

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

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## 2) MEMBERSHIP POLICY

BMFC requires all players, coaches, managers and officials to become members of the Club by completing a member application form which is contained within the FA online registration procedure at [www.playfootball.com.au](http://www.playfootball.com.au). Where the player or coach is under the age of 18 years, they will become Junior Members of the Club, and their parent or guardian who completed the registration process for them agrees to become a Member of the Club. Person over the age of 18 years who complete the FA registration process agree to become a Member of the Club.

All players, coaches, managers and officials must agree to all the term and conditions of Club membership.

The terms and conditions for Club membership will be included in the registration forms which the players, coaches, managers and officials are required to complete as part of the registration process. The Club will review the 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 or reject a player, coach, manager or official application for membership at a Board meeting. The Registrar will provide the Board a list of applicants for membership for approval by the Board. The Board will accept or reject the membership application as required by Section 6.2 of the BMFC Constitution. The Board may decline to register, or impose restrictions, or bonds on, any applicant who the Board may feel is at risk of bringing the Club into disrepute, or who may fail to comply with the Clubs Codes of Conduct.

If an application has been rejected the Club will refund any fees paid.

The period of membership will be 1 year from the date of the acceptance of membership application by the Club.

## 3) REGISTRATION POLICY

BMFC will follow the registration procedures as advised by the NFA and FNSW. All players, coaches, managers and officials will register using the FA website at [www.playfootball.com.au](http://www.playfootball.com.au).

BMFC will encourage 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 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 complete 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 player will not be able to play 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.

## 4) JUNIOR PLAYER GRADING POLICY

In the NFA age groups U11 and above play competition games (U11 do not play for competition points), therefore all players U11 and above should, where possible, play in a team for their age and in a division best suited to their ability. Where there are more than two teams entered into the same age competition (U11 and above) then the players will be graded into teams based on their ability. The grading is to be carried out by a Grading Committee appointed by the Board.

All players in U11 and U12 age groups will be graded using the previous coach's input and a grading session to determine the right team for each player.

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The grading session will assess the 4 core skills as prescribed in the FA 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 gameplay, positioning and communication.

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

A player can elect not to be graded, or if a player is unable to attend a grading session, the Grading Committee will place the player in a team that best suits the requirements for the forming of teams, this includes placing the player in the lowest division team.

If circumstances prevent a grading session being held the Grading Committee will use all available information, e.g. previous coaches' input, previous grading session, to form teams.

All players should play in the age competition for their age, i.e. U12's play U12. 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 the teams. The players who will play in the higher age competition will be selected based on their ability to play in the higher age division team.

The Grading Committee grades the players such that players of similar ability are placed in the one team. Once the Grading Committee has decided the grading, a player cannot change teams.

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

Once the teams have been formed, they will be nominated a proposed division according to the player's ability based on advice from the previous coach of the team and an independent assessment of the player's ability by the Grading Committee. The team's final division for the start of the season will be provided by the NFA.

## 5) DISCIPLINE AND FINES POLICY

BMFC supports the NFA stand of "zero tolerance" on violence by players and spectators and abusing or harassing match officials. All players should make themselves aware of the Nepean Regulations covering these matters.

The responsibility for payment of fines levied by the NFA on individual players rests with the player. The BMFC Competition Secretary will request the players' Coach or Manager to advise the player, details of the fine to ensure the player pays the fine before their suspension ends.

The player will not be eligible to participate in competition games for BMFC until receipt of payment of the fine by the Club.

If a player is sent from the field for a Red Card offence, that player will receive a suspension from the NFA Disciplinary Committee as per the NFA Regulations. If a player wishes to appeal their suspension, they need to follow the requirements of the NFA Regulations.

The BMFC Competition Secretary will notify the player's team manager of any player suspension.

Any person (e.g. player, coach, manager, marshal, spectator, etc) required to appear before a NFA GPT or Appeal Tribunal will be notified by the BMFC at least 24 hours before the hearing. Any reports requested by NFA are to be submitted to the BMFC Competition Secretary or President at least 4 hours before the due time to allow time for vetting and any changes that may be needed prior to submission to Nepean. If a person is unable to attend the

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hearing for any reason they are to notify the Competition Secretary before the hearing. A member of the BMFC Board must accompany any player or team official attending any such hearing.

Any team or player, who by their actions (e.g. violence, 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 BMFC Board meeting to discuss their actions and any penalties the Club may impose on them.

A team or player has to complete their suspension and paid their fine prior to returning to play games for BMFC. A team or player may submit a request in writing to BMFC 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 who does not pay their fine may be declared unfinancial by the Club.

Any player or team wishing to appeal a decision of the NFA GPT or Appeals Tribunal are to notify the BMFC Secretary of their intention. Any appeal will need to comply with the requirements of the NFA Regulation.

## 6) SPONSORSHIP POLICY

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

### (a) 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.

### (b) Team Sponsorship

If a team receives or obtains a sponsorship (e.g. in return for naming rights on their BMFC competition shirts) the funds must be applied towards the cost of producing and applying the naming panels to the teams' playing strip or other related team costs such as, jackets, training shirts, or 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 teams nominated representative and the Board, but the value shall be not less than:

1. From 20% to 10% for \$0 to \$10,000 on a pro rata basis
2. 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 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.

## 7) SELECTION OF TEAM COACHES POLICY

Any person wishing to coach a BMFC team will be required complete an on line registration and provide a WWC number—A person who wishes to coach a team can act in the position (provided there is no one already acting in the position) until they are approved by the Board.

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The Board will consider and approve 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 Clubs Codes of Conduct.

Where more than one person wishes to exclusively coach a team ie. 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, including their coaching qualifications, coaching experience and may interview the persons before approving who will coach the team. 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.

## 8) PRIVACY POLICY

Blue Mountains Football Club has adopted the FNSW Privacy Policy in as far as it applies to the Club. Refer to [www.footballnsw.com.au/](http://www.footballnsw.com.au/).

## 9) MPIO POLICY

Blue Mountains Football Club has adopted the FNSW MPIO Policy in as far as it applies to the Club. Refer to [www.footballnsw.com.au/](http://www.footballnsw.com.au/).

## 10) SOCIAL MEDIA POLICY

Blue Mountains Football Club has adopted the FNSW Social Media Policy in as far as it applies to the Club. Refer to [www.footballnsw.com.au/](http://www.footballnsw.com.au/).

## PROCEDURES

### ELECTION OF DIRECTORS PROCEDURE

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) 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. The positions for Director are to be filled sequentially, i.e. Director 1 then Director 2 and if required Director 3.

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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.

When voting for 2 Directors, if there is a tie between 2 candidates for the Director 1 position then they will be elected as Director 1 and 2 according to their order on the voting paper. If there is a tie between more than 2 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 2 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.

When voting for 3 Directors if there is a tie between 3 candidates for the Director 1 position then they will be elected as Director 1, 2 and 3 according to their order on the voting paper. If there is a tie between 2 candidates for the Director 1 position then they will be elected as Director 1 and 2 according to their order on the voting paper. If there is a tie between 2 candidates for the Director 2 position then they will be elected as Director 2 and 3 according to their order on the voting paper. If there is a tie between 4 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 3 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 2 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 between 4 more candidates for the Director 1 position or between 3 more candidates for the Director 2 position or 2 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 returning officer will notify the Chair along with the result of the vote.

The result of the vote will then be passed onto to the Chair who will announce the result of the election; the actual number of votes will not be announced. In the event of a tied result the Chair ask the tied nominees to reaffirm they nominations for Director and if required shall place the names of the tied candidates into a container and draw out the elected candidates.

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

## **GRIEVANCE PROCEDURE**

The grievance procedure is set out in Clause 28 of the BMFC Constitution.

If required, the Board will appoint an independent tribunal to resolve a grievance. The tribunal will consist of 3 persons. Tribunal members must be:

1. a member of Club.
2. not involved in the grievance
3. not a member of the Board

The tribunal will use any procedures they see fit to consider the facts of the grievance and make their decision on the balance of probabilities to resolve the grievance. They may impose sanctions upon a party to grievance, which may include suspensions from playing or attending matches, fines or any other sanction they see fit to impose.

The decision made by the independent tribunal is final and not appealable.



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## MATCH DAY OFFICIAL (DUTY OFFICER) PROCEDURES

### MORNINGS

- a) Open both sets of gates.
- b) Open toilets and equipment room on both days and change rooms on Sundays.
- c) Open the Club House. Turn off the alarm.

#### Fields

- d) Place bollards and garbage bins out as shown on the field layout diagram.
- e) Check draw to see what fields are being used i.e. minis, modified etc
- f) Teams will be advised to start at 8.00 am (7:30 am if line marking required). A minimum of two parents should be present for each field.
- g) Normally the fields will be marked before match, however, if required, show the team how to mix liquid for line marker and how to use the line marker. Refer to the line marking machine instructions posted in the garage.
- h) Advise the teams which nets go on which field. Make sure the teams use the step ladders to install the nets so as to prevent injuries.
- i) The pug goals are required for U5 to U7 games. Get the parents to get the pug goals and mod goals from the garage. The mod goals need to be assembled by the U8 to U11 teams before their game.
- j) Check flags and nets prior to referee's inspection. Make sure the nets are tight with no holes that would allow the ball to pass through.
- k) If necessary, make sure the line marker is stored in the garage; ensuring clean water has been run through the machine to flush it out.
- l) 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

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

### DURING THE DAY

- a) Put on the Official vest.
- b) Ensure team members are wearing their coaches and marshal vest.
- c) 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.
- d) Arrange for the teams to take down the pug and mod goals as needed and store them in the garage.
- e) Sell shorts, socks, shin pads and boots from the back room as required.
- f) Check canteen and restock if necessary.
- g) Make sure no bottles are taken onto the playing area and that no alcohol is taken on the fields on Saturday and at 10 meters clear of the fields on Sunday.
- h) Have your Club contact list and NFA Regulations handy, as you may be asked difficult questions and required to provide accurate answers.

### END OF THE DAY

- a) 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.
- b) Ensure that the fields and surrounding areas are clear of rubbish.
- c) For safety reasons ensure that you are not left to close up by yourself. Ensure that a least one person remains with you while you close up.
- d) On Sundays, ensure that the garage bins are placed in the bin cage.
- e) Ensure that the canteen area is left clean.
- f) Count up the canteen takings and ensure the canteen cash is taken to the person responsible, otherwise take it home and it will be collected later.
- g) Ensure the amenities block and both gates are locked.
- h) Ensure all lights are off in the Club house and that all the doors are locked and the alarm is armed.

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## FIXTURE CHANGES PROCEDURE

Games can be changed for a number of reasons, including forfeits, team and field availability, fixture errors, or wet weather (see below).

The NFA will advise the Club Competition Secretary of any changes to the fixtures.

For changes up to made to the following weeks games, the fixtures page on the Clubs website will be updated. For changes made to the weekend games before Friday, the fixtures page on the Club's website will be updated and an email will be sent to the coach and manager advising them of the change.

For changes made to the weekend games on or after Friday, the fixtures page of the Club's website will be updated as soon as possible, and the team manager and coach will be sent a text 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 fixture on the Club's website.

If all games have been postponed due to wet weather the Club will update the website.

## WET WEATHER CANCELLATION PROCEDURE

Games can be cancelled for wet weather by:

- The NFA will call **all** games off if Councils in the NFA area 'close their' grounds. Note, arrangements such these should be discussed / agreed at a team meeting at the start of the season.
- The NFA will call games off scheduled to take place on grounds closed by individual Councils in the NFA area.
- Individual Clubs will close their grounds, or a referee will close a ground they consider unsafe. In these circumstances, either the other Club Competition Secretary or the NFA will advise the BMFC Competition Secretary who will advise the affected BMFC teams. If a referee closes a ground no games can be played on that field for the rest of the day.

Cancellations can occur 'at the last minute' and 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.

If the NFA or another Club cancels a game, the BMFC Competition Secretary will advise the Team Manager who in turn will advise the players in their team.

During the week the Club will close the ground for training to protect the fields from excessive damage. The decision to close the fields will be made by Fields and Maintenance Officer in consultation with the Competition Secretary. When the fields are closed, the field lights will not be turned on. The Club will also put a message on the Clubs website.

## RULES OF DEBATE

### STANDING ORDERS

1. These Standing Orders shall apply to all Meetings of the Club, including sub committees.
2. Meetings shall, subject to a quorum being present, commence at 7.30pm, or such other time stipulated in the notice of the Meeting. Any Meeting may be terminated, or adjourned to a date and time as determined.
3. If no quorum is present within thirty (30) minutes after the stated commencing time, the meeting shall lapse.
4. Members may speak only when called on by the Chair, who shall allow reasonable debate on all matters.
5. No member, except the mover, shall speak on a motion until it has been seconded.
6. Motions, or amendments, can only be withdrawn by the mover and with the consent of the seconder.
7. No motion may be withdrawn if an amendment is under discussion, or if an amendment has been passed.

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8. A motion may be re-worded by the mover with the consent of the seconder.
9. 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.
10. The seconder of a motion may reserve the right to speak later in the debate.
11. Any member may raise a Point of Order at the time an irregularity occurs. A Point of Order takes precedent over any other business.
12. 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.
13. 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 he considers there has been sufficient debate.
14. Any member may move to limit a speakers' 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.
15. Motions to suspend Standing Orders, which motion may include changing the order of business, may be moved and subject to debate.
16. 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 Secretary within fourteen (14) days of that meeting. Upon receipt of a rescission motion, the 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.
17. The Chair shall rule upon matters not covered by these Rules of Debate.

## CODES OF BEHAVIOUR

### 1) 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.

### 2) 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.

# BLUE MOUNTAINS FOOTBALL CLUB INC

## 3) 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 BMFC'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 BMFC Coaching Coordinator (see list of Club Committee members).
  - If the Coaching Coordinator is unavailable, make a written complaint to the BMFC Secretary who will bring the matter to the attention of the full Board at the next scheduled Meeting.

## 4) 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.

## 5) BOARD

- Ensure that all players regardless of ability, size, shape, sex, and age are given equal opportunities to participate in football at BMFC.
- 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, 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 BMFC Code of Behaviour to parents, coaches, managers and players.

# BLUE MOUNTAINS FOOTBALL CLUB INC

## FORMS

### DIRECTOR NOMINATION FORM



**Blue Mountains Football Club Inc.**

*mail:* PO Box 235, GLENBROOK NSW 2773

*phone:* (02) 4739 5121

*e-mail:* [contact@bmfc.com.au](mailto:contact@bmfc.com.au)

*website:* [www.bmfc.com.au](http://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:** \_\_\_\_\_